

I/77426/2021

Government of India  
Central Water Commission  
Estt-IX

3rd Floor(S), Sewa Bhavan,  
R.K.Puram, New-Delhi 110066  
Dated: 26 November, 2021

**CIRCULAR**

Subject: Re-Schedule Training Program on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Program (SCTP) sponsored by DoPT at ISTM from 3.1.2022-5.1.2022-reg.

Please find attached herewith ISTM's letter no. Y-2201/2/2021-ISTM on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Last date of receipt of Nominations in Estt-IX section	Eligibility
Training Program on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Program (SCTP)	ISTM	3.1.2022-5.1.2022	3.12.2021	Officials dealing or processing file at the level of JSA/SSA/ASO/SO of CSS /Section Officer or equivalent level under Central/State Govt.

2. Interested Divyang officials/officers may send their nominations, also fulfilling the other criteria mentioned in ISTM's above said training programme, to this section, not later than by 3.12.2021.

Encl: As above

Signed by R.mahalakshmi  
Date: 30-11-2021 11:59:30  
Reason: Approved  
**(R. Mahalakshmi)**  
Section Officer  
Tel-011-29583314

174808/2021/O/o CE(HRM)

Email

cehrmngmt

**Fwd: Re-Schedule Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) Sponsored by DoPT ast ISTM from 03rd to 05th January, 2022.**

**From :** SK Haldar <chairman-cwc@nic.in>

Tue, Nov 16, 2021 05:00 PM

**Subject :** Fwd: Re-Schedule Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) Sponsored by DoPT ast ISTM from 03rd to 05th January, 2022.

**To :** cehrmngmt <cehrmngmt@nic.in>

**From:** "ISTM" <noreply-istm@nic.in>

**To:** "cgm bdd" <cgm\_bdd@indiapost.gov.in>

**Sent:** Tuesday, November 16, 2021 4:41:37 PM

**Subject:** Re-Schedule Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) Sponsored by DoPT ast ISTM from 03rd to 05th January, 2022.



फा.सं / FILE NO:-Y-2201/2/2021-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

**Dated: 16th November , 2021**

To

The Secy. to the Govt. of India (All Ministries / Departments)  
All Attached & Subordinate Offices  
All State Governments / All Union Territories  
The Central Vigilance Commission / Election Commission of India / UPSC

**Subject: Re-Schedule** Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) Sponsored by DoPT ast ISTM from 03<sup>rd</sup> to 05<sup>th</sup> January, 2022.

Sir / Madam,

174808/2021/O/o CE(HRM)

A three days Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) sponsored by DoPT will be held at ISTM from 03<sup>rd</sup> to 05<sup>th</sup> January, 2022. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure-I.

2. Nomination form for the course/workshop may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is mandatory to apply online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by email/fax. . Nominations of eligible officials complete in all respect should reach the undersigned latest by - **25<sup>th</sup> December , 2021.**

3. Only such officials should be nominated who can attend the programme online on full time basis **and have proper internet connectivity and Computer/ Laptop facility.** While making nominations, the eligibility conditions for the participants as mentioned in Annexure-I may kindly be followed. An officer who has already attended similar training course/workshop conducted by ISTM in the past should not be nominated.

4. Name of selected candidates will be published on the website of ISTM. Only such officials whose nominations are accepted by the ISTM would be allowed to join the course/workshop online. **The acceptance letters of nomination will be uploaded on ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) on due time before commencement of the course and no separate communication by post would be issued.** It is, therefore, reiterated that nominees should be relieved to join the course online only after obtaining approval of the sponsoring authority and acceptance by the ISTM.

Yours faithfully,

Sd/-  
(Deepak Kumar Bist)  
Joint Director & Course Director  
Email: [deepakkumar.bist@gov.in](mailto:deepakkumar.bist@gov.in)  
Tel: 26737604

Encl: Annexure - I

**Annexure-I**

**Course Information Sheet**

Code : SCTP-OP-3

Title : Training Programme on Office Procedure for Divyang Employees of Central & State Governments under State Category Training Programme (SCTP) from 03<sup>rd</sup> to 05<sup>th</sup> January, 2022.

Duration : Three days (03<sup>rd</sup> to 05<sup>th</sup> January, 2022)

Timings : From 9:15 AM to 4:45 PM (daily)

**Objective of The Course : Participants will be able to:**

- a) Describe Office Procedure prescribed in the Manual of Office Procedure pertaining to file management, action on receipts, aids to processing etc;
- b) Apply office procedure in the Section in a given situation
- c) Apply functional approach to noting; and
- d) Draft an appropriate and effective communication in a given situation.

**Methodology:** Lecture – Case Studies – Discussion on actual problems faced in dealing with specific cases.

**Eligibility Conditions:** The course is designed for officials dealing or processing file at the level of JSA/SSA/ASO/SO of CSS/ Section Officer or equivalent level under Central/State Government.

**Course Capacity :** 25

**Course Fee & Other Expenses:** The programme fee, boarding, lodging etc. shall be sponsored by DoPT under SCTP.

