

विक्रम सिंह, पीएच.डी.
निदेशक
Vikram Singh, Ph.D.
Director



राष्ट्रीय कृषि विस्तार प्रबंध संस्थान
(कृषि मंत्रालय, भारत सरकार का संगठन)
राजेन्द्रनगर, हैदराबाद - 500 030. टी.एस., भारत.
NATIONAL INSTITUTE OF AGRICULTURAL
EXTENSION MANAGEMENT(MANAGE)
(An organization of Ministry of Agri., Govt. of India)
Rajendranagar, Hyderabad - 500 030. T.S., INDIA
Telefax : +91 (040) 24016690(D), 24016702-06; Extn. : 235
E-mail : vikrams@manage.gov.in; Web : www.manage.gov.in

MNG-09/CAIB-050WEDP2/2015-16
23rd March, 2015

Rajendranagar, Hyderabad - Request for Nomination - Reg.

Dear Sir,

A Training Program on "Work Ethics for Development Professionals" is being organized from May 2-5, 2016 at MANAGE, Rajendranagar, Hyderabad. The objectives and themes of this program are as follows;

Objectives

- To understand the concept of work ethics and their importance for institution building
- To learn about various ethical practices and the way they impact the personal and professional life

Contents

- Personal level - Honesty, integrity, responsibility, commitment and respect for people
- Inter personal level - Cooperation, team work and inter personal relations
- Organizational level - Communication, accountability, respect for norms and guidelines and disciplined conduct
- Professional Level - Acquisition and display of competence in task performance, Completion of task vis-à-vis cost, quality and time, Meeting expectations vis-à-vis organizational goals, Performance with sense of purpose, Becoming part of greater vision

It is in this context, may I request you to **nominate 3-4 participants** from your Department in this program of 04 days to share the experiences and enrich the proceedings.

The board and lodging arrangements for participants are made at MANAGE, Rajendranagar, Hyderabad **free of charges** during the period of the program. Also, there is **no tuition fee** charged for this program. However, the participants / sponsoring organizations have to bear their to and fro travel charges.

The Nominations may be sent giving the details of participants like Name, Address for Communication, Mobile/Phone Nos., Fax, Educational Qualifications and Name, Address and Phone nos. of Sponsoring Authority. The nominations may be sent at the following address **latest by April 29, 2016**.

Dr. Vikram Singh, Director MANAGE, Rajendranagar, Hyderabad-500 030, Telangana.

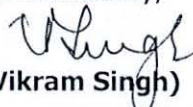
Phone : 040 – 24016690; Email : vikrams@manage.gov.in

The nominated officers are requested to report for program either in the evening of 1st May or by 8.00 am on 2nd May, 2016. The program may be closed by 4.00 pm on 5th May, 2016 and hence, kindly make your return journey arrangements accordingly.

Looking forward for an early response,

With regards,

Yours sincerely,


(Vikram Singh)

To

**The Director
Indian Institute of Spices Research
Marikunnu P.O., Calicut-673012,
Kerala 673012**

6/12/14