



रक्षा लेखा नियंत्रक( सेना)  
CONTROLLER OF DEFENCE ACCOUNTS (ARMY)  
बेल्वेडियर परिसर, आयुध पथ, मेरठ छावनी 250001 -  
Belvedere Complex, Ayudh Path, Meerut Cantt-250 001  
☎ 0121-2794357 फ़ैक्स संख्या Fax Nos. 0121-2646254, 2646216  
ई-मेल आई.डी/.e-mail id: [oandmcdaarmy.dad@hub.nic.in](mailto:oandmcdaarmy.dad@hub.nic.in)  
(Through Email and website)



सं. संग. एवं प./प्रशि.नामांकन/ISTM/ 2023-24

दिनांक: 26.02.2024

सेवा में,

1-प्रभारी अधिकारी मुख्य कार्यालय के समस्त अनुभाग	2- प्रभारी अधिकारी समस्त उप कार्यालय
---	---

विषय:-Two Days online Wrokshop on "Noting and Drafting".

संदर्भ:-मुख्यालय कार्यालय का पत्रांक TD/AN/1013/Trg-E1/2023-24, दिनांक 22.02.2024 (प्रति संलग्न)।

\*\*\*\*\*

कृपया मुख्यालय कार्यालय के संदर्भित पत्र का संज्ञान लेने का कष्ट करें, उक्त संबंध में मुख्यालय कार्यालय द्वारा सूचित किया गया है कि निम्न प्रशिक्षण दिनांक 25/03/2024 से 26/03/2024 तक ONLINE माध्यम द्वारा आयोजित किया जाएगा:

S.No.	Name of course	Period of course	Last date for submission of nomination	Level of required nomination	Officers for	Mode of Training
(i)	Two Days online workshop on "Noting and Drafting".	25/03/2024 to 26/03/2024	29/02/2024	Section Officers/Assistant Section Officers/Dealing Assistant		Online

2. उक्त संबंध में, आपसे अनुरोध किया जाता है कि आप अपने अनुभाग/कार्यालय में कार्यरत ऐसे willing एवं eligible अधिकारियों को, जिन्हें संबंधित विषयों पर प्रशिक्षण की आवश्यकता है एवं उनके द्वारा इस प्रकार का प्रशिक्षण पूर्व में प्राप्त नहीं किया हो, को नामित करें।

3. नामित प्रतिभागियों की सूचना इस अनुभाग/कार्यालय को प्रेषित करें एवं नामित प्रतिभागियों को ISTM की website [www.istm.gov.in](http://www.istm.gov.in) पर self-registration करने हेतु निर्देशित करें।

4. Self-registration हेतु कृपया निम्न जानकारी प्रतिभागियों से साझा करें:

(i) Organization Details में, प्रतिभागी जिस कार्यालय में तैनात है, उसकी जानकारी अंकित करें।

(ii) Sponsoring Authority Name, designation, Address एवं Contact Nos से संबंधित कॉलम में प्रतिभागी द्वारा अपने कार्यालय/अनुभाग प्रभारी अधिकारी की जानकारी अंकित की जाए।

(iii) Form submit होने के उपरांत Nominee details, Sponsoring Authority द्वारा प्रति हस्ताक्षरित कराकर ISTM को प्रेषित करना सुनिश्चित किया जाए।


(iv) मुख्यालय कार्यालय के संदर्भित पत्र एवं ISTM द्वारा जारी निर्देशों का अनुपालन सुनिश्चित किया जाए।

5. उक्त Course का आयोजन 'ONLINE' माध्यम से कराया जा रहा है अतः इस पाठ्यक्रम हेतु यात्रा/दैनिक भत्ता देय नहीं है।

6. कृपया रजिस्ट्रेशन की प्रति इस अनुभाग/ कार्यालय को दिनांक 01/03/2024 तक प्रेषित करें, ताकि आवश्यक सूचना मुख्यालय कार्यालय को प्रेषित की जा सके।


समूह अधिकारी द्वारा अवलोकित।

संलग्न:- यथोपरि

  
वरिष्ठ लेखा अधिकारी  
(संग. एवं प. कक्ष)

प्रतिलिपि:-

प्रभारी अधिकारी IT & S अनुभाग (स्थानीय)	वैबसाइट पर अपलोड करने हेतु।
--	-----------------------------

  
वरिष्ठ लेखा अधिकारी  
(संग. एवं प. कक्ष)

“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

प्रशिक्षण एवं विकास केंद्र (सेंट्रल)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)

NEAR ARMY BASE HOSPITAL, BRAR SQUARE,

DELHI CANTT.-110010

फोन/Ph : 011- 25682457, 25694268/98 फैक्स/Fax : 011-25694308

ईमेल/E-mail : trgdiv- brar.cgda@nic.in

No. TD/AN/1013/Trg-E1/2023-24

Dated : 22.02.2024

To

1. All PCsDA/CsDA
2. All PIFAs/IFAs

(Through WAN only)

**Subject:** Training Programmes conducted by ISTM New Delhi.

ISTM, under the Deptt. of Personnel & Training (DoPT) is organizing the under mentioned Training Programmes for the officers of Ministries/Departments of Govt. Of India:

S.No	Name of course	Period of course	Last date for submission of nomination	Level of officers required for nomination	Mode of Training
1	Two Days online workshop on "Noting and Drafting".	25/02/24 to 26/02/24	29.02.2024	Section officers / Assistant Section Officers/ Dealing Assistant	Online

2. **Nomination form** for the above workshop/training is to be filled by the officials nominated through ISTM website link as mentioned in their notification (copy enclosed). The sponsoring letters may be sent to ISTM separately by Email/Fax. A copy of course details is enclosed herewith for ready reference.

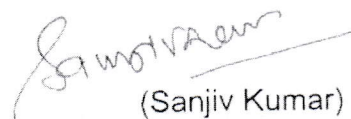
3. There is no course fee for officers of the Central Government.

4. As the course is in **online mode** so only such officers should be nominated who may attend these programmes on whole time basis and having proper internet connectivity and Computer/Laptop facility. Any officers/officials, who has already attended similar workshop/training conducted by ISTM, may not be nominated. Nominations of eligible officials complete in all respects should reach ISTM latest by above mentioned date as indicated in para 1 above.



5. The names of the selected candidates will be published on ISTM website ([www.istm.gov.in](http://www.istm.gov.in)) and no separate communication to the participants will be issued. Therefore all sponsoring authority should ensure that only those candidates whose name appear on the website should be relieved for the course.


6. A copy of the nomination detail may also be forwarded to this section for our record. The nominated officers may also be directed to submit soft copy of the material, received from ISTM during training, to CENTRAD along with Feedback report of the programme.

  
(Sanjiv Kumar)  
AAO(Trg)

Copy to :

(i) The Officer-in-Charge  
IT&S Wing, CGDA HQrs.

: For uploading on WAN please.

  
(Sanjiv Kumar)  
AAO(Trg)

Fwd: Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.

From : AN-III (Section), O/o CGDA <aniii.cgda@nic.in>

Mon, Feb 19, 2024 03:04 PM

Subject : Fwd: Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.

To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

please refer trail mail for further necessary action please

regards

AN-III

From: "AN Discipline Vigilance" <discipline.cgda@nic.in>

To: "AN-III (Section), O/o CGDA" <aniii.cgda@nic.in>

Sent: Monday, February 19, 2024 12:31:44 PM

Subject: Fwd: Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.

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

To: dirwzscmum@yahoo.in

Sent: Friday, February 16, 2024 5:44:59 PM

Subject: Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25th to 26th March, 2024.

Sir/Madam,

An Online Two Days Workshop on "Noting & Drafting" is scheduled to be conducted from 25<sup>th</sup> to 26<sup>th</sup> March, 2024. The details of the workshop, its contents, eligibility condition, procedure for nomination and other information are given Annexure-I

2. Nomination form for the workshop may be filled online at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority letter's is also to be compulsorily sent separately by post/ email.

3. It is requested that while making nominations the level and type of participants as indicated in the Workshop Information Sheet, may kindly be borne in mind. An officer who has already attended similar workshop conducted by ISTM or any other should not be nominated for this workshop. Nominations of eligible officers complete in all respect should reach the undersigned latest by 29<sup>th</sup> February, 2024.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter

341448/2024/Centrad

will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) one month prior to starting of the workshop and no separate communication by post would be issued.

5. There is no course fee for employees of Central Govt./State Govt./ Attached office/ Subordinate office. However, a course fee of Rs.2000/- per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Bank Draft in favour of, PAO (DP&AR), New Delhi payable at New Delhi. The course fee may be sent by speed post in advance after the participation is confirmed. If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

## Annexure-I

### Workshop Information Sheet

**Code** : WND-48

**Title** : Workshop on Noting & Drafting (ONLINE MODE)

**Duration** : 2 Days (From 25<sup>th</sup> to 26<sup>th</sup> March, 2024)

#### **Objective of the Course:**

Participants will be able to:

- Apply functional approach to noting;
- Effective communication in a given situation.

#### **Methodology**

The workshop will be organized on highly participative lines. The training methods will include, lecture, Case study, Discussion on actual problems faced in dealing with specific cases, etc.

#### **Eligibility Conditions**

The workshop is meant for Section Officers/ Assistant Section Officers/ Dealing Assistants.

#### **Course Capacity**

The maximum number of participants that can be admitted to the workshop is 40.

#### **Nominations for the Course**

Eligible and interested officers may be nominated for the workshop. The particulars of the nominees may be sent to the Course Director so as to reach him before 24<sup>th</sup> February, 2024.

#### **Course Fee**

There is no course fee for employees of Central Govt./State Govts./ Attached office/ Subordinate office. However, a course fee of Rs. 2000/- per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through



a Bank Draft in favour of, PAO (DP&AR), New Delhi payable at New Delhi. The course fee may be sent by speed post in advance after the participation is confirmed. If the course fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

227  
2

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in)