

Fax Message No. 8350 /ICAR HQ.

Dated 29/6/2012

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FAX

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

F.No.7(35)/2012-WS

Dated the 27 June, 2012.

OFFICE MEMORANDUM

Subject: Training Programme in Microsoft Office Word for Officers and Staff from 17.09.2012 to 19.09.2012 at ISTM, New Delhi

Institute of Secretariat Training and Management (ISTM), New Delhi has invited nominations for the Training Programme in Microsoft Office Word for Officers and Staff from 17.09.2012 to 19.09.2012 at ISTM, New Delhi. The aim of the programme is as under:-

Aim of the Course:

To develop the skills required for work in MS-Words.

Course Coverage:

Microsoft-Words 2007

Eligibility Conditions: Officers and Staff.

The Officers who are desirous to attend the said Training Programme may send their nomination in the enclosed proforma through proper channel latest by 25.07.2012 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

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[P.T.O.]

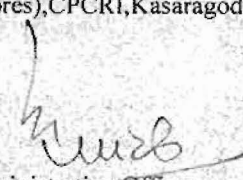
CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

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

Endt.No.20(26)VI-CPC/2010-Estt. Dated: 10.07.2012

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.)

  
Administrative Officer

## Nomination Form

Course Code :

From :

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 )	
	Tel (Mob) : Office Tel : Fax :	
5.	DATE OF BIRTH:	AGE: SEX:
6.	Whether it is a Central/State Govt. Ministry/Department or PSU/ Autonomous Body:	
8.	Educational Qualification	Professional Qualification
9.	Whether SC/ST/OBC/General	Service to Which Belongs

## 10. Brief Service Particulars:

S. No	Post held	From	To	Scale to 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 )	

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 relived 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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