

252  
15/7/13

FAX

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

F.No.ADMN/7/32/2013-WS

Dated the 09<sup>th</sup> July, 2013OFFICE MEMORANDUM

Subj: **Training Course on Stress Management from 16.09.2013 to 19.09.2013 at ISTM, New Delhi.**

The Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the Training Course on Stress Management from **16.09.2013 to 19.09.2013**. The details of the Course as under:

**Aim of the Course:** To equip participants with the requisite knowledge, skills and attitude relating to the management of stress.

**Objectives:**

- Identify symptoms and causes of stress;
- Explore mechanisms of coping with stress; and
- Prepare an action plan to manage stress.

**Eligibility Conditions:**

Director/DS/DD/US/SF&AO and equivalent officers at ICAR Hqrs/CAO/ CF&AO/ SAO/ SF&AO and equivalent officers at ICAR Institutes.

The Officers who are desirous to attend the said Training Course may send their nomination in the enclosed proforma through proper channel latest by **25.07.2013** for onward transmission to ISTM, New Delhi.

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.

*Rajashree Sunil*  
(RAJASHREE SUNIL)  
UNDER SECRETARY(WS)

Encl: As above

DISTRIBUTION

- ✓ 1. All the Directors of Institutes/NRCs /PDs/Bureaux.
- 2. All Officers of ICAR Hqrs, KB, KAB I&II/NASC.
- 3. ISO, DKMA, Pusa for uploading the ICAR Website
- 4. Guard File

PMEC

Scan & forward  
to Hqs, Ao & AFAO

Rev.  
15/07