

Email

Saroj Sharma Sharma

One Day Workshop on "Drafting of Request for Proposal (D-RFP-03)" to be conducted on 26th Dec, 2022– regarding

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

Mon, Nov 14, 2022 05:54 PM

Subject : One Day Workshop on "Drafting of Request for Proposal (D-RFP-03)" to be conducted on 26th Dec, 2022– regarding

To : estt ccrh <estt.ccrh@gmail.com>

Reply To : ISTM <r.singh25@gov.in>

Date: 26.09.2022

To

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 / UPS
All Public Sector Undertakings / All Autonomous Bodies

Subject: One Day Workshop on **"Drafting of Request for Proposal (D-RFP-03)"** to be conducted on **26th Dec, 2022**– regarding.

Madam/Sir,

I am directed to say that Institute of Secretariat Training & Management will be conducting a **One Day Workshop on "Drafting of Request for Proposal (D-RFP-03)"** on 26th Dec, 2022 for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at **Annexure I**. All Ministries/Department of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations is 09th Dec, 2022.

3. Name of selected candidates will be published on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. **Only such officials should be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer/Laptop facility.** While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course / workshop conducted by ISTM should not be nominated.

Encl: ANNEXURE-I

Yours faithfully,

-sd-

(Rajesh Singh)
Deputy Director & Course Director
Email Id: r.singh25@gov.in
Tel: 01126737516

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
 ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
 वेबसाइट / WEBSITE – <https://www.istm.gov.in>; टेलीफैक्स / FAX – 011-26104183; ई-मेल / E-Mail – istm@nic.in

**ANNEXURE-I****COURSE INFORMATION SHEET**

Programme Title : **Online Training Drafting of Request for Proposal (D-RFP-03)**

Duration : **One Day** (26th Dec, 2022)

Course Director : **Rajesh Singh, Deputy Director**

Mode : **Offline**

Broad Contents of the Course

To equip the participants with the knowledge and skill of preparing "Request for Proposal" for procurement of Goods and Services for the Organization.

Methodology

Lectures, Group Discussion, exercises

Eligibility Conditions

All Gazatted Officers of the Cadre/Service of the Central Government, State Government & Autonomous Bodies.

Course Capacity

The maximum number of participants that can be admitted to the Course is 50.

Acceptance of Nomination

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in They may be relieved only after receipt of such intimation from ISTM.

Course Fee

There is no course fee for participants from Government Ministries/ Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs. 2,000/- per participants is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank draft/ Cheque to be drawn in favour of **"PAO (DP & AR)", New Delhi.**

Last Date for Receiving Nominations: 09.12.2022

NOTE: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities

भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग
केन्द्रीय जल आयोग
प्रशिक्षण निदेशालय



Government of India
Ministry of Jal Shakti
Department of WR, RD&GR
Central Water Commission
Training Directorate

OFFICE ORDER

Sub: Nomination of CWC Officers in online Training Programmes /workshops/ conferences being organized by other agencies-reg.

In continuation of this office order No: **A-33022/70/2020-TRNG DTE/I/25567/2020 dated: 03.08.2020 (copy enclosed)**, it is reiterate **that** in addition for the events where there is no course fee involved, being organized offline or online by Institute of Secretariat Training & Management (ISTM), Ministry of Personnel, Public Grievances and Pension, Department of Personnel & Training (DoPT), the Officers of CWC with the approval of Chief Engineer Concerned may apply online at ISTM website for the events available on their training calendar with in the timeline for making application. The applications of officers so downloaded after registration may be consolidated at regional level and sent to the Training Directorate, CWC, New Delhi for record/taking further necessary action, if required.

2. Guidelines/ orders issued by the Ministry of Home Affairs, MoH&FW, DoPT and State Governments/UT Administrations/District authorities from time to time for preventive measures to contain the spread of COVID-19, to be followed scrupulously on all above events.

Signed by Venkateswarlu
E.

Date: 12-01-2022 18:11:55

Reason: Approved
(Venkateswarlu E.)

Dy. Director (Training)

Copy for kind information to:

1. PPS to Chairman, CWC, New Delhi.
2. PPS/PS to Member-WP&P/RM/D&R, CWC, New Delhi.
3. All the Chief Engineers of field Organisations/Head quarters of CWC.
4. Director, TC/D&R/WP&P/RM Coordination Dte./Finance/Adm/Est-I,II, CWC, New Delhi.
5. Secretary, CWC, New Delhi.



I/25567/2020

**Government of India
Central Water Commission
Training Directorate**

**NO. A-33022/70/2020-TRNG DTE/
03.08.2020**

Date:

Office Order

Due to COVID-19 pandemic situation, most of the Trainings/ Conferences/ Workshops/ Seminars, etc are being organized by different organizations through Online/ Distance Learning mode. It has been decided with the approval of Chairman, CWC that any CWC officer/staff interested to join such online events for which there are no participation/registration charges, may do so with the consent of his / her controlling officer, and the specific cases need not be sent to Training Directorate for approval of Chairman, CWC. The respective controlling officers may give necessary permission by ensuring that the required office work does not get hampered.

Signature Not Verified

Digitally signed by
VENKATESWARLU E.
Date: 2020.08.03 18:51:05
IST

(E.Venkateswarlu)
Dy. Director (Training)

Copy to:

1. Sr. PPS to Chairman, CWC, New Delhi.
2. Sr. PPS/PPS to Member RM/WP&P/D&R, CWC, New Delhi.
3. All the Chief Engineers, CWC.
4. Director (Co-ordination), RM/WP&P/D&R, CWC, New Delhi.
5. Secretary, CWC, New Delhi.
6. All the Directors/SEs, CWC.
7. All the staff of CWC
8. Steno(Trng Dte.) to upload this order on CWC website.