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SL. NO	CIRCULAR NO & DATED	SUBJECT
1	FILE NO.A-48-1/2016-ADMN.III(i), 09-02-2016	Workshop on 'Outcome Budget' for the Officers dealing with preparation of Outcome Budget from 14 <sup>th</sup> to 15 <sup>th</sup> March, 2016 at ISTM, New Delhi.
2	FILE NO.A-48-1/2016- ADMN.III(ii), 09-02-2016	Workshop on 'Pay Fixation' for the Officers dealing with Pay Fixation cases from 07 <sup>th</sup> to 09 <sup>th</sup> March, 2016 at ISTM, New Delhi.
3	FILE NO.A-48-1/2016- ADMN.III(iii), 09-02-2016	Workshop on 'Ethics & Value in Public Governance (EVIPG) April 11 <sup>th</sup> to 13 <sup>th</sup> April, 2016 at ISTM, New Delhi.
4	FILE NO.A-48-1/2016- ADMN.III(iv), 09-02-2016	Workshop on 'Project Formulation and Appraisal for Gazetted officers to be conducted by ISTM from 11 <sup>th</sup> to 12 <sup>th</sup> April, 2016

(1)

F.No.A-48-1/2016-Admn.III  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 9.02.2016.

**OFFICE MEMORANDUM**

**Sub:** Workshop on 'Outcome Budget' for the Officers dealing with preparation of Outcome Budget from 14<sup>th</sup> to 15<sup>th</sup> March, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33074/4/2016-ISTM(WOB) dated 22.01.2016 on the above mentioned subject. **The course is designed for Under Secretary or equivalent level and above in the Ministries/Departments, Attached Offices, Autonomous Bodies and Public Sector Undertakings, dealing with planning formulation and execution of Government Budgets and financial matters.**

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 is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach **ISTM latest by 15.02.2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.**

3. **It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 12.02.2016 positively.**

  
(Nithali Ram)

Under Secretary to the Government of India  
Tel.No.23036757

**Encl: As Above**

**To**

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3<sup>rd</sup> Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फा.सं/ FILE No :A-33074/4/2016-ISTM (WOB)

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2008 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 - 011-26177058; टेलीफैक्स/ FAX - 011-26104183

Dated: 22<sup>nd</sup> January, 2016

To

1. All Ministries/Departments of the Govt. of India
2. Head of Department, All Attached/Subordinate Offices
3. The Chief Controller of Accounts/Controller Offices
4. The Central Vigilance Commission/Election Commission of India/UPSC
5. All Public Sector Undertakings/All Autonomous Bodies

Subject : Workshop on "Outcome Budget" for the Officers dealing with preparation of Outcome Budget from 14th to 15th March, 2016.

Sir/Madam,

A workshop on "Outcome Budget" will be conducted in this institute during 14<sup>th</sup>- 15<sup>th</sup> Mar, 2016 (2 days). Details of the objectives of programme, eligibility 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. Alternatively, the participants may also mail scanned copies of their nomination, after getting signed by their sponsoring authority, to the mail id provided below.

3. 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 should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 15<sup>th</sup> Feb, 2016.

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 of their nominations by the Institute. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) by 19<sup>th</sup> Feb 2016 and no separate communication by post would be issued.

Encl: Annexure - I

Yours faithfully,

Sd/-  
(B. Dhanesh)

Deputy Director & Course Director  
Tel: 011-26177508; Mob: +91-9868273413  
Email id: b.dhanesh@nic.in

ANNEXURE-I

**COURSE INFORMATION SHEET**

<b>CODE:</b>	WOB-07
<b>TITLE</b>	“Workshop on Outcome Budget”
<b>DURATION</b>	2 days (14 <sup>th</sup> - 15 <sup>th</sup> Mar, 2016)
<b>AIM OF THE COURSE</b>	To facilitate the participants to prepare Outcome Budget
<b>ELIGIBILITY CONDITIONS :</b>	Under Secretary or equivalent level and above in the Ministries/Departments, Attached Offices, Autonomous Bodies and Public Sector Undertakings, dealing with planning,

	formulation and execution of Government budgets and financial matters. It is expected that the participants are those who provide inputs to the Budget Division or prepare the Outcome Budget in the Ministry/ Department.
<b>COURSE CAPACITY :</b>	25
<b>COURSE FEE AND OTHER EXPENSES:</b>	In the case of persons nominated from Public Sector Undertakings/Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two Thousand only) will be charged. The capitation fee in the form of a Bank Draft/Cheque drawn in favour of <i>Assistant Director, ISTM, New Delhi</i> may either be sent by post so as to reach ISTM before commencement of the course or brought in person by the trainee concerned. Participants from Ministries/ Departments of Government of India need not pay course fee. <i>If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme.</i>
<b>HOSTEL ACOMMODATION:</b>	ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele Fax No.011-26172571. Family members of the participants are <u>NOT</u> allowed to stay in the hostel with the participants.
<b>REMARKS:</b>	Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website under the link " <i>Accepted Nominations</i> " as well as SMSs/e-mails. Only nominees whose nominations have been accepted by ISTM may be relieved to attend the course

F.No.A-48-1/2016-Admn.III (11)  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 9.02.2016.

**OFFICE MEMORANDUM**

**Sub:** Workshop on 'Pay Fixation' for the Officers dealing with Pay Fixation cases from 07<sup>th</sup> to 09<sup>th</sup> March, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33064/08/2016-ISTM (WPF) dated 20.01.2016 on the above mentioned subject. **The course is designed for any officials who may be considered for dealing with pay fixation.**

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 is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach **ISTM latest by 15.02.2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.**

3. **It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 12.02.2016 positively.**

(Nithali Ram)

Under Secretary to the Government of India  
Tel.No.23036884

**Encl: As Above**

**To**

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3<sup>rd</sup> Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फा.सं/ FILE No :A-33064/08/2016-ISTM (WPF)

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2008 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 - 011-26177058; टेलीफैक्स/ FAX - 011-26104183

Dated: 20<sup>th</sup> January, 2016

To

1. All Ministries / Departments of the Govt. of India
2. Head of Department, All Attached / Subordinate Offices
3. The Chief Controller of Accounts / Controller Offices
4. The Secretary, UPSC, Dholpur House, New Delhi

Subject : **Workshop on "Pay Fixation" for the Officers Dealing with Pay Fixation cases from 07<sup>th</sup> to 09<sup>th</sup> March, 2016.**

Sir,

A workshop on "Pay Fixation" will be conducted in this institute during 07<sup>th</sup>- 09<sup>th</sup> Mar, 2016 (3 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. Alternatively, the participants may also mail scanned copies of their nomination after getting signed by their sponsoring authority to the mail id provided below.

3. 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 should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by **15<sup>th</sup> Feb, 2016**.

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 of their nominations by the Institute. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) by **19<sup>th</sup> Feb 2016** and no separate communication by post would be issued.

**Encl:** Annexure - I

Yours faithfully,

Sd/-  
(B. Dhanesh)

Deputy Director & Course Director

Tel: 011-26177508; Mob: +91-9868273413

Email id: [b.dhanesh@nic.in](mailto:b.dhanesh@nic.in)

ANNEXURE-I

### **COURSE INFORMATION SHEET**

**TITLE** Workshop on Pay Fixation for the Officers Dealing with Pay Fixation cases

**DURATION** 3 days (07<sup>th</sup> - 09<sup>th</sup> Mar, 2016)

**AIM OF THE COURSE:**

The participants will be able to apply pay fixation rules and procedures under different circumstances.

**BROAD CONTENTS OF THE COURSE:**

1. Applicability of various provisions on Fixation of Pay under different circumstances



Fixation of pay w.e.f. the date of promotion and w.e.f. the date of next increment following promotion.

3. Financial Effects of Penalties.
4. Modified Assured Career Promotion (MACP)
5. Pay Fixation for re-employed pensioners.

**METHODOLOGY:** Lecture-Case Studies-Discussion on actual problems faced in dealing with specific cases:

**ELIGIBILITY CONDITIONS** : Any officials who may be considered for dealing with the pay fixation.

**COURSE CAPACITY** : 25

**COURSE FEE AND OTHER EXPENSES:**

In the case of persons nominated from Public Sector Undertakings/Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two Thousand only) will be charged. The capitation fee in the form of a Bank Draft/Cheque drawn in favour of *Assistant Director, ISTM, New Delhi* may either be sent by post so as to reach ISTM before commencement of the course or brought in person by the trainee concerned. Participants from Ministries/ Departments of Government of India need not pay course fee. *If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme.* The Travelling Allowance and Daily Allowance, if any, of the officers nominated to attend the course will be borne by the Sponsoring authorities.

**HOSTEL ACCOMMODATION:**

ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele Fax No.011-26172571. **Family members of the participants are NOT allowed to stay in the hostel with the participants.**

**NOTE:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website under the link "*Accepted Nominations*" as well as SMSs/e-mails. Only nominees whose nominations have been accepted by ISTM may be relieved to attend the course.

F.No.A-48-1/2016-Admn.III (III)  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 9.02.2016.

**OFFICE MEMORANDUM**

**Sub:** Workshop on 'Ethics & Value in Public Governance (EVIPG) April 11<sup>th</sup> to 13<sup>th</sup> April, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33079/1/2016-ISTM dated 28.01.2016 on the above mentioned subject. **The course is intended for officers of the level of Section Officers and above of Ministries/Departments, Attached Offices, Autonomous Bodies and Public Sector Undertakings.**

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 is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach **ISTM latest by 10.03.2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.**

3. **It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 09.03.2016 positively.**

*Issued:  
10/2*

*NM 2  
9/2/2016*  
(Nithali Ram)

Under Secretary to the Government of India  
Tel.No.23036884

**Encl: As Above**

**To**

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3<sup>rd</sup> Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.

*o/c*



फा.सं / FILE NO:A-33079/1/2016-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),

ओल्डोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OI OF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26161375

दिनांक / Date: 28<sup>th</sup> January, 2016

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Office of the Govt. of India
3. The Comptroller and Auditor General of India, New Delhi
4. All Union Territory Administrations
5. All Subordinate Offices of the Govt. of India.
6. All Autonomous Bodes/PSUs

Subject: Workshop on "Ethics & Value in Public Governance" (EVIPG) April 11-13, 2016- regarding

Sir/Madam,

A Workshop on "**Ethics & Value in Public Governance (WoEVIPG-09)**" is scheduled in this Institute from April 11<sup>th</sup> (Monday) to 13<sup>th</sup> (Wednesday) (3 days). The Workshop will be useful to the participants in developing professional ethics. The details of the programme, namely, the objectives, course contents, level of participants, venue etc. are given in Annexure-I. Nomination(s) in the prescribed Performa may kindly be sent to the undersigned so as to reach latest by 10<sup>th</sup> March, 2016. 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).

2. Only such officers should be nominated who will attend the Workshop on whole time basis. While nominating the level of participants as indicated in Annexure-I may kindly be borne in mind. The Workshop will involve own time/group work too. Therefore, nomination of only those officers who can attend the Workshop from 09:00 hours till 05:30 hours and beyond for on-time/group work, may be sponsored.

3. The officer(s) concerned should be relieved for attending the programme only after receipt of specific confirmation regarding acceptance of the nomination.

4. All sponsoring authorities are requested to ensure that candidates selected for the seminar are relieved to attend the course only on receipt of clear communication to that effect from ISTM.

Yours faithfully,



(SATYAJIT MISHRA)

Joint Director & Course Director

Encl: Annexure I

Annexure- I

**Programme Title : EVIPG-09**

**Venue : ISTM Campus, JNU (Old) Campus,  
New Mehrauli Road, New Delhi-110067.**

**Course Director : Satyajit Mishra, Joint Director**

**OBJECTIVES: At the end of the Workshop, the participants will be able to:**

- a) State the importance and benefits of Ethics & Values in effective governance.
- b) Describe the integrated framework of ethical governance and its implications on one's role;
- c) Apply the framework of ethical governance in all spheres.
- d) Explain the concept of inner governance and initiation to practice inner governance of life.
- e) Share one's experience as to how to resolve ethical dilemmas.

**METHODOLOGY:**

The Workshop will be conducted through participative methods including, experience sharing, discussions etc.

**COURSE CONTENTS:**

Concept of framework of ethical governance; concept of inner governance, importance of values for good governance, non-violent communication, self-Introspection for Inculcating values, power of one, environment and you, etc.

**COURES CAPACITY: 25-30**

**Level of Participants**

The course is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

F.No.A-48-1/2016-Admn.III (N)  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 9.02.2016.

OFFICE MEMORANDUM

**Sub:** Workshop on 'Project Formulation and Appraisal for Gazetted Officers to be conducted by ISTM from 11<sup>th</sup> to 12<sup>th</sup> April, 2016.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33071/06/2016-ISTM dated 29.01.2016 on the above mentioned subject. The course is designed for Gazetted Officers or equivalent level officers from Ministries/Departments, Attached Offices, Autonomous Bodies and Public Sector Undertakings/UTs.

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 is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 26.02.2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.

3. It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 25.02.2016 positively.

  
( Nithali Ram )

Under Secretary to the Government of India  
Tel.No.23036884

**Encl: As Above**  
**To**

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3<sup>rd</sup> Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
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फा.सं / FILE NO: A-33071/06/2016-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: 29<sup>th</sup> January, 2016

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 : Workshop on Project Formulation and Appraisal for Gazetted Officers to be conducted by this institute from 11<sup>th</sup> to 12<sup>th</sup> April, 2016.

Sir,

I am directed to say that a training programme on **Workshop on Project Formulation and Appraisal for Gazetted Officers** will be conducted by this Institute from **11<sup>th</sup> to 12<sup>th</sup> January, 2016** (2 days). Details of the aims and objectives of programme, its content, eligibility 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 ISTM website [www.istm.gov.in](http://www.istm.gov.in). It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given below.

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 respects should reach the undersigned latest by **26<sup>th</sup> February, 2016**.

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 of their nominations by the Institute**. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) one month prior to starting of the course and no separate communication by post would be issued.

Yours faithfully,

(Nafe Singh)

Consultant & Course Director

Email ID: [nafesinghsaini@yahoo.com](mailto:nafesinghsaini@yahoo.com)

Tel: 011-26185310

Mob: 9891963832

Encl: Annexure - I

COURSE INFORMATION SHEET

Course Title : Workshop on Project Formulation and Appraisal

Course Code : WPFA

Duration : 2 days (From 11<sup>th</sup> to 12<sup>th</sup> April, 2016)

Eligibility : Gazetted Officers or equivalent officers from Ministries/Departments/ Attached Offices/ Public Sector Undertakings/Autonomous Bodies of Government of India/ State Govt./Union Territories

Aim : To equip the participants with the knowledge and skill in Project Management.

Objective : (a) Describe Project Life Cycle  
(b) Describe salient features of Project Formulation  
(C) Explain four types of project appraisal including time value of money and social cost benefits analysis.

METHODOLOGY: 1. Presentation / Discussion  
2. Practical Exercises  
3. Case Studies

Course Capacity: 25-30 Participants

**COURSE FEE/CAPITATION FEE** : No course fees / capitation fees is charged from the participants sponsored by the Central, State or Union Territory Govt. however, a capitation fee of Rs. 2000/- per participant will be charged in advance in respect of employees of Public Sector Undertaking/Autonomous Bodies etc. and the same is required to be paid through a Crossed Cheque/Bank Draft in favour of Assistant Director, Institute of Secretariat Training & Management, or Pay & Accounts Officer, Department of Personnel & Training, New Delhi payable at New Delhi. If the capitation fee is not paid in advance or at the time of admission of the participant, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

**Hostel Facilities:** The workshop is a non residential training programme. However, hostel facilities are available for outstation participants on nominal payment on single / twin sharing basis subject to availability of accommodation in the hostel. In case a participant need hostel accommodation, she / he may indicate this in the Nomination Form. For booking hostel accommodation participant may contact hostel in charge on telephone number 011 26172571

Nomination form NAFE SINGH

To be sent to Course Director and Consultant