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फैक्स संदेश संख्या 1102 / भा.क.अ.प. मुख्या.
दिनांक 27/03/2015
पृष्ठों की संख्या 11



FAX

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

F.No.ADMN/7/27/2015-WS

Dated the 25th Mar., 2015.

OFFICE MEMORANDUM

**Subject: Design of Training (DoT) programme from 08.06.2015 to 12.06.2015 at
ISTM, New Delhi.**

Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for Design of Training (DoT) programme from 08.06.2015 to 12.06.2015 at ISTM, New Delhi. The details of the course are as under:-

Aim of the Course:

The course aims to impart knowledge related to underpinning concepts and develop design skills based on systematic approach to training.

Eligibility Condition: Under Secretary and above level Officers and their equivalent level officers who have undergone Direct Trainers Skills(DTS) course

The Course is designed as a Residential Course. There is no course fee for this programme. However, the participants are required to pay an amount of Rs.1000/- (Rupees One thousand only) @ Rs.200/- (Rupees Two hundred only) per participant per day in CASH to the ISTM Hostel, towards charges for meals etc. Besides, the participants are also required to pay room charges for their stay at ISTM Hostel during the above programme as per usual charges of ISTM Hostel. The above expenditure and travel expenses as admissible under rules may be borne by the office/Instt. concerned of the participant. A copy of certificate of successful completion of DTS course needs to be sent alongwith nomination form.

The eligible officers who are desirous of attending the said training course may send their nomination in the enclosed nomination form through proper channel latest by 20.04.2015 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)

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