



भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर, JNU(Old) Campus,

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067, Olof Palme Marg, New Delhi-110067

Telephone No. 26102597; Fax No. 26104183

No. A.33015/ 08 /2010-ISTM

Dated, New Delhi, the 26<sup>th</sup> April 2011

To .

1. All Ministries/Departments of the Government of India
2. Heads of the Departments of all Attached/Subordinate Offices of the Government of India
3. Chief Secretaries of all States/Union Territories
4. Heads of all Central/National/State Training Institutions

Subject: Two days Workshop on Problems of the Muslim Community to be held during July 11-12, 2011 at ISTM, New Delhi.

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Sir,

I am directed to say that this Institute will be conducting a two days "Workshop on PROBLEMS OF THE MUSLIM COMMUNITY" from 11<sup>th</sup> July to 12<sup>th</sup> July 2011.

2. Details about the Workshop, eligibility criteria etc. is available at the Course Information Sheet, appended as Annexure-I. The Nomination Form for applying to this course is at Annexure-II. It is requested that nomination of eligible and interested candidates may please be forwarded to the undersigned, latest by 3<sup>rd</sup> June 2011. The nomination form can also be downloaded from ISTM website: <http://www.istm.gov.in>

3. Only such candidates whose nominations are accepted for the Workshop by this Institute, would be allowed to join the Workshop. Therefore, **nominees should be relieved only after receipt of acceptance letter from the Institute.**

Encl: Annexure I & II.

Yours faithfully,

(Chandan Mukherjee)  
Deputy Director &  
Workshop Coordinator  
Tel. 011-26102597  
Email: [chandan@nic.in](mailto:chandan@nic.in)

**WORKSHOP INFORMATION SHEET**

<b>TITLE:</b>	<b>Workshop on Problems of the Muslim Community</b>
<b>COURSE CODE:</b>	<b>PMC</b>
<b>DURATION:</b>	<b>Two days (from 11<sup>th</sup> July to 12<sup>th</sup> July, 2011)</b>
<b>ELIGIBILITY:</b>	<ul style="list-style-type: none"><li>• Training Managers/middle level officers of Ministries/Departments of Central and State Governments and its attached and subordinate offices.</li><li>• Trainers of Central/State Training Institutions</li><li>• Human Resource Development (HRD) Personnel</li></ul>
<b>OBJECTIVE OF THE COURSE:</b>	<ul style="list-style-type: none"><li>• Explain constitutional provisions for the protection, welfare and development of minorities</li><li>• State the underlying objectives/implications of these provisions</li><li>• Appraise the role of National Commission for Minorities</li><li>• Describe major provisions of the UN Declarations of the Rights of Religious Minorities</li><li>• Explain the implication of these Declarations for the Indian Government</li><li>• Identify identity related problems of the Indian Muslims</li><li>• Describe security related problems of Muslim Community</li><li>• Identify the nature and dimensions of the relative deprivation of the Indian Muslims vis-à-vis other socio-religious groups</li><li>• Describe the objectives, processes and outcome of various central Government Schemes for the welfare and development of Muslim Community</li><li>• Explain the role and responsibilities of the Government functionaries involved in implementation</li><li>• Explain the need and mode of communal harmony</li><li>• Appraise Government of India's Guidelines to promote communal harmony</li><li>• State the role and responsibilities of the Government functionaries in promoting communal harmony</li><li>• Identify major problems of the Muslim Community in the State</li><li>• Describe special measures/schemes initiated by the State Governments</li></ul>
<b>TRAINING METHODS:</b>	<ul style="list-style-type: none"><li>• Group Exercises</li><li>• Discussions</li><li>• Presentations by participants</li></ul>
<b>LAST DATE FOR SENDING NOMINATION FORM</b>	<b>3<sup>rd</sup> June 2011</b>
<b>TO WHOM THE NOMINATION FORM IS TO BE SENT</b>	<b>Shri Chandan Mukherjee, Deputy Director, Institute of Secretariat Training &amp; Management, Room No. 103, Administrative Block, JNU(Old) Campus, New Mehrauli Road, New Delhi -110067.</b>

**NOMINATION FORM**  
**WORKSHOP ON PROBLEMS OF MUSLIM COMMUNITY (PMC)**

**NOMINEE'S INFORMATION**

1.	NAME		
2.	DESIGNATION		
3.	NAME OF THE ORGANISATION/ INSTITUTE		
4.	BAND PAY & GRADE PAY		
5.	DATE OF BIRTH		
6.	SEX		
7.	CATEGORY SC/ST/OBC/GENERAL		
8.	COMPLETE OFFICE ADDRESS (WHERE THE NOMINEE IS POSTED AT PRESENT)	SECTION/UNIT	
		ROOM NO./FLOOR	
		BUILDING NAME	
		ROAD NAME	
		CITY/PIN CODE	
		TELEPHONE/ FAX/MOBILE	
		EMAIL	
9.	WHETHER HOSTEL REQUIRED OR NOT	REQUIRED	NOT REQUIRED

Signature of the Nominee

**NOMINATION FORM**  
**WORKSHOP ON PROBLEMS OF MUSLIM COMMUNITY (PMC)**

**SPONSORING AUTHORITY'S CONFIRMATION**

1.	<b>NAME OF THE SPONSORING AUTHORITY</b>	
2.	<b>ADDRESS FOR COMMUNICATION (WITH PIN CODE)</b>	
3.	<b>TELEPHONE NUMBER</b>	
4.	<b>FAX/EMAIL</b>	
5.	<b>NOMINEE'S NAME</b>	
6.	<b>NOMINEE'S DESIGNATION</b>	
7.	<b>HOW DOES THE NOMINEE'S APPLICATION RELATE TO THE TRAINING AND DEVELOPMENT PLAN AND POLICY OF THE SPONSORING AUTHORITY</b>	

Certified that the given particulars are correct, the nomination is made after ascertaining the training needs of the nominee, and if selected the nominee will be relieved on full time basis for the programme

**Signature & Seal of Sponsoring Authority**

**DATE:**