



FAX

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

F.No.7(36)/2012-WS

Dated the 29 June, 2012.

OFFICE MEMORANDUM

Subject: Training Programme in Microsoft Office Excel for Officers & Staff from 03.09.2012 to 05.09.2012 at ISTM, New Delhi.

The Institute of Secretariat Training & Management, New Delhi has invited nominations for Training Programme in Microsoft Office Excel for Officers Staff from 03.09.2012 to 05.09.2012 at ISTM, New Delhi. Main emphasis of the programme will be on practical aspect by making participants themselves prepare presentations under guidance of a faculty. The programme will be organized to work practical session to translate learning immediately. The aim of the course is as under:-

Aim of the Course:

To develop the skills required for work in MS EXCEL

Eligibility: Officers and Staff

The Officers, who are desirous to attend the said course may send their nomination in the enclosed proforma through proper channel latest by 22.07.2012 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

DISTRIBUTION:

- 1 All Sections/Officers of ICAR Hqrs, KB, /KAB-I&II/NASC.
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

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

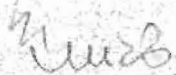
Endt.No.20(26)VI-CPC/2010-Estt. Dated: 10.07.2012

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.)

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to file set


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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