

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DIRECTORATE GENERAL : DOORDARSHAN
DOORDARSHAN BHAWAN, COPERNICUS MARG
NEW DELHI-110001

No. 28/19/2017-S.II(Pt.) | 148


Dated: 31.01.2019

CIRCULAR

Subject:- Three days workshop on "Microsoft Office-Power Point" for Officers/Officials to be conducted from 27th to 29th March, 2019 at ISTM, New Delhi-reg.

Reference Institute of Secretariat Training and Management's Circular No.Y-15013/01/2018-ISTM dated 08.01.2019(copy enclosed) vide which nominations have been invited from all the eligible Officer/officials to attend the Three days workshop on "Microsoft Office-Power Point" for Officers/Officials to be conducted from 27th to 29th March, 2019 at New Delhi.

2. Accordingly, all the willing Officers/Officials posted in Doordarshan Directorate, Delhi may submit their dully filled online application as detailed in the above referred circular to S-II Section, for consideration of their nomination to the said workshop.
3. This issues with the approval of ADG(A), DG:DD.


(Dr. Sanjay Kumar)
DY. DIRECTOR (ADMN.)
☎ 23388429

To :

1. All the Officers/Officials posted in Doordarshan Directorate-through website.
2. Notice Board, DG:DD.

Subject: Fwd: Three Days' Workshop on Microsoft office - Power Point for Officers/Officials to be conducted from 27 to 29 March, 2019 at ISTM, New Delhi

To: "ADG (Admin), DD" <adg_admin@doordarshan.gov.in>, Sinha Rajiv <rajivkumarsinha108@gmail.com>

Date: 01-09-19 11:47

From: Supriya Sahu <dgdd@prasarbharati.gov.in>

----- Original Message -----

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

Date: Jan 8, 2019 5:07:45 PM

Subject: Three Days' Workshop on Microsoft office - Power Point for Officers/Officials to be conducted from 27 to 29 March, 2019 at ISTM, New Delhi

To: dgair@air.org.in

फा.सं/ FILE NO: Y-15013/01/2018-ISTM

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2015संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर(पुराना)/ ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली- 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष/ TELEPHONE - 011-26165593; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 8th January, 2019

To

All Ministries/Departments of the Government of India

All Attached & Subordinate Offices

All State Governments and Union Territory Administration

All Constitutional/Statutory Bodies

All Public Sector Undertakings /Autonomous Bodies

Three days' Workshop on "Microsoft office - Power Point" for Officers/ Officials to be conducted from 27th to 29th March, 2019 at ISTM, New Delhi-reg.

A workshop on "Microsoft Office-Power Point" will be conducted in this Institute from 27th to 29th March, 2019 (3 days). Details of the objectives of programme, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available at ISTM are given at Annexure-I.

2. Nomination of eligible officers/officials, complete in all respect in the prescribed format should reach the undersigned by 5th March, 2019.



दूरदर्शन महाविद्यालय
14/1/19

DDG (A-1) - Anton
- It's a good course
- we must publicize among our staff to attend.
7/09/11/19

SDS2
SDS3
10/1/19
DDG (A-1) / DDG (A-1) / DDG (A-1)

3. Nominations in the prescribed form may be submitted online. The online nomination form is available in Institute's website www.istm.gov.in under the link 'Online Form'. The nomination form may be submitted well before the closing date, i.e. 5th March, 2019. Besides, the print out of the online nomination form duly sponsored by the sponsoring authority may also be sent so as to reach the undersigned by 5.00 P.M. on 7th March, 2019. No nomination shall be accepted without being duly sponsored and received online within the last date as mentioned above. List of accepted nominations will be displayed in ISTM website. The course may be cancelled /postponed on account of less number of nominations or other administrative compulsion.

Yours faithfully,

Encl. Annexure I

Sd/-

(Jitender Bhatti)

Assistant Director & Course Director

Tel No: 26175590

Email: jbhatti.edu@nic.in

ANNEXURE-I

COURSE INFORMATION SHEET

CODE : MS-PP-06
TITLE : Training Programme in Microsoft Office - Power Point
DURATION : 3 days (27th to 29th March, 2019)
AIM OF THE COURSE : To develop the skills required for working on MS- Power Point
COURSE COVERAGE : MS-Power Point

METHODOLOGY :

The course will deal with the essential theoretical and practical aspects of MS-Power Point under the guidance of experienced faculty. The participants will get good practical exposure. The training methods will include lecture, demonstration, individual/Group Exercise.

ELIGIBILITY CONDITION:

The programme is meant for Officers/officials in the Central Secretariat & other Central Government Offices, State Government Offices / Union Territory Administrations, Office of Constitutional/Statutory Bodies and Office of PSUs/Autonomous Bodies.

COURSE CAPACITY : 30

COURSE FEE & OTHER EXPENSES :

In the case of persons nominated from other than Ministries/ Departments of the Government of India, a Capitation fee of Rs.3000/- (Rupees Three Thousand only) will be charged. The capitation fee in the form of a Bank Draft/Cheque drawn in favour of Assistant Director, ISTM, New Delhi may either be sent by post so as to reach ISTM before commencement of the course or brought in person by the trainee concerned. Participants from Ministries/

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Departments of Government of India need not pay course fee. If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance, if any, of the officers/staff nominated to attend the course will be borne by the Sponsoring authorities.

ACCOMMODATION :

ISTM has a modest hostel facility available on first come first served basis and other factors as may be deemed appropriate by the Institute. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele No.011-26165593. Family members of the participants are **NOT ALLOWED** to stay in the hostel with the participants.

OTHERS

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website under the link "Accepted Nominations" as well as by SMSs/e-mails. Only nominees whose nominations have been accepted by ISTM may be relieved to attend the course. The participants should bring relieving letter and the fees (if applicable) on the date of joining in ISTM, failing which he/she will not be allowed to attend the classes.