



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग, लखनऊ छावनी -  
226002

Office of the Principal Controller of Defence Accounts (Central Command)  
Cariappa Road, Cantt., Lucknow, Pin Code – 226002  
**E-mail ID: [pcdaccoandm.dad@hub.nic.in](mailto:pcdaccoandm.dad@hub.nic.in)**



सं.: सं. एवं प./2901/ISTM/2024-25

Date: 04.04.2024

To,

Officer in-charge

1. All sections of Main Office
2. All Sub-Offices under PCDA(Army) Lucknow

Sub : **Training Programme conducted by ISTM New Delhi.**

Ref: Centrad letter No. TD/AN/1013/Trg-E1/2023-24 dated 02.04.2024 (downloaded from CGDA Website)

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With reference to the letter cited above, it is intimated that ISTM, under the Deptt of Personnel & Training (DoPT) is organizing the under mentioned Training Programme for the officers of Ministries/Departments of Govt. Of India.

SN	Name of course	Period of course	Level of officers required for nomination	Mode of Training	Link for filling Nomination
1	<b>Five days 'Training of Trainers (TOT) Course'</b>	29/04/2024-03/05/2024	Group 'B' Officers with two years of service experience on regular basis.	<b>Offline</b>	<a href="https://www.istm.gov.in/lms/registration">https://www.istm.gov.in/lms/registration</a>

Copy of Centrad letter with course details is attached herewith for ready reference.

2. In view of the above context, kindly send the name of a suitable Officer from your office who has earlier not attended the subject course/workshop conducted by ISTM for the above training **latest by 05.04.2024 (2PM)** in the given format through E-mail.

S N	Name	Office	Desgn/Acc No.	Contact No.	NIC Email Id

3. Further, it is intimated that after approval of nomination from the Competent Authority, the same may be intimated through E-mail for filling online Nomination form at ISTM website.

Nil Report is also required.

Encl: As above

Copy to:

Officer in-charge

OA Cell (Local) : for uploading on PCDA Website

SAO (O&M)

SAO (O&M)

“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

फ़ोन/Ph : 011- 25682457, 25694268/98 फ़ैक्स/Fax : 011-25694308

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



आज़ादी का  
अमृत महोत्सव

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

Dated : 02 .04.2024

To

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

(Through WAN only)

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

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

<u>S. No</u>	<u>Name of course</u>	<u>Period of course</u>	<u>Last date for submission of nomination</u>	<u>Level of officers required for nomination</u>	<u>Mode of Training</u>	<u>Link for filling Nomination</u>
i	<b>Five Days 'Training of Trainers (TOT) Course'</b>	29-04-24 to 03-05-24	<b>18/04/2024</b>	Group 'B' Officers with two years of service experience on regular basis.	<b>Offline</b>	<a href="https://www.istm.gov.in/lms/registration">https://www.istm.gov.in/lms/registration</a>

2. A copy of ISTM, New Delhi letter bearing no. Y-12017/2/2023-ISTM(Coord) Dated 21.03.2024 regarding the details of the course particular and facilities available is enclosed herewith. ISTM has requested to nominate suitable officers for the subject course. Nomination form for the course may be filled online at the link mentioned above by the nominee and the same may also be forwarded to ISTM duly countersigned by the sponsoring authority before the last of submission of nomination as mentioned above by email/speed post.

3. Names of selected candidates will be published on the ISTM's website and no separate communication in this regard will be issued by ISTM. The sponsoring authority/ participants may see the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in) regularly. Therefore all sponsoring authority should ensure that only those candidates whose name appear on the website may be relieved for the course.

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

Enclosure : As above.



(Mohan Kumar)  
SAO(Trg)

Copy to :

(i) The Officer-in-Charge : For uploading on WAN please.  
IT&S Wing, CGDA HQrs.

(ii) The Officer-in-Charge : For nomination of two suitable officers who have earlier  
AN-IV Section, CGDA HQrs not attended the subject course/workshop conducted by  
ISTM.



(Mohan Kumar)  
SAO(Trg)

Five Days' Training of Trainers Course from 29th April to 03rd May, 2024

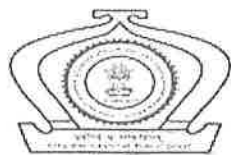
From : ISTM <noreply-istm@nic.in>

Wed, Mar 27, 2024 03:10 PM

Subject : Five Days' Training of Trainers Course from 29th April to 03rd May, 2024

To : training ipgcl <training.ipgcl@gmail.com>

Reply To : ISTM <anjali.edu@nic.in>



फा.सं / FILE NO: Y-12017/2/2023-ISTM(Coord)

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: 21<sup>st</sup> March, 2024

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 / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Five Days' Training of Trainers Course from 29<sup>th</sup> April to 03<sup>rd</sup> May, 2024

Sir/Madam,

A Five-days Training of Trainers (TOT) Course has been scheduled from 29<sup>th</sup> April to 03<sup>rd</sup> May, 2024. The details of the programme are given in Annexure-I.

2. You are requested to nominate eligible officers from your Ministry/Deptt/Organization for the Said course. Nomination form has to be filled online mandatorily using link <https://www.istm.gov.in/lms/registration>. Nominees must ensure that his/her nomination is approved by his/her sponsoring authority. A sponsoring letter along with capitation fee, if applicable, is also to be forwarded to ISTM.

3. Only such officials should be nominated who can attend this programme on whole time basis. It may please be ensured that only eligible participants are sponsored

and any officer who has already attended similar programme should not be nominated/sponsored. Nominations of eligible officers complete in all respect along with capitation fee, if applicable, should reach the undersigned latest by 18<sup>th</sup> April, 2024.

4. Only such candidates, whose nominations are accepted for the training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The list of accepted nominations will be uploaded on ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) and no separate communication by post would be issued. Therefore, the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in)

**Enclosure: Annexure - I**

Yours faithfully,

Sd/-

(Anjali Rana)

**Assistant Director & Course Director**

**Email ID: [anjali.edu@nic.in](mailto:anjali.edu@nic.in)**

**Tel: 011-26737518**

### COURSE INFORMATION SHEET

**Title : Training of Trainer Course**  
**Duration : Five Days' 29<sup>th</sup> April to 03<sup>rd</sup> May, 2024**

**AIM : To equip the participants with necessary skills for imparting training to JSAs/SSAs and Stenographers for developing their Stenography Skills**

**OBJECTIVE OF THE WORKSHOP : At the end of the programme, the participants will be able to :**

- 1. Describe issues relating to direct trainer skills**
- 2. Demonstrate skills of a direct trainer**
- 3. Describe important aspects of Stenography Skills**

### **ELIGIBILITY CONDITIONS**

Group 'B' Officers of Central Secretariat Service or Private Secretaries or Personal Assistants with at least two years' service experience on regular basis in Central Govt Ministries or Departments or its attached/subordinate Offices.

**COURSE CAPACITY : 25**

### **NOMINATIONS FOR THE COURSE**

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach her before 18<sup>th</sup> April, 2024.