

No.A-42012/19/2009-CM&T
Government of India
Ministry of Commerce & Industry
Department of Commerce

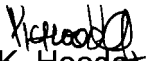
Udyog Bhavan, New Delhi.
Dated: 7th July, 2009.

OFFICE MEMORANDUM

Subject:- **Training course on “ Direct Trainers Skills”, to be held at ISTM, during 14-18th September, 2009.**

The undersigned is directed to say that the Institute of Secretariat Training & Management (ISTM) is conducting a training course on “**Direct Trainers Skills**”, during 14-18th September, 2009, which is meant for Group ‘A’ and “B” Employees.

- 2 The contents of the course and the nomination form are enclosed
3. Interested and eligible officers may send their nominations, with the approval of their Divisional Heads in the prescribed proforma, in duplicate, to the undersigned **latest by 10th August, 2009.**


(P.K. Hooda)
Junior Analyst
Tel.No.23062261/479

Encls:- as above

1. All Officers of the level of Section Officer/Under Secretary and equivalent level in the Department of Commerce.
2. All Attached/Subordinate/Autonomous Bodies/PSU's Offices under the administrative control of Department of Commerce.