

I/78661/2021

Government of India  
Central Water Commission  
Estt-IX

3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066  
Dated: 9 December, 2021

**CIRCULAR**

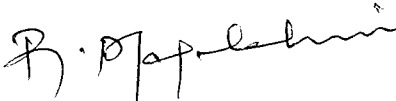
Subject: Three Day Online workshop on Preparation of EFC/PIB proposal to be held during 13-15 December, 2021-reg.

Please find attached herewith ISTM's letter no. Y-17032/1/2021-ISTM on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Last date of receipt of Nominations in Estt-IX section	Eligibility
Three Day Online workshop on Preparation of EFC/PIB proposals	ISTM	13.12.2021-15.12.2021	9.12.2021	Group 'A' and 'B' Officers

2. Interested eligible officers may send their nominations, also fulfilling the other criteria mentioned in ISTM's above said training programme, to this section, not later than 9.12.2021.

Encl: As above

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



फा.सं / FILE NO:Y-17032/1/2021- 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: 02.12.2021

*Revised date for accepting nominations*

To

Joint Secretaries (Admn.) of all Ministries/Departments of Government of India

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

**Subject: Three-day Online Workshop on "Preparation of EFC/PIB proposals" to be held from 13<sup>th</sup> to 15<sup>th</sup> December, 2021- regarding.**

Madam/Sir,

I am directed to say that Institute of Secretariat Training & Management will be conducting a Three-day Online Workshop on "Preparation of EFC/PIB proposals" from 13<sup>th</sup> to 15<sup>th</sup> December, 2021 for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Department of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at <https://www.istm.gov.in/lms/registration> form. It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations has been *revised to 10<sup>th</sup> December, 2021.*

3. Name of selected candidates will be published on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. **Only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility.** 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.

5. There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.3,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.

Encl: Annexure - I

Yours faithfully,

sd/-

(Jayakumar T.)

Faculty Consultant & Course Director

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Email: [iavakumart507@rediffmail.com](mailto:iavakumart507@rediffmail.com)

**ANNEXURE-I****COURSE INFORMATION SHEET**

**Code** : WEFC/SFC - 07

**Title** : Three-day Online Workshop on Preparation of EFC/PIB proposals

**Duration** : 03 Days (From 13<sup>th</sup> to 15<sup>th</sup> December, 2021)

**AIM of the Programme:** To equip the participants with the knowledge of drafting of EFC/SFC/PIB/DIB proposals

**Methodology** : Lectures, Group Discussion, exercises through online mode

**Eligibility Conditions** : Group A & Group B Officers in Central Government Ministries and Departments, Attached/ Subordinate Offices, Autonomous Institutes

**COURSE CAPACITY :** The maximum number of participants that can be admitted to the Course is 50.

**COURSE FEE:** There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.3,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.