



सत्यमेव जयते

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
(GOVERNMENT OF INDIA)
Administrative Block, J.N.U Campus (Old)
0067
www.istm.gov.in

K. G. Verma

W~IP-

Director

Tel.: 261 85308, 26185309

Telefax: 261041 83

J)-O :I)leL PJ- 330 L4-9/12-0IL-ISTM (IVNTV

Dated: 09 May, 2012

Dear U14 Uff Wyfi LO ~ ~

Please refer to your D.O. letter No. 12021/01/2012-Trg.1 (Pt. File) dated the 18th April, 2012.

2. ISTM would be conducting three 2-day Workshops on National Training Policy in June (25 & 26), August (27 & 28) and December (26 & 27), 2012. We have already issued circulars inviting nominations from all Central Ministries/Departments, Heads of Departments of Attached and Subordinate Offices, all State Governments and Union Territory Administrations, all Central and State Training Institutions as well as from all Public Sector Undertakings. In the Workshop Information Sheet we have made a reference to the National Training Policy -2012. A copy of the circular issued is attached for information.

3. ISTM faculty team is in the process of finalizing revised training material for the workshop to ensure that these are in line with the new NTP-2012. I would request you to get us some more nominations for the Workshop from National and State Training Institutes for the workshop scheduled on 25 & 26 June, 2012.

With regards

Encl: as above

Yours sincerely,

(K. G. VERMA)

Ms. Upma Srivastava
Joint Secretary (Training)
Department of Personnel & Training
Block-IV, Old JNU Campus
New Delhi -110067

कृ. चर्चा करें।

कृ. देखें, आवश्यक कार्यवाई हूँ।

17/5

श्री सरिन

अवसाधिक (ITPA TFA)

अस (अकाइम)



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Do No. A-2304-9 / I 2012-L-15 J.M. Q.V.N T to

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14/5/12

अवसाधिक (ITPA TFA)

अस (अकाइम)



No. A.33049/1/2012-ISTM(WNTP)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)
OLOF PALME MARG, NEW DELHI-110067

Dated the 03 April, 2012

To

1. All Central Ministries/Departments
2. Head of the Departments, All Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Public Sector Undertakings

Su~: Two days Workshop on National Training Policy
to pe held from June 25 to 26, 2012 at ISTM, New Delhi..

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Sir,

This Institute till be conducting a two days "Workshop on NATIONAL 'FRAINING
PO-ICY" 2012 from JFe 25 to 26, 2012.

2. Details about tle Workshop, eligibility criteria etc. is available at the Course Information Sheet, appended as Annexure-I. The Nomination Form for applying to this course is at Annexure-II. It is requested that nomination of eligible and interested candidates may please be forwarded to the undersigned, latest by May 25, 2012. The Nomination may be preferably sent bye-mail to samar.nath@nic.in OR Fax No.26104183.

3. Only such candidates whose nominations are accepted for the Workshop by Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after receipt of acceptance letter from the Institute.

4. ISTM has a modest hostel facility where AC an~ Non-AC rooms are available on twin sharing basis, Participants are advised to contact Hostel Warden (TelNo. 26177058) or Caretaker (Tel No. 26172571) for hostel accommodation.

Encl: Annexure I & II.

Yours faithfully,

(K. S. SAMARENDRA NATH)

Joint Director &
Course Coordinator
TEL. 26180589
TELEFAX:26104183

WORKSHOP INFORMATION SHEET

TITLE:	Workshop on <u>National Training Policy -2012</u>
COURSE CODE:	WNTP
DURATION:	Two days (from June 25-26, 2012)
ELIGIBILITY:	<ul style="list-style-type: none">• Training Managers/middle level officers of Ministries / Departments of Central and State Governments and its attached and subordinate offices.• Trainers of Central/State Training Institutions• HRD Personnel
OBJECTIVE OF THE COURSE:	<ol style="list-style-type: none">1) Describe the salient features of <u>National Training Policy, 2012</u>2) Describe competency framework..3) Describe Strategic Human Resource Management system4) Explain the Role of Ministries / Departments / Organizations and Role of Training Institutes5) Analyse the implication of the various provisions of the <u>National Training Policy, 2012</u>6) Identify issues for implementation of the policy.
TRAINING METHODS:	<ul style="list-style-type: none">• Group Exercises• Discussions• Presentations by participants
LAST DATE FOR SENDING NOMINATION FORM	May 25, 2012
TO WHOM THE NOMINATION FORM IS TO BE SENT	Shri K.S.Samarendra Nath, Joint Director, ISTM, Administrative Block, JNU(Old) Campus, New Mehrauli Road, New Delhi -110067.

NOMINATION FORM

WORKSHOP ON NATIONAL TRAINING POLICY (WNTP)

SPONSORING AUTHORITY'S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	HOW DOES THE NOMINEE'S APPLICATION RELATE TO THE TRAINING AND DEVELOPMENT PLAN AND POLICY OF THE SPONSORING AUTHORITY	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

Signature & Seal of Sponsoring Authority

DATE:

NOMINATION FORM
WORKSHOP ON NATIONAL TRAINING POLICY(WNTP)
NOMINEE'S INFORMATION

1.	NAME		
2.	DESIGNATION		
3.	NAME OF THE ORGANISATION/ INSTITUTE		
4.	SCALE OF PAY		
5.	DATE OF BIRTH		
6.	SEX		
7.	CATEGORY SC/ST/OBC/GENERAL		
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT	
		ROOM NO./FLOOR	
		BUILDING NAME	
		ROAD NAME	
		CITY/PINCODE	
		TELEPHONE/FAX	
9.	EXPERIENCE IN THE AREA OF TRAINING		
10.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED
11.	OTHER TRAINING OF TRAINER (ToT) COURSES ATTENDED	TOT	Whether 'YES' or 'NO'
		DTS	
		DOT	
		TNA	
		EOT	
		MOT	
		Any other (please specify)	

