

**Two Day (BLENDED MODE) Workshop on Noting & Drafting (WND-50) for Section Officers/Assistant Section Officers or equivalent from 02nd to 03rd September 2024.**

**From :** ISTM <noreply-istm@nic.in>

Fri, Jun 21, 2024 02:25 PM

**Subject :** Two Day (BLENDED MODE) Workshop on Noting & Drafting (WND-50) for Section Officers/Assistant Section Officers or equivalent from 02nd to 03rd September 2024.

**To :** estt4@nic.in

**Reply To :** ISTM <sk.soni@gov.in>



**FILE NO: Y-14019/2/2024-ISTM**

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 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: 21<sup>st</sup> June 2024**

To,

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

**Subject:** Two Day (**BLENDED MODE**) Workshop on Noting & Drafting (WND-50) for Section Officers/Assistant Section Officers or equivalent from 02<sup>nd</sup> to 03<sup>rd</sup> September 2024.

Sir / Madam,

A Two Day (**BLENDED MODE**) Workshop on "**Noting & Drafting**" is scheduled to be conducted from **02<sup>nd</sup> to 03<sup>rd</sup> September 2024**. The details of the workshop, its contents, eligibility condition, procedure for nomination and other information are given **Annexure-I**.

2. Nomination form for the workshop may be filled online at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://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. The sponsoring authority's letter is also to be compulsorily sent separately by post/email.

3. It is requested that while making nominations the level and type of participants as indicated in the Workshop Information Sheet, may kindly be borne in mind. An officer, who has already attended similar workshop conducted by ISTM or any other institute should not be nominated for this

workshop. The original printout of the online application duly approved by the respective sponsoring authority along with a letter from the sponsoring authority is to be compulsorily sent separately by post by **22<sup>nd</sup> July 2024**.

4. This Workshop on “Noting & Drafting (WND-50)” will be conducted on **Blended Mode**. The participants have to consume the e-content available on i.GoT portal, before joining the training programme at ISTM. The link for the e-content is as given blow:-

[https://portal.igotkarmayogi.gov.in/app/toc/do\\_1135948071783301121144/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_1135948071783301121144/overview).

The participants have to submit the e-certificate generated through i.GoT portal regarding completion of the Online training programme on GeM, at the time of joining the offline course at ISTM.

5. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the workshop. 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](http://www.istm.gov.in)).** This will also be communicated to the participants and Sponsoring Authorities through email.

Yours faithfully,  
sd/-

**(Shailesh Kumar Soni)**  
**Deputy Director & Course Director**  
Email ID: [sk.soni@gov.in](mailto:sk.soni@gov.in)  
Mob: 8447487340

**Annexure-I**

### **Workshop Information Sheet**

**Code : WND-50**  
**Title : Workshop on Noting & Drafting (BLENDED MODE)**  
**Duration : 2 Days (From 02<sup>nd</sup> to 03<sup>rd</sup> September, 2024)**

#### **Objective of the Course:**

Participants will be able to:

- (i) Apply functional approach to noting;
- (ii) Effective communication in a given situation.

#### **Methodology**

The workshop will be organized on highly participative lines. The training methods will include, lecture, Case study, Discussion on actual problems faced in dealing with specific cases, etc.

#### **Eligibility Conditions**

The workshop is meant for Section Officers/ Assistant Section Officers/SSA.

#### **Course Capacity**

The maximum number of participants that can be admitted to the workshop is 40.

### **Nominations for the Course**

Eligible and interested officers may be nominated for the workshop. The particulars of the nominees may be sent to the Course Director so as to reach him before **22<sup>nd</sup> July, 2024**.

### **Course Fee:**

A course fee of **Rs. 2,000/- (Rupees Two Thousand only)** 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. 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. As the course will be held on Blended Mode. **Capitation fee is required to be paid through Online Payment Mode as per details given below.**

**Website – Bharatkosh.gov.in**

**Ministry – Personnel. P.G & P**

**Course Fee – ISTM**

### **Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: [www.istm.gov.in](http://www.istm.gov.in) -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

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