

**Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.**

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

Fri, Feb 16, 2024 05:46 PM

**Subject :** Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.

**To :** Estt-hqrs@dcmsme.gov.in

**Reply To :** ISTM <naresh.bhardwaj@nic.in>

Sir/Madam,

An Online Two Days Workshop on "**Noting & Drafting**" is scheduled to be conducted from **25<sup>th</sup> to 26<sup>th</sup> March, 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 cleared by his/her sponsoring authority. The sponsoring authority letter's 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 should not be nominated for this workshop. Nominations of eligible officers complete in all respect should reach the undersigned latest by **29<sup>th</sup> February, 2024**.

4. Only such candidates, whose nominations are accepted for the Workshop 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) one month prior to starting of the workshop and no separate communication by post would be issued.**

5. There is no course fee for employees of Central Govt./State Govt./ Attached office/ Subordinate office. However, a course fee of **Rs.2000/-** per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Bank Draft in favour of, **PAO (DP&AR), New Delhi** payable at **New Delhi**. The course fee may be sent by speed post in advance after the participation is confirmed. If the course fee is

not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

## Annexure-I

### Workshop Information Sheet

**Code : WND-48**

**Title : Workshop on Noting & Drafting (ONLINE MODE)**

**Duration : 2 Days (From 25<sup>th</sup> to 26<sup>th</sup> March, 2024)**

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

Participants will be able to:

- Apply functional approach to noting;
- 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/ Dealing Assistants.

#### **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 24<sup>th</sup> February, 2024.

#### **Course Fee**

**There is no course fee for employees of Central Govt./State Govts./ Attached office/ Subordinate office.** However, a course fee of Rs. 2000/- per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Bank Draft in favour of, **PAO (DP&AR), New Delhi** payable at **New Delhi**. The course fee may be sent by speed post in advance after the participation is confirmed. If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

**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 i.e. [www.istm.gov.in](http://www.istm.gov.in)**

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