

I/80952/2022

Government of India  
Central Water Commission  
Estt-IX

3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066

Dated: 3 January, 2022

**CIRCULAR**

Subject: Online “ Workshop on Handling of CAT Cases(H-CAT-08)” to be conducted from 21.3.2022-23.3.2022-reg.

Please find attached herewith ISTM’s letter no. no. 14018/3/2021-ISTM dated 6.12.2021 on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Eligibility	Last date of receipt of Nominations in Estt-IX
Online Workshop on Handling of CAT Cases(H-CAT-08)	ISTM	21.3.2022-23.3.2022	Under Secretaries/Section Officers/ Assistant Section Officers	13.1.2022

2. Interested eligible officers may send their nominations, to this section, not later than 13.1.2022.

Encl: As above

Signed by R.mahalakshmi  
Date: 03-01-2022 10:21:34  
Reason: Approved

**(R. Mahalakshmi)**  
Section Officer  
Tel-011-29583314

188336/2021/ESTT-IX

Email

Saroj Sharma Sharma

**Online "Workshop on Handling of CAT Cases (H-CAT-08)" to be conducted from 21, March 2022 to 23, March 2022****From :** ISTM <noreply-istm@nic.in>

Thu, Dec 30, 2021 01:06 PM

**Subject :** Online "Workshop on Handling of CAT Cases (H-CAT-08)" to be conducted from 21, March 2022 to 23, March 2022**To :** estt4@nic.in**Reply To :** ISTM <pk.jaiswal@nic.in>

फा.सं / FILE NO: 14018/3/2021-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING &amp; MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL &amp; TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES &amp; PENSIONS

दिनांक / Date: 06.12.2021

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached &amp; 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:** Online "Workshop on Handling of CAT Cases (H-CAT-08)" to be conducted from **21, March 2022** to **23, March 2022**.

Sir/Madam,

I am directed to say that an Online "Workshop on Handling of CAT Cases" will be conducted by this Institute from **21<sup>st</sup>, March 2022** to **23<sup>rd</sup>, March 2022 (3 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure**.

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2. Nomination form for the workshop/ training Programme may be filled online at <https://www.istm.gov.in/lms/registration> .

3. It may kindly be noted that

(i) **It is mandatory to fill form online.**

(ii) The nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters should be sent separately by Email / Fax/Post at least **20 days before** start of the workshop /training Programme.

4. 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 / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **1<sup>st</sup>, March 2022**.

5. Only such officers, whose nominations are accepted for the training course / workshop 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 communicated through email and will be uploaded on the ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) prior to commencement of the course and no separate communication by post would be issued.

**Enclosure: Annexure**

Yours faithfully,

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Sd-

**(Pramod Kumar Jaiswal)**

**Deputy Director & Course Director**

Email ID: [pk.jaiswal@nic.in](mailto:pk.jaiswal@nic.in) , Tel: **01126737506**

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प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना)/ ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),  
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

वेबसाइट / WEBSITE – <https://www.istm.gov.in>; टेलीफैक्स / FAX – 011-26104183; ई-मेल / E-Mail – [istm@nic.in](mailto:istm@nic.in)

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## ANNEXURE

COURSE INFORMATION SHEET

**Code : H-CAT-08 (Online)**  
**Title : “Workshop on Handling Of CAT Cases”**  
**Duration : 03 Days (From 21<sup>st</sup>, March 2022 to 23<sup>rd</sup>, March 2022,)**

**1. BROAD CONTENTS OF THE COURSE:**

To equip the participants with the knowledge and skill of preparing “Handling of CAT cases”.

**2. METHODOLOGY:**

Online inputs, exercises and debriefing.

**3. ELIGIBILITY CONDITIONS:**

Under Secretaries/ Section Officers/Assistant Section Officers in Central Government Ministries and Departments or equivalent.

**4. COURSE CAPACITY:**

The maximum number of participants that can be admitted to the Course is 50.

**5. 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 him/her before **1<sup>st</sup> March, 2022**.

**6. ACCEPTANCE OF NOMINATION:**

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. Filling the online registration form is mandatory.

**7. COURSE FEE AND OTHER EXPENSES:**

There is no Course fee for the officers of Central Govt./ State Govt./UT Administration and its Attached / Subordinate offices.

Course fee of Rs. 3,000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **“PAO (DP & AR)”, New Delhi**. The course fee may be sent by speed post in advance after the participation is confirmed and communicated to the participants before the commencement of the course.

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**8. HOSTEL ACCOMMODATION:**

Since the course will be held through online mode and participants will be attending the course from their respective offices/home, hostel accommodation will not be required.

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM [www.istm.gov.in](http://www.istm.gov.in) regularly.**

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