

क्रमा संदेश संख्या...1041.../भा.क.ज.प. मुख्या.  
दिनांक...23/03/2015...  
पृष्ठों की संख्या...01...



FAX

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

F.No.ADMN/7/25/2015-WS

Dated the 23<sup>rd</sup> Mar., 2015OFFICE MEMORANDUM

Subject: Workshop on "Formulation of Budget " for Gazetted Officers from 25.05.2015 to 26.05.2015 at ISTM, New Delhi.

The Institute of Secretariat Training & Management, New Delhi has invited nominations for workshop on "Formulation of Budget" for Gazetted Officers from 25.05.2015 to 26.05.2015 at ISTM, New Delhi. The details of the Programme are as under:-

Aim of the Workshop:

- To equip the participants with competencies to prepare budget proposals.

Objectives of the Workshop:

1. List the principles of Budgeting
2. Explain the various terms used in Budget
3. Explain the process of preparation of Statement of Budget Estimates, proposals for Supplementary Grants etc.
4. Distinguish between saving and surrender of funds
5. Describe the concept of Cash management
6. Share their experiences in resolving the budget related problems

Eligibility: Section Officer or equivalent level and above who are preparing budget.

The Officers who are desirous to attend the said workshop may send their nomination in the prescribed nomination form through proper channel latest by 06.04.2015 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 workshop 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&amp;TS)

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