



No. A-33068/02/2013-ISTM (PMG-I)
GOVERNMENT OF INDIA
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
TEL.26185313; TELEFAX: 26104183/26104038

Dated: 11th June, 2013

To

1. All Ministries/Departments of Government of India and Attached & Subordinate offices of the Govt. of India.
2. Chief Secretaries of Union Territories
3. Secretary, Union Public Service Commission
4. Comptroller and Auditor General of India

Sub:- Training Course on *Purchase Management in Govt. [PMG-1] for staff dealing with purchase in Govt. offices from 12 - 14. August, 2013.*

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I am directed to say that the training Course on '**Purchase Management in Govt.**' will be held in this Institute from **12 - 14. August, 2013 (Three days)**. The course is designed for **staff dealing with purchase in Govt. offices** including its attached/subordinate offices.

2. The details of the course are given in the course intimation sheet at Annexure I.
3. Nominations in the enclosed form (Annexure -I) of eligible officials may kindly be sent to the undersigned at Institute of Secretariat Training & Management, Room No.208, Administrative Block, JNU Old Campus, Olof Palme Marg, New Delhi - 110 067 so as to reach by **4th July, 2013**. Scanned copy of the nominations may also be sent through email on email-id. **Kkpant200754@gmail.com** followed by hard copy.
4. Intimation regarding acceptance of nomination(s) will be dispatched on 8th July, 2013. The Official(s) should be **relieved** for attending the course **only after receipt of acceptance of the nomination from this Institute**. If no communication regarding acceptance of nomination from this Institute is received, it may please be presumed that the nomination of concerned official has not been accepted.

Enclosure: As above.

Yours faithfully,

[K.K.PANT]
Assistant Director &
Course Director
Mob: 9911794490

ANNEXURE-I

COURSE INFORMATION SHEET

COURSE TITLE : PURCHASE MANAGEMENT IN GOVT.
COURSE CODE : PMG-1
DURATION : 12-14 August, 2013 (Three days).

AIM OF THE COURSE:

The aim of the course is to make the officials conversant in the basic principles, procedures and Financial Rules relating to purchasing and contracting.

METHODOLOGY TO BE FOLLOWED:

- Lectures
- Exercises
- Group Discussion

PARTICIPANTS' ELIGIBILITY CONDITION:

Staff/officials dealing with purchase in Govt. Offices

COURSE CAPACITY: 30

HOSTEL ACCOMMODATION:

The Institute is having modest hostel facilities on "First –come-First-Served basis" at Hostel Block No. 1, Old JNU Campus, {entrance from New Mahrauli Road/ Ber Sarai}. They may, be advised to contact the Caretaker Mr. Rakesh Tokas (Telephone No. 011-26172571) beforehand regarding availability of the hostel. The boarding and lodging charges are to be paid in cash to the Catering Manager and Hostel Warden respectively.

COURSE FEE:

There is no course fee for participants from Central and State Governments. The participants from organisation other than the Central and State Government viz. **PSUs & Autonomous Bodies etc.** are required to pay Rs.2000/- per person as Course fee. Such organisation should send the bank draft/pay order in favour of **Assistant Director, ISTM** only when the nominations are accepted. The Demand Draft/Pay Order may be sent through the participants. The Travelling Allowance and Daily Allowance, if any, of the officials nominated to attend the course will be borne by the Sponsoring Authorities.