



फा.सं / FILE NO: A-33057/4/2015-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 - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 22nd January, 2016

To

1. All Central Ministries/Departments of the Govt. of India
2. Head of Department, All Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Public Sector Undertakings/Training Institutes/Training Centers

Subject: - Workshop for Liaison Officers of SC/ST to be conducted by ISTM –Reg.

Sir/Madam,

I am directed to refer to this officer letter of even number dated 14th January, 2016 on the subject noted above.

2. **The Workshop for Liaison Officers of SC/ST would now be conducted from 7th to 8th March, 2016 at ISTM.** The details of the Programme i.e the Aim, Course contents, Level and Type of Participants venue etc. are given in this office circular of even number dated 22nd December, 2015 (Copy Enclosed). **The last date for receipt of nomination is 8th February, 2016.**

3. Nomination form for the course may be filled online at 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's letter may be sent separately by post.

4. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other should not be nominated for this programme.

5. 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.**

Yours faithfully,



(R.Gayathri)

Deputy Director & Course Director

Ph: 26105592

Email: r.gayathri@nic.nic