

Email

Saroj Sharma Sharma

One Day Online Workshop on 'Communication Skills' on 21st April, 2023 at ISTM.

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

Tue, Apr 11, 2023 12:01 PM

Subject : One Day Online Workshop on 'Communication Skills' on 21st April, 2023 at ISTM.**To :** estt2@dcsem.gov.in**Reply To :** ISTM <pandey.rakesh74@gov.in>

To

US (Admin), 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 : One Day Online Workshop on 'Communication Skills' on 21st April, 2023 at ISTM.

Madam/Sir

The Workshop on "Communication Skills" is scheduled to be conducted on **21st April, 2023**. The Workshop will be conducted in **Online mode** on **21st April, 2022**(One Day). Interested candidates may participate for which they need to fill the online nomination form and get permission from their office/ sponsoring authority.

2. **Aim of the Workshop is to expose the participants to various important facets of communication for which supervisory officers/ higher officers are the target group.** No course fees is charged from the participants sponsored by the Central, State or Union Territory Govt. ,however, a course fee of Rs.2000/- per participant will be charged in advance in respect of employees of Public Sector Undertakings/Autonomous Bodies etc. and the same is required to be paid through a Demand Draft/Bank Draft in **in favour of PAO, DP & AR, New Delhi** payable at New Delhi which may be sent to the undersigned. If the course fee is not paid in advance or at the time of admission of the participant, he/she will not be admitted to the programme.

2. Nomination Form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form . It may please be noted

that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. **The scanned copy of sponsoring authority's approval/ permission letter may be sent separately by mail to the email I.D. given at the end. Online nominations of only those candidates will be confirmed who send sponsoring authority's approval/ permission letter side-by-side.**

3. Only such officers should be nominated who can attend the programme on one full day during the conduct of the online workshop. **Nominations and sponsoring authority's approval/ permission letter should reach the undersigned latest by 18th April, 2023.**

4. A link will be provided to attend the course through mail on the mail id provided by the candidate while filling online nomination.

4. Detailed circular may be found at ISTM website.

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 will be uploaded in ISTM website www.istm.gov.in prior to starting of the course and no separate communication by post would be issued.

Yours faithfully,

-Sd-

(Pandey Rakesh)
Assistant Director
& Course Director

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