

No.A-42012/51 /2009-CM&T
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhavan New Delhi,
Dated: 30th July, 2009.

OFFICE MEMORANDUM

Subject Training course on "Good Governance" for Group A and B Officers to be conducted by the Institute of Secretariat Training & Management(ISTM) from 19-23 October, 2009.

The Institute of Secretariat Training & Management is conducting the next training programme on "Good Governance" for Group A and B Officers from 19-23 October, 2009.

2. Information sheet giving the aims, contents and other details of the programme and the Nomination Form is enclosed.

3. Officials, who are interested in participating in the training course, may send their applications (in the enclosed proforma), in duplicate, to the CM&T Cell with the approval of concerned Divisional Heads, latest by 5th September, 2009.


(V.D. Alam)
Director

1. All Section Officers and Under Secretaries and equivalent levels in the Department of Commerce.

2. All Attached/Subordinate Offices and Autonomous Bodies, Public Sector Undertakings under the administrative control of Department of Commerce.



NOMINATION FORM

From **To:**
 Course Title :

| | | | | | |
|--------------------------------|--|------|--------------------------------|--------------|------------------|
| 1. | Name | : | | | |
| 2. | Designation | : | | | 3. Scale of Pay |
| 4. | Organisation with Complete Address and Telephone/Fax Numbers and E mail ID: (to which intimation about nomination is to be sent) | | | | |
| | | | | | |
| | | | | | |
| 5. | Whether it is a Central/State Govt. Ministry/ Department or PSU / Autonomous Body: | | | | |
| 6. | Educational Qualification: | | 7. Professional Qualification: | | |
| 8. | Whether SC/ST/OBC/General: | | 9. Service to which belongs: | | |
| 10. Brief Service particulars: | | | | | |
| S.No. | Post Held | From | To | Scale of Pay | Nature of duties |
| | | | | | |
| | | | | | |
| 11. | Whether fulfils eligibility conditions: | | | | |
| 12. | How the programme is likely to benefit the nominee as well as the organisation: | | | | |
| | | | | | |
| 13. | Previous courses attended at ISTM: (with dates in bracket) | | | | |
| 14. | Whether hostel accommodation is required: | | | | |

Signature of the Nominee:

To be filled in by Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will he/she be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority With Telephone Number and Fax Number

Signature:
 Name/Designation:
 (of the Sponsoring authority)
 with Office Seal