

By Speed Post



No. 33028/1/2011-ISTM
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:2610418



16-Secy (AR)
22-3-11

Dated: 14th March, 2011

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-2) for Gazetted Officers dealing with purchase in Govt. Offices from 23-25 May 2011 - nominations invited for participation - regarding

21-3-11 Sir/Madam,

I am directed to say that the training **Course on Purchase Management in Govt.** will be held in this Institute from **23-25 May, 2011 (Three days)**. The course is designed for Gazetted Officers dealing with purchase in Government offices including its attached/subordinate offices.

2. The details of course are given in the course intimation sheet at Annexure I.
3. Nominations in the enclosed form (Annexure -II) of eligible officers may kindly be sent to the undersigned **by Fax or through E-mail (pantkk_54@yahoo.com)/ by Post** at Secretariat Training & Management, Administrative Block, JNU Old Campus, Olof Palme Marg, New Delhi - 110 067 so as to reach by **30th April, 2011.**
4. Intimation regarding acceptance of nomination(s) will be dispatched in the **1st Week of May, 2011. The same will be available in ISTM website also.** The Officer(s) should be **relieved** for attending the course **only after receipt of acceptance of the nomination.** If no communication regarding acceptance of nomination from this Institute is received, it may please be presumed that the nomination of concerned officer has not been accepted.

Enclosure: As above.

Yours faithfully,

(K.K. PANT)
ASSISTANT DIRECTOR

22-3-11
D.S. (AR)
28B
Secty
S.K.P.
23/3/2011
Smt Kiran

ANNEXURE-I

COURSE INFORMATION SHEET

COURSE TITLE : PURCHASE MANAGEMENT IN GOVT.
COURSE CODE : PMG-2
DURATION : 23-25 May, 2011 (Three days).

AIM OF THE COURSE:

The aim of the course is to make the officers 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:

Gazetted Officers dealing with purchase in Govt. Offices

COURSE CAPACITY : 25

HOSTEL ACCOMMODATION :

The Institute may not be able to provide the hostel/lodging facilities to any participant this time since the renovation work is going on in the ISTM Hostel.

COURSE FEE:

There is no course fee for participants from Central and State Governments. Participants from organisation other than the Central and State Government (Autonomous Bodies) are required to pay Rs.4000/- per person as Course fee. Such organisation should send the bank draft/cheque in favour of **Assistant Director, ISTM** only when the nominations are accepted. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

NOMINATION FORM

Appendix-II

Course Code: _____

Date from _____

Course Code: _____ To _____

Course Title _____

Course Title _____

1.	Name	:			
2.	Designation & Tel.No(e), Mob, Fax:	:	3. Scale of Pay	Tel.No(e)	Age:
4.	Organisation with Complete Address and Telephone/FAX Numbers and Email ID: (to which intimation about nomination is to be sent)				
5.	Whether it is a Central/State Govt. Ministry/Department or PSU/Autonomous Body:				
6.	Educational Qualification		7. Professional Qualification		
8.	Whether SC/ST/OBC/General		9. Service to which belongs		

10. Brief Service particulars:-

S. No	Post held	From	To	Scale of pay	Nature of duties

11.	Whether fulfils eligibility conditions				
12.	How the programme is likely to benefit the nominee as well as the organisation (in 2 lines)				
13.	Previous courses attended at ISTM (with dates in bracket)				
14.	Whether Hostel Accommodation is required				

Signature of the Nominee.....

To be filled in by the Sponsoring Authority

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will be withdrawn in between from the Course. The Prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Complete Postal Address of the Sponsoring Authority with Telephone Number and Fax Number	Signature Name/Designation (of the Sponsoring authority) With Office Seal
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