Training Course on MS-Excel (Advance) (MS-Ex (Adv)-07)) to be conducted from 12th to 14th August 2024.

From : ISTM <noreply-istm@nic.in>   Tue, Jun 18, 2024 04:23 PM

Subject : Training Course on MS-Excel (Advance) (MS-Ex (Adv)-07)) to be conducted from 12th to 14th August 2024.

To : estimate@air.org.in

Reply To : ISTM <kavita.s@nic.in>

फा.सं / FILE NO: Y-15015/2/2024-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 18-06-2024

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 Course on **MS-Excel (Advance)** (**MS-Ex (Adv)-07)**) to be conducted from **12th** to **14th August 2024.**

Sir/Madam,

I am directed to say that a training course / workshop **"MS-Excel (Advance)"** will be conducted at this Institute from **12th** to **14th August 2024** (**3 Days**). Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I.**

2.   ISTM has state-of-the-art ICT labs having over 135 computers which are internet enabled and fully equipped with latest software and hardware.

3.   Nomination form for the training 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 approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax**.**

4.   The classes will be conducted in blended mode i.e. online **(igot-https://portal.igotkarmayogi.gov.in)** and offline mode. Only such officials should be nominated who can attend this 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 training course conducted by ISTM should not be nominated.   Nominations of eligible officials complete in all respect should reach the undersigned latest by **26, July 2024.**

5.   Only such officials, whose nominations are accepted for the training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website **https://www.istm.gov.in/home/view_all_nomination_acceptance** one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,
- Sd-
(**Kavita Sharma**)
Assistant Director & Course Director
Email ID: kavita.s@nic.in
Tel No.:01126737772

ANNEXURE-I

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COURSE INFORMATION SHEET

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Code   :   **MS-Ex(Adv)-07**

Title   :   **MS-Excel (Advance)**

Duration   :   **3 Days** (From 12th to 14th August 2024)

Aim of the Course: To develop the skills required for work in MS-Excel 2016 (Advance Concepts)

Course Coverage:

Advance Features of MS-Excel

Methodology:

The course will deal with the essential aspects of theory and practice of MS-Excel. The participants will get good practical exposure. The training methods will include lecture, demonstration, individual/Group Exercise.

Eligibility Conditions:

The programme is meant for Officers & Staff in the Central/State Government offices and PSUs/Autonomous Bodies, who have undergone basic level course in excel or have extensive working knowledge in excel. The officials who will be nominated for the training programme mandatorily come with the completion certificate of Ms-Excel (Advance) course at i-got platform (**https://portal.igotkarmayogi.gov.in**)

Course Capacity: 40-50

Nominations for the Course:

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach by **02nd August, 2024.**

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 may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

Course Fee and Other Expenses:

A capitation fee of Rs. 3000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. No course fee is payable in respect of employees of Ministries/ Departments/Attached Office/Subordinate Office of Govt. of India. The Course fee may be paid through online mode as follows:

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Website -

www.bharatkosh.gov.in

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Go to "Quick Payment"

Ministry - 034-Personnel, P.G. & P

Purpose -   Course fee in ISTM

Also, please do share the Payment details (copy of online payment receipt) with your Name & Office on email: kavita.s@nic.in positively on or before 02.08.2024.

Last Date for Online Nominations: 26.07.2024

Last Date for receiving hard copy of Online Nomination Form: 02.08.2024