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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: 23.08.2016.
24

OFFICE MEMORANDUM

Sub: Workshop on Public Private Partnership from 10th to 11th November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33072/02/2016-ISTM dated 11th August, 2016 on the above mentioned subject. This workshop is meant for officers in the Central Secretariat Offices, State Government Offices and PSUs/Autonomous Bodies.

2. Nomination form for the course may be filled online at 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 Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach ISTM latest by 10/10/2016. 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 7th October, 2016 at 10.00A.M. positively.


(P. P. Saha)
Under Secretary to the Government of India
Tel.No.23036757

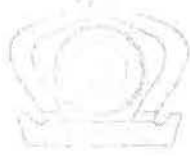
Encl: As Above

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, 3rd 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 Notice Board.

Issued-
26/8

o/c



फा.सं / FILE NO: No. A-33072/02/2016-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 - 011-26175590: टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 11th August, 2016

To

1. All Ministries/ Departments/ Attached/ Subordinate Offices.
2. The Chief Controller of Accounts/ Controller of Accounts
(All Ministries & Department)
3. The Secretary, UPSC, Dholpur House, New Delhi

Subject: **Workshop on Public Private Partnership from 10th to 11th November, 2016.**

Sir,

A Workshop on **Public Private Partnership** will be conducted in this Institute from 10th to 11th November, 2016. Details of the objectives of programme, its contents, eligibility conditions, etc., are given in **Annexure**.

2. Nominations in the prescribed Proforma may be submitted **online** which is available on our official website <http://www.istm.gov.in> under the link 'Online Form' well before the closing date, i.e., **10th October, 2016**. Print out of the filled up nomination forms, duly approved by the sponsoring authority, may be sent so as to reach this office latest by **10th October, 2016**. Nomination not mark online or received in the old nomination proforma or not sponsored by the competent authority or hard copy, duly forwarded by competent authority, received after the last date will not be accepted.

3. The names of selected officials shall be placed on the website of ISTM under the link "Confirmed Nomination" after the closing date. **Only those candidates should be relieved whose nominations have been accepted by this Institute and a confirmation to that effect is shown on the above link by ISTM.**

Yours faithfully,

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(Rajesh K Agrawal)

Deputy Director & Workshop Director

Workshop Information Sheet

CODE : WPPP 08

COURSE TITLE : Workshop on Public Private Partnership

AIM : To develop the skills required for the work in the area of Public Private Projects.

METHODOLOGY : The Workshop shall be conducted in participative mode, including lecture and discussion on real life problems in Public Private Partnership.

ELIGIBILITY CONDITIONS: The Programme is meant for Officers in the Central Secretariat Offices, State Government Offices and PSUs/Autonomous Bodies.

PROGRAMME CAPACITY: 25 (Twenty Five)

ACCOMMODATION: ISTM has a modest hostel facility where AC rooms are available on twin sharing, on first come first served basis for the OUTSTATION PARTICIPANTS ONLY. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Hostel Warden on Phone Number: 011-26172571. In case hostel accommodation is not available due to any reasons, the participants shall have to make their own arrangements.

VENUE: Seminar Hall Complex, ISTM, JNU (Old) Campus, Opposite Ber Sarai.

Note:

1. Officials whose nominations are accepted by Institute of Secretariat Training & Management will be intimated 30 days prior the start of the programme.
2. Only those officers whose nominations have been accepted by the ISTM should be relieved with the direction to report ISTM at 9.00 AM on 10th November, 2016.

(28)

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: 23.08.2016.
24

OFFICE MEMORANDUM

Sub: Workshop on Project Formulation and Appraisal for Gazetted Officers to be conducted by ISTM from 21st to 22nd November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33070/01/2016-ISTM dated 2nd August, 2016 on the above mentioned subject. **This workshop is intended for Gazetted Officers working in the Ministries/Departments of Government of India.**

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 Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach **ISTM latest by 15/10/2016. 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 12th October, 2016 at 10.00A.M. positively.**

Issued.
23/8



(P. P. Saha)

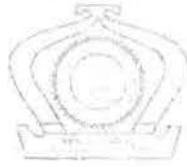
Under Secretary to the Government of India
Tel.No.23036757

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, 3rd 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 Notice Board.

24



फा.सं / FILE NO: A-33070/01/2016-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 - 011-26185310; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 2nd August, 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 **21st to 22nd November, 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 **21st to 22nd November, 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. 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 **15th October, 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 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

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 21st to 22nd November, 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
Institute of Secretariat Training and Management
Room No. 111, Administrative Block
Old JNU Campus, Olof Palme Marg,
New Delhi-110067
Telephone 011-26185310
(M) 9891963832
E-mail: nafesinghsaini@yahoo.com

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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: 23.08.2016.
24

OFFICE MEMORANDUM


Sub: Two days Training Programme on 'Inter Personal Effectiveness' (IPE) from 21st – 22nd November, 2016 to be conducted by ISTM from 21st to 22nd November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33070/01/2016-ISTM dated 2nd August, 2016 on the above mentioned subject. This workshop is intended for Group 'A' Gazetted Officers working in the Ministries/Departments and middle management in PSUs/Autonomous Bodies.

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 Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach ISTM latest by 24/10/2016. 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 21st October, 2016 at 10.00A.M. positively.

Issued
26/8


(P. P. Saha)

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, 3rd 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 Notice Board.

o/c

फा.सं / FILE NO: A- 33085/01/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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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 - 011-26164285; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: August 18th, 2016

To

- Chief Secretaries of All States Govts./Union Territories
- All Ministries/Departments of the Govt. of India
- Public Sector Undertakings/Nationalized Banks/Insurance Companies.

Sub: - **Two days Training Programme on "Inter Personal Effectiveness" (IPE) from 21st - 22nd November, 2016.**

Sir/Madam,

A Two Days Training Programme on "**Inter Personal Effectiveness**" will be conducted in this Institute from **21st - 22nd November, 2016**. The training programme will be useful to the participants in developing Skills of **Holistic Management** both in their job and personal situations.

2. Details of the course particular and facilities available are given at Annexure I. Nomination form for the course may be filled online at www.istm.gov.in/home/online-nomination form. It may kindly be noted that it is mandatory to fill form online. Nomination form of the eligible persons duly countersigned by the sponsoring authority may please be forwarded latest **October 24, 2016**.

3. Only such candidates, whose nominations are accepted for the training programme by Institute of Secretariat Training & Management, would be allowed to join the programme. It is, therefore, reiterated that **nominees should be relieved by the sponsoring authority only after seeing the list of accepted nominations on ISTM's website, receiving the e-mail and SMS alerts**. The list of accepted nominations

will be uploaded on the website. Hence, the e-mail ID and Mobile Numbers of both the nominee and the sponsoring authority are compulsory.

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4. ISTM has hostel facility with AC and Non-AC rooms on twin sharing basis, Participants are advised to contact Hostel Warden (Tel No. 26177058) or Caretaker (Tel No. 26177058) for hostel accommodation.

Yours faithfully,

(K. GOVINDARAJULU)

JOINT DIRECTOR,

E-mail: kg.rajulu@nic.in

ANNEXURE-I

TITLE:	Training Programme on "Inter Personal Effectiveness"
COURSE CODE:	IPE -1-03
DURATION:	Two days (21 st – 22 nd November, 2016)
ELIGIBILITY:	Group 'A' Gazetted Officers in Ministries/ Departments and middle management in PSUs/ Autonomous Bodies.
OBJECTIVE OF THE COURSE:	<ul style="list-style-type: none">· Understanding the importance and process of working together.· Developing a good insight into the behavioural dynamics of self and others.· Sharpening skills to work well as members of a team as also leaders.
COURSE FEE:	There is no course fee for officers of Central Government/State Government. However Capitation fee of Rs.2000/- (Rupees Two thousand only) per participant is being charged from the candidate sponsored by the Public Sector Undertakings/Autonomous bodies). It may please be ensured that such candidates bring with them a Bank Draft for Rs.2000/- in favour of "Assistant Director, ISTM, New Delhi" payable at New Delhi or the "Pay and Accounts officer, Department of Personnel & Training (ISTM Account), New Delhi" towards Capitation fee. Otherwise it may not be possible to admit such candidate to the course.
HOSTEL FACILITIES:	ISTM provides modest hostel facility, where rooms are available on first-cum-first-served basis. The family members of the participants are NOT permitted to stay at the hostel. Participants who would like to avail of hostel facility at ISTM may like to contact the Hostel Warden or the caretaker at the address given below: Hostel Warden, ISTM, Institute of Secretariat Training and Management, Hostel Block No. 1, Old JNU Campus, New Delhi – 110067. Tel # 011-26177058 / Fax # 011-26104183
LAST DATE FOR RECEIVING	October 24, 2016

NOMINATION FORM	
TO WHOM THE NOMINATION FORM IS TO BE SENT	<u>For the current workshop</u> Mr. K. Govindarajulu Joint Director & Course Director Administrative Block, JNU (Old) Campus, New Mehrauli Road, New Delhi –110067. Tel. No26164285 Tele Fax: 26104183

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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: 23.08.2016.
24

OFFICE MEMORANDUM

Sub: Training Course on Purchase Management in Government (PMG1-05) during 30th November to 2nd December, 2016 be conducted by ISTM from 21st to 22nd November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33070/01/2016-ISTM dated 2nd August, 2016 on the above mentioned subject. **This workshop is intended for Gazetted Officers working in the Ministries/Departments of Government of India.**

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 Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach **ISTM latest by 31/10/2016. 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 28th October, 2016 at 10.00A.M. positively.**

Issued
26/8



(P. P. Saha)

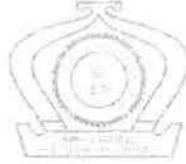
Under Secretary to the Government of India
Tel.No.23036757

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, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
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- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
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- 13 Notice Board.

g/c



सं/ No. A-33065/01/2016-ISTM

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

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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 - 011-26185310; टेलीफैक्स/ FAX - 011-26104183

Dated: 17th August, 2016

To

1. All Ministries/Departments of Government of India.
2. All Attached and Subordinate Offices of Government of India.
3. All Autonomous Bodies of Government of India.

Sub: Training Course on Purchase Management in Government (PMG1-05) during 30th November to 2nd December, 2016 – regarding

Madam/Sir,

I am directed to inform that a **Training Course on Purchase Management in Government for Staff** dealing with purchase will be conducted by the Institute of Secretariat Training and Management during **30th November to 2nd December, 2016**.

2. The Workshop particulars are given in Annexure I. You are requested to forward nominations of eligible officers, complete in all respects and in the prescribed form to the undersigned latest by **31st October, 2016**.

3. Nominations in the prescribed form may be submitted **online**. Online form is available in our website: www.istm.gov.in under the link 'Online Form' may be sent well before the closing date, i.e. **31st October, 2016**. Besides, the print out of the online nomination form duly sponsored by the sponsoring authority may also be sent by post/by hand to Shri Nafe Singh,

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Consultant and Course Director, so as to reach by 5.00 PM on 4th November, 2016. **No nomination shall be accepted without being duly sponsored and received online within the last date.** List of accepted nominations will be displayed in ISTM website. The course may be cancelled / postponed on account of less number of nominations or other administrative compulsion.

Yours faithfully,

(Shri Nafe Singh)

Consultant & Course Director

Enclosure: Annexure-I

ANNEXURE-I

CODE : PMG1-05
 TITLE : Purchase Management in Government
 DURATION : (30th November to 2nd December, 2016)
 AIM OF THE WORKSHOP : To equip the participants with the knowledge and skill in Purchase Management in Govt.

OBJECTIVES OF THE WORKSHOP:

At the end of the Purchase, the participants will be able to:

1. List the principles of purchase
2. Explain the various methods of purchase
3. Explain Contract management including legal frame work.
4. Describe tender evaluation and DGS & D rate contract.
5. State E-procurement.

PARTICIPANTS' ELIGIBILITY CONDITION:

Staff in the Ministries/Departments, Attached and Subordinate offices and central Autonomous Bodies dealing with the purchase.

COURSE CAPACITY : 30

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 may be brought by the trainee concerned in the form of a Bank Draft/ Banker's Cheque drawn in favour of Assistant Director, ISTM, New Delhi. Participants from Ministries/ Departments of Government of India need not pay course fee.

HOSTEL ACOMMODATION:

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.

