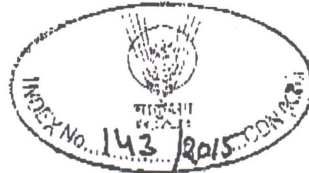


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FAX

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH.
KRISHI BHAVAN: NEW DELHI-1**

F.No.ADMN/7/ 69/2015-WS

Dated the 25 Aug., 2015.

OFFICE MEMORANDUM

Subject: Training Programme on Inter Personal Effectiveness (IPE) from 23.11.2015 to 24.11.2015 at ISTM, New Delhi.

Institute of Secretariat Training & Management, New Delhi has invited nominations for **training programme on Inter Personal Effectiveness from 23.11.2015 to 24.11.2015 at ISTM, New Delhi.** The training programme will be useful to the participants in developing Skills of Holistic Management both in their job and personal situations. The details of Training Programme are as under:-

Objectives:

- Understanding the importance and process of working together.
- Developing a good insight into the behavioural dynamics of self and others.
- Sharpening skills to work well as members of a team as also leaders.

Eligibility: Group A Gazetted Officers.

The Officers, who are desirous to attend the said training programme may send their nomination in the prescribed nomination form through proper channel latest by **10.09.2015** for onward transmission to ISTM, New Delhi. **The Nomination Form may be downloaded from ICAR website under Col. Circular / Work Study Section/Revised Nomination Form for ISTM training programme.**

The Officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

SD as G - P/A
(Suparna Dasgupta)
Under Secretary(WS)

DISTRIBUTION:

1. All Officers of ICAR Hqrs. at Krishi Bhawan/KAB-I/II/NASC (through web-site only)
2. All the Directors of Institutes/NRCs / PDs/Bureaux.
3. ISO, DKMA, KAB for uploading the same on the ICAR website.
4. Guard File.

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