

**Email****Saroj Sharma Sharma**

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**Three-day Online Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-01) to be conducted by ISTM from 03rd August to 05th August, 2022-regarding.**

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

Tue, Jul 05, 2022 10:17 AM

**Subject :** Three-day Online Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-01) to be conducted by ISTM from 03rd August to 05th August, 2022-regarding.

**To :** estrmcnd@gmail.com

**Reply To :** ISTM <dp.majhi@nic.in>

File No.Y-17032/1/2022-Coord-ISTM

**Date :30 June,2022**

**To**

1. **All Ministries/Departments of the Govt. of India**
2. **All Attached Offices & Subordinate Offices of the Govt. of India**
3. **The Comptroller and Auditor General of India, New Delhi**

Subject: Three-day **Online** Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee (EFC/SFC-01) to be conducted by ISTM from 03<sup>rd</sup> August to 05<sup>th</sup> August, 2022-regarding.

Madam/Sir,

I am directed to say that the Institute of Secretariat Training & Management (ISTM) will be conducting a three-day Online Workshop on Preparation of EFC/SFC from 03<sup>rd</sup> August to 05<sup>th</sup> August, 2022, intended for Group A & Group B Officers working in Govt organization / offices.

2. Details of the Programme and eligibility requirements are given at **Annexure**. All Ministries/ Departments of Government of India are, therefore, requested to nominate suitable officers to attend the said programme. The nominees must also fill up the nomination forms online at [www.istm.gov.in/home/online-nomination](http://www.istm.gov.in/home/online-nomination) . Nomination forms of eligible officers duly countersigned by the sponsoring authority, may also please be forwarded so as to reach ISTM latest by **25th July,2022.**

3. Names of selected candidates will be published on the website of ISTM. No individual communication of acceptance in this regard will be issued separately. Therefore, all

sponsoring authorities are requested to ensure that only those candidates selected for the Programme, whose names appear on the ISTM website, are relieved to attend the said course,

4. There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.3,000/- per participant is payable in respect of nominees from Autonomous Institutes/Public Sector Undertakings. Bank draft/ Cheque in this respect to be drawn in favour of "PAO (DP & AR)", New Delhi.

Yours faithfully,

Sd/-

**(Dr. D.P. Majhi)**

**Course Director & F(C)**

Tel: 25737501

Email: [dp.majhi@nic.in](mailto:dp.majhi@nic.in)

## **ANNEXURE**

### **Programme Information Sheet**

**Title** : Three-day Workshop on Preparation of EFC/SFC

**Duration** : 03 August to 05 August, 2022

**Course Code** : **EFC/SFC-01**

**Objective of the Programme:** To equip the participants with the knowledge of drafting of EFC/SFC/PIB/DIB proposals

**Methodology** : Lectures, Group Discussion, exercises etc.

; : Group A & Group B Officers in Central Government Ministries and Departments, Attached/ Subordinate Offices, Autonomous Institutes etc.

**: 25 Participants max**

**eiving Nominations: 25<sup>th</sup> July,2022**

**(i) Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be displayed on the Website of ISTM. No individual Communication will be issued.**

**(ii) A Course fee of Rs. 3000/- is payable in respect of nominees from Autonomous Institutes /PSUs.**

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