

दिल्ली ट्रांसको लिमिटेड

(दिल्ली सरकार का उपक्रम)

मानव संसाधन विभाग

कार्यालय: उपमहा प्रबंधक [मानव संसाधन]-I

तृतीय तल, शक्ति सदन, कोटला मार्ग

नई दिल्ली- 110002

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H.R. Department

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ई-मेल/e-mail:

No: F.DTL/101/2009-10/F.8/DGM-HR-I/88

Dated:29/06/09

OFFICE ORDER

The competent authority has approved the nominations for the officials as per enclosed **Annexures A to V** in the various training programme to be conducted by **Institute of Secretariat Training & Management (ISTM), New Delhi.**

2. A copy of the **nomination form** (copy enclosed) to be filed in by the participants with the request to forward the details to the Training Division, **latest by afternoon of 15th July 2009** for onward transmission to the concerned authorities.

3. Approval of nomination for attending the programme will be intimated by ISTM directly to the participants with a copy to the training Division. Participants are therefore requested to attend the training programme only after receipt of intimation received from ISTM.

(Saibal Sen)
Section Officer [HR]

Copy to :-

- **OSD to CMD** ; for information please
- **PS to Dir [HR]/ Dir [Oprn.]/ Dir [Fin.] / GM [HR]** : for information please
- **I.T. Deptt.** : for uploading on the website of D.T.L. under MIS portal and send e-mail to all divisional / individual concerned.
- **Individual concerned** : The nomination form to be downloaded from the D.T.L. website and forward the same to this Deptt. on or before the last date mentioned above. Further, after attending the programme a feed-back form as per Performa may be forwarded duly filled to this Deptt.

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ANNEXURE - A

Training programme	:	Establishment Rules - ISTM/13/ER(A)
Date(s)	:	14-12-09 TO 18-12-09
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	APENDU GANGULI
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	Sh. Vasu Dev	DM[HR]-I	27616	DM[HR]-I
2	Sh. V.K. Khatri	S.O[A/Cs]	15667	DM[HR]-G
3	Sh. Neeraj Sharma	A.G.II	30897	DM[HR]-II
4	Sh. Sanjay Sharma	A.G.III	34373	DM[HR]-I

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ANNEXURE - B

Training programme	:	Establishment Rules - ISTM/13/ER(B)
Date(s)	:	08.02.2010 TO 12.02.2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	POONAM GOILA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	Sh. Mohit Goyal	S.O.[HR]	40395	DM[HR]-II
2	Sh. Sudershan Kumar Aneja	AG I	16009	AM[HR] RECORD
3	Sh. Surinder Pal Singh	A.G.II	30883	DM[HR]-G
4	Sh. Girraj Pd Meena	AG I(A/C)	34290	DM(A)-I

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ANNEXURE - C

Training programme	:	Reservation in Services for SC/ST/OBC – ISTM/15/RIS
Date(s)	:	14.12.2009 TO 17.12.2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	POONAM GOILA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SH. SHIRISH SHRIVASTVA	AM[HR]	31904	AM[HR]SPORTS
2	VIDYA SAGAR	AG III	34266	AM(RECORD)
3	PAYAL BHATT	AG III	40018	LEGAL
4	SANGEETA BISHT	PA	36001	ADMINISTRATION

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ANNEXURE - D

Training programme	:	Record Management-Right to Information – ISTM/19/RM-RTI
Date(s)	:	02.02.2010 to 05.02.2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	P.S.Sareen
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	Sh. Kishore Chand Gupta	AM (FINANCE)	40243	FINANCE -B&A
2	Ms. Madhu Malti	PRO	35603	PRO
3	Sh. Ajay Thukral	SO	40362	CWGP-I
4	Sh. Piyush Raj	A.G.I	30572	DM[HR]-G

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ANNEXURE - E

Training programme	:	Workshop on Noting & Drafting – ISTM/20/WND(A)
Date(s)	:	02.09.2009 TO 04.09.2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	Rajesh Saxena
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	KRISHNA NAND	AG III	34332	PRO
2	SH RAJ KUMAR	AG III	35030	CMD SECRETARIAT
3	ARUN KUMAR VERMA	AG III	34517	DM(A)-II
4	RAM NIWAS	SO(CLERICAL)	32441	LWO

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ANNEXURE - F

Training programme	:	Workshop on Noting & Drafting – ISTM/20/WND(B)
Date(s)	:	28.10.2009 TO 30.10.2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	Namita Malik
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SH. JUGAL KISHORE	A.G.I	28742	DGM[HR]-I
2	RAVINDER PRASAD	AG I(A/C)	30051	AM(EB)
3	DHARMENDER SHARMA	AG III	40082	DM(A)-II
4	MEENA RAWAT	AG III	40356	ADMINISTRATION

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ANNEXURE – G

Training programme	:	PROGRAMME ON PENSIONS AND OTHER RETIREMENT BENEFITS - ISTM/23/PRB1
Date(s)	:	15-03-2010 TO 19-03-2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	Nafe Singh
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	KAMAL KAPOOR	AM (FINANCE)	16639	PENSION TRUST
2	PRITHVI RAJ MALHOTRA	AM (FINANCE)	27836	PENSION TRUST
3	V M CYRIAC	AM (FINANCE)	27962	PENSION TRUST
4	Parkash Chaudhary	S.O.[HR]	40444	DM[HR]-I

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ANNEXURE –H

Training programme	:	PROGRAMME ON PENSIONS AND OTHER RETIREMENT BENEFITS - ISTM/23/PRB2
Date(s)	:	05.10.2009 TO 09.10.2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	NARESH BHARDWAJ
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	HARVINDER SINGH	AG II	31702	PENSION TRUST
2	SHEELA SHARMA	AG III	40022	PENSION TRUST
3	INDRA RAWAT	AG III	40086	PENSION TRUST
4	VIKRANT SRIVASTAVA	AG III	40075	PENSION TRUST

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ANNEXURE -I

Training programme	:	Workshop on Pay fixation – ISTM/25/WOPF(A)
Date(s)	:	16-12-2009 TO 18-12-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	Yogesh Dwivedi
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SUDERSHAN KUMAR ANEJA	AG I	16009	AM(RECORD)
2	MOHAN DAS K	SO(ACCOUNTS)	31990	FINANCE – WAGES
3	JAYA LEKHA M S	AG II	32207	FINANCE - WAGES
4	PARVEEN KUMAR	AG II	34165	AM(RECORD)

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ANNEXURE –J

Training programme	:	Workshop on Pay fixation – ISTM/25/WOPF(B)
Date(s)	:	02-02-2010 TO 04-02-2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	PARTH VASANYA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	MITHLESH	AG III	40070	AM(RECORD)
2	S C MEHTA	AG I(A/C)	15327	FINANCE-WAGES
3	JAGDISH KUMAR	AG III	40092	AM(RECORD)
4	DEV DASS	AG II	33113	FINANCE-WAGES

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ANNEXURE -K

Training programme	:	Workshop on Pay fixation – ISTM/25/WOPF(C)
Date(s)	:	03-03-2010 TO 05-03-2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	PARTH VASANYA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SANJIV KR JAIN	SO(ACCOUNTS)	30881	FINANCE
2	SH DAULAT RAM	AG III	35125	AM(RECORD)
3	GURDEV SINGH	AG I(A/C)	26505	FINANCE-Wages
4	RAJENDER KUMAR	AG II	34356	AM(RECORD)

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ANNEXURE -L

TRAINING PROGRAMME	:	Purchase Management in Government (ISTM/26/PMG1)
DATE(S)	:	21-10-2009 to 23-10-2009
TIME	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	A.D. Accounts
VENUE	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	LAXMAN PRASAD MEENA	AM (T)	35562	STORE
2	SH HARI GOPAL	AM (T)	32031	STORE
3	SHARIQ IQBAL	AM (T)	40145	STORE
4	SATISH KR SINGH	AM (T)	40194	STORE

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ANNEXURE –M

Training programme	:	Purchase Management in Government (ISTM/26/PMG2)
Date(s)	:	22.03.2010 to 24.03.2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	POONAM GOILA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	VINAY KUMAR JAISWAL	MGR(T)	36428	STORE
2	MS ANJALI RAJ	AM (T)	40389	STORE
3	MUSHAHID ALI KHAN	MGR(T)	35236	STORE
4	ASHWANI KUMAR	AM (T)	40297	STORE

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ANNEXURE -N

Training programme	:	Knowledge Management - ISTM/31/KM
Date(s)	:	01.03.2010 to 02.03.2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	K. Govindaraju
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	AJEET CHOUDHURY	MGR(T)	40136	IT
2	RAJESH KU. AGGARWAL	Manager[F]	40412	Finance
3	SMT ARUN GUPTA	AM (T)	32693	PLANNING
4	SARADA PRASANNA ROUTRAY	AM (T)	40204	SLDC

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ANNEXURE -O

Training programme	:	Good Governance – ISTM/32/GG(A)
Date(s)	:	24-08-2009 TO 28-08-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	K. Govindaraju
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	Ms. Amrita Sharma Chaudhary	A.M.[HR]	40448	DGM[HR]-II
2	Sh. Saibal Sen	S.O.[HR]	40400	DGM[HR]-I/TRG.
3	Sh. Parkash Chaudhary	S.O.[HR]	40444	DM[HR]-I
4	Ms. Geeta Marwah	S.O.[HR]	40443	AM[F]EB

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ANNEXURE -P

Training programme	:	Good Governance – ISTM/32/GG(B)
Date(s)	:	19-10-2009 to 23-10-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	M. S. KASANA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SH. MOHIT K. GOYAL	S.O.[HR]	40395	DM[HR]-II
2	Ms. ANJALEE DAS	AM (T)	40264	SLDC
3	MS. VARTIKA AGRAWAL	AM (T)	40377	DGM(T)PLG-I
4	MS DEEPA KUMARI	AM (T)	40378	DGM(T)PLG-I

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ANNEXURE -Q

Training programme	:	Seminar on Right to Information – ISTM/37/S-RTI [A]
Date(s)	:	03-08-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	APENDU GANGULY
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	VIKAS RAI NARULA	ASSTT. GR.II	33116	DGM[HR]-I/PIO
2	SMT GRASAMMA SAJI	AM (T)	33429	GM[COMMERCIAL & REFORMS] / PIO
3	NEERU RAJPUT	AG III	37001	DGM[FINANCE] / PIO
4	PAYAL BHATT	AG III	40018	GM - LEGAL

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ANNEXURE - R

Training programme	:	Seminar on Right to Information – ISTM/37/S-RTI [B]
Date(s)	:	16-12-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	M S KASANA
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	MS ANJALI RAJ	AM (T)	40389	GM – STORES
2	SANDEEP BABUTA	AM (T)	31599	GM – VIGILANCE
3	NEELAM BHARTI	AM (T)	40283	GM – SLDC
4	SMT SUSHAMA TRIPATHI	AM (T)	31551	GM – O&M(S/STN)

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ANNEXURE -S

Training programme	:	STRESS MANAGEMENT - ISTM/38/SM [A]
Date(s)	:	31-08-2009 TO 04-09-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	NAMITA MALIK
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	RAJ KUMAR	SHIFT INCHARGE	35212	220 KV KASHMERE GATE
2	PANKAJ CHAUHAN	SHIFT INCHARGE	31824	220KV GEETA COLONY
3	SH RAJEEV KUMAR	SHIFT INCHARGE	34946	220KV GHAZIPUR
4	ONKAR YADAV	SHIFT INCHARGE	32927	220KV GOPALPUR

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ANNEXURE -T

Training programme	:	STRESS MANAGEMENT - ISTM/38/SM [B]
Date(s)	:	15-02-2010 TO 19-02-2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	VINOD JINDAL
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	PREMVIR SINGH	SHIFT INCHARGE	35223	220KV GOPALPUR
2	BHUPENDER KUMAR	SHIFT INCHARGE	32516	220KV IP EXTN.
3	RAVINDER KUMAR	SHIFT INCHARGE	34869	220KV KANJHAWALA
4	BALKESH CHOUDHURY	SHIFT INCHARGE	31819	220KV LODHI ROAD

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ANNEXURE - U

Training programme	:	GENDER ISSUE - ISTM/41/GI
Date(s)	:	22-03-2010 TO 26-03-2010
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	NAMITA MALIK
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SEEMA ARORA	SR. ELECTRONIC ASST.	34728	220KV SHALIMAR BAGH
2	M K VIJAYA	PA	37216	400KV BAMNAULI
3	KUSUM MALHOTRA	SR. P A(ENG/HINDI)	31941	GM(T)CIVIL
4	PRIYANKA CHAUDHARY	J E	40419	CWGP-I

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ANNEXURE -V

Training programme	:	BEHAVIOUR SKILLS - ISTM/42/BS
Date(s)	:	12-10-2009 TO 16-10-2009
Time	:	09-30 AM TO 5-30 PM
NAME OF THE COORDINATOR	:	MANISHA BHATNAGAR
Venue	:	Institute Of Secretariat Training & Management [ISTM] Admn. Block, JNU (Old) Campus, New Mehrauli Road, New Delhi - 110 067 Contact Number 011-26164182, 011-26104183 Fax Number 011-26104183/011-26102597

List of the nominated personnel

S.No	Name	Designation	E.No.	Department
1	SANGITA KOTHARI	ALM	40329	AM [F] EB
2	LUXMI BISHT	ALM	40325	MEDICAL
3	MANDVI DEVI	ALM	40353	WELFARE
4	ANJU KAPOOR	ALM	40354	PLANNING

NOMINATION FORM (FOR ISTM)

- Course Code _____ Date from _____ to _____
Course Title _____
1. Name : _____
2. Date of Birth : _____ Age: _____ Years
3. Office Address : _____
Pin _____
Tel. No. (O) _____ (Res) _____ Fax _____
4. Educational Qualification: _____
5. Whether SC/ST/OBC/General: _____
6. Service to which belongs: _____
7. Brief Service Particulars (Beginning with present post for last 5 yrs.)*

Sl. No.	Post Held*	From	To	Scale of Pay	Nature of Duties

- *a) In case of Cash & Accounts Course full service particulars are required.
b) Indicate whether the posts is held on substantive/regular basis or on deputation.

8. Whether qualified pre-requisite course (e.g. BMS for AMS, DTS for DOT etc.): _____
9. How the programme is likely to benefit the nominee as well as his deptt. (in 2 lines): _____
10. Previous Courses attended at ISTM (with dates in bracket): _____
11. If outstation, whether Hosten accommodation is required (Yes/No): _____

Date : _____

Place : _____

Signature

TO BE FILLED BY THE SPONSORING AUTHORITY [TRAINING Deptt.] DTL

12. It is certified that the particulars given above are correct; the officer will be relieved for training, if selected and in no case will he be withdrawn in between from the course; and the Prescribed Capitation Fee and other charges as applicable will be paid.

13. Address for correspondence

Pin

Telephone No:

Fax:

Telefax :

Gram:

Reference No. (of the sponsoring authority)

Place :

Date :

Signature:

Name:

**Designation:
(of the Sponsoring authority)**

Official Seal: