

Fax Message No. 6586 /ICAR HQ.

Dated. 31/8/2012

No. of Pages. 03



FAX

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI-1**

F.No.7(15)/2012-WS

Dated the 31 August, 2012

OFFICE MEMORANDUM

Subject: **Workshop on Noting & Drafting for Section Officers/Dealing Assistants from 29.10.2012 to 31.10.2012 at ISTM, New Delhi.**

The Institute of Secretariat Training & Management, New Delhi has invited nominations for **Three days Workshop on Noting & Drafting for Section Officers/Dealing Assistants from 29.10.2012 to 31.10.2012 at ISTM, New Delhi.** The details of the Programme are as under:-

Objectives of the Course: Participants will be able to:

Apply functional approach to noting; and
Draft an appropriate and effective communication in a given situation.

Eligibility: Section Officers/Dealing Assistants.

The officers, who are desirous to attend the said workshop may send their nomination in the enclosed proforma through proper channel latest by **10.09.2012** for onward transmission to ISTM, New Delhi.

The officers who have already attended this training course need not apply. The applicants will not be allowed to withdraw their nominations after acceptance by ISTM, New Delhi.

Rajashree Sunil
(RAJASHREE SUNIL)
UNDER SECRETARY (WS)

Encl: As above.

DISTRIBUTION:

1. All Officers/Sections of ICAR Hqrs. KB./KAB-I&II/NASC.
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(PTO)

CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)
KASARAGOD - 671 124, KERALA, INDIA

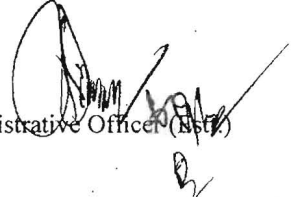
Endt.No.51(8)/2008-Estt. Dated: 06.09.2012

Copy forwarded for information to:

1. The Head/Head in-charge/ Scientist in-charge/OIC, CPCRI Regional Stations/Research Centres, Kayangulam/Vittal/ Kidu/Kahikuchi/Mohitnagar/Minicoy.
2. The Head i/c (Crop Improvement) Head,Crop Production/Crop Protection/Social Science/PB&PHT
3. The Project Coordinator (Palms),CPCRI,Kasaragod
4. The Sr.Administrative officer /Sr.Fin.& Accts.Officer, CPCRI, Kasaragod
5. The Scientist in-charge, PME/Programme Coordinator (KVK) CPCRI,Kasaragod/RS,Kayangulam
6. The Administrative Officer/Asst.Admn.Officer(Estt-I/Estt. II/Bills/Estate/Stores),CPCRI,Kasaragod.
7. The Secretary, IJSC(Staff Side)/Confidential Section, CPCRI, Kasaragod
8. Notice Board(General/Adm.)

✓ Web site

Asst. Administrative Officer (Estt.)



91
6/25

ANNEXURE II

NOMINATION FORM

Course Code : Date To

Course Title :

1.	Name			
2.	Designation		3. Scale of Pay	
4.	Organisation with Complete Address and Telephone/FAX Numbers and Email ID: (to which intimation about nomination is to be sent)			
5.	Whether it is a Central/State Govt. Ministry/Department or Attached/Subordinate office			
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

4

11.	Whether fulfils eligibility conditions	
12.	How the training is likely to benefit the nominee as well as the organisation (in 2 lines).	
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 the 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 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
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