

**CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
CONTROLLER GENERAL OF DEFENCE ACCOUNTS
OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT- 10
Ph: 011-25694268, 25694298 Fax: 011-25694308 Email: trgdiv-brar.cgda@nic.in**

(Through CGDA Website)

No. TD/AN/1013/Trg-EI/XIV

Date: 16.02.2017

To,

All PCsDA/CsDA/CFA (Fys)/Pr.IFAs/IFAs

Subject: Two days Workshop on Noting & Drafting at ISTM New Delhi

ISTM Circular no A-33040/01/2017 - ISTM Dated 01-02-2017 for two days Workshop on Noting & Drafting from 11-05--2017 to 12-05-2017 with last date on 01-04 - 2017 is circulated herewith.

2. Suitable officers may be nominated for the subject workshop and the official may be advised to fill online nomination form at **www.istm.gov.in/home/online_nomination_form**. It is mandatory to fill form online. The hard copy of form be sent to the HQrs office on the prescribed Performa enclosed as Annexure to the ISTM letter duly completed and countersigned by the officer in charge, and duly affixed with official seal. ***No officer should be relieved for training unless specific intimation from ISTM or CENTRAD regarding acceptance of his/her nomination is received.***
3. No fee for the Course is to be paid.



(Sangeet)
Sr.Dy. CGDA (HRD)



फा.सं / FILE NO: A-33040/01/2017-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 1st February, 2017

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Training programme on **Workshop on Noting & Drafting** for Officers and Staff to be conducted by this institute from **11th and 12th May, 2017**

Sir,

I am directed to say that a training programme on **Workshop on Noting & Drafting** for Officers and Staff will be conducted by this Institute from 11th and 12th May, 2017 (2 days). Details of the objectives of programme, its content, eligible conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the course may be filled online at [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by post.

3. Only such officers should be nominated who can attend the programme on whole time basis. An officer who has already attended similar programme conducted by ISTM should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by **1st April, 2017**.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, **reiterated that nominees should be relieved only after acceptance by the Institute**. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in one month prior to starting of the course and no separate communication by post would be issued.

Yours faithfully,

Sd/-

(Agam Aggrawal)

Encl: Annexure - I

Annexure-I

COURSE INFORMATION SHEET

Title: Workshop on Noting & Drafting for Section Officers/Assistant Section Officers/ Dealing Assistant

Duration: 2 days (11th and 12th May, 2017).

Course Code: WND

OBJECTIVE OF THE COURSE: Participants will be able to:

- a) Apply functional approach to noting; and
- b) Draft an appropriate and effective communication in a given situation.

METHODOLOGY: Lecture – Case Studies – Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITIONS: Section Officers/Assistant Section Officers/ Dealing Assistants.

COURSE CAPACITY: 25

COURSE FEE & OTHER EXPENSES:

Capitation fee of Rs.2000/- (Rupees two thousand only) is charged from the trainees sponsored by organizations other than the Central Government. **A/c Payee Bank draft/cheque** is to be drawn in favour of “Assistant Director”, ISTM, payable at New Delhi.

ACCOMMODATION:

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ISTM has modest hostel facility available on twin sharing basis. The hostel rooms are available on first-cum-first-served basis only. Participants who would like to avail of hostel facility at ISTM may like to contact the Hostel Warden or the caretaker at Tel # 011-26172571 and Fax # 26104183. The family members of the participants are NOT permitted to stay at the hostel.

ACCEPTANCE OF NOMINATION

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.