
Two-day ONLINE Workshop on e-Office (WEO-16) from 06th to 07th May, 2024.

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

Fri, Apr 19, 2024 11:34 AM

Subject : Two-day ONLINE Workshop on e-Office (WEO-16) from 06th to 07th May, 2024.**To :** estt steel <estt.steel@nic.in>**Reply To :** ISTM <vkbhargava.84@gov.in>**FILE NO:-Y- 14029/1/2024-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**

Date: 11th March, 2024

To

All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All Public Sector Undertakings / All Autonomous Bodies

Subject: Two-day ONLINE Workshop on e-Office (WEO-16) from 06th to 07th May, 2024.

Sir/Madam,

This Institute will be conducting a two-day **ONLINE** Workshop on e-Office (WEO-16) from 06th to 07th May, 2024.

2. Details of the workshop, eligibility requirements and facilities available are given at Annexure-I. The participants may apply online on ISTM website (www.istm.gov.in) latest by 22nd April, 2024 and forward the Online Nomination form in hard copy, duly countersigned by their sponsoring authority latest by 26th April, 2024, along with requisite Course Fee, if applicable. The link to the online form is **[http:// www. istm. gov.in /home /online nomination form](http://www.istm.gov.in/home/online%20nomination%20form)**.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the eligibility of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme.

4. Only such candidates, whose nominations are accepted and confirmed by the Institute of Secretariat Training & Management, would be allowed to join the Programme/Workshop. It is, therefore, reiterated that nominees should be relieved and directed to attend the course through online mode only after the acceptance of the Institute is communicated to the respective Sponsoring Authorities. **The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in prior to the commencement of the course and will also be communicated to the participants and Sponsoring Authorities through email.**

Encl: Annexure-I

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Director

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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

Title:	- Workshop on e-Office (WEO-16)
Course Code	- (WEO-16)
Duration	- 2 days (06th to 07th May, 2024)
Venue	- Online
Aim	- To facilitate the participants on e-Office

LEVEL OF PARTICIPANTS

Officials upto Section Officers or equivalent level and above in the Ministries/Department, Attached Offices, Autonomous Bodies and Public Sector Undertakings.

ACCEPTANCE OF NOMINATION

Candidates whose nomination 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 website of ISTM regularly i./e. www.istm.gov.in They may be relieved only after of such intimation from ISTM.

Course Capacity: 30

Course Fee and Other Expenses:

A capitation fee of Rs. 2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. No course fee is payable in respect of employees of Ministries/ Departments/Attached Office/Subordinate Office of Govt. of India. The Course fee may be paid through online mode as follows:

Website -

www.bharatkosh.gov.in

Go to "Quick Payment"

Ministry - 034-Personnel, P.G. & P

Purpose - Course fee in ISTM

Also, please do share the Payment details (copy of online payment receipt) with your Name & Office on email: vkbhargava.84@gov.in positively on or before 26.04.2024.

Last Date for Online Nominations: 22.04.2024

Last Date for receiving hard copy of Online Nomination Form: 26.04.2024
