



F. No. A-33015/2/2015-ISTM

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

Institute of Secretariat Training & Management

Old JNU Campus, Olof Palme Marg, New Delhi - 110067

Date : 9th JUNE , 2015

To

1. All Ministries/Departments of the Government of India and their attached and subordinate offices.
2. Chief Secretaries of all State Governments /Union Territories.
3. All Central/National/State Training Institutions .
4. All Public Sector Undertakings.
5. All Central Autonomous Bodies.

**Subject: A Workshop on Mentoring (WOM) programme from 14th to 16th September, 2015
- Request for nominations - regarding.**

Sir/Madam,

Institute of Secretariat Training & Management (ISTM) will conduct a course on Workshop on Mentoring (WOM) under Trainers Development Programme from 14.09.2015 to 16.09.2015.

2. Brief course information sheet of mentoring skills course is given at Annexure I. Only those persons need to apply for WOM course who are involved in Human Resource Management.

3. Workshop on Mentoring (WOM) is a sponsored programme of Training Division of Department of Personnel & Training. Thus no course fee is to be paid by the sponsoring authorities of the participants. The course is meant for :

(a) Direct trainers who are imparting/designing, face-to-face training in classroom environment or

(b) Officials, who apart from their normal duties are involved in Human Resource development and are supporting development initiatives.

4. Workshop on Mentoring (WOM) course is a residential course. ISTM has a modest hostel facility where rooms are available on twin sharing first-come-first served basis. For obtaining details relating to accommodation at the ISTM Hostel, the participants may contact the Caretaker, ISTM at telephone No. 011-26172571 or Hostel supervisor at mobile No. 9717639037.

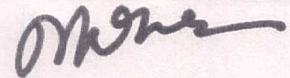
5. Nomination form for the WOM course is available on the website of ISTM and **IT IS MANDATORY TO FILL THE NOMINATION FORM ONLINE. Online nomination form will be available on the website of ISTM till 15th August, 2015.** By 25th August, 2015 we will be dispatching letter of acceptance of nominations by email. However, the nominees must ensure that his/ her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authorities are also requested to send a letter to ISTM relating to clearance of nomination of their nominees by 25th August, 2015.

6. Instructions/steps for sending nomination form online are as under :

- i) Type the URL http://www.istm.gov.in/home/online_nomination_form on the address bar of the internet page and press enter or click on the link.
- ii) Click on "Select Course" and search for "Workshop on Mentoring (WOM)".
- iii) Click on "Workshop on Mentoring (WOM)".
- iv) A form appears. Fill the form and click submit.

7. **SPONSORING AUTHORITIES ARE REQUESTED THAT NOMINEES MUST NOT BE RELIEVED TO ATTEND THE COURSE TILL THEIR PARTICIPATION IS CONFIRMED BY ISTM.** If no communication regarding acceptance of nomination of concerned officer is received from this Institute, it may please be presumed that the nomination of the concerned officer has not been accepted. Since letter of acceptance will be sent by email besides displaying on the website of ISTM, valid and correct email along with telephone numbers (landline and mobile) of both nominee and sponsoring authority be provided in the nomination form.

Yours faithfully,



(Dr. Manish Kumar Jha)

Joint Director & Course Director

Tel: 011-26180589 Fax: 011-26104183

Email: manish.jha@nic.in

Annexure – I

WOM : COURSE INFORMATION SHEET

Course Title	Mentoring Skills
Course Code :	WOM
Duration :	Three days
Course capacity	24 participants.
Eligibility :	<p>Senior Middle level officers of Ministries/Departments of Central and State Governments, and its attached and subordinate offices</p> <p>Trainers of Central/State Governments/Public Sector Training Institutions, national leaders and DOPT.</p>
Aim of the course	The course aims to impart knowledge related to understanding of the concepts of mentoring and the skills to carry out the details of a mentor.
Course strategy	The WOM course has two main features. Phase I consists of Distance learning providing the general background of the subject day workshop using highly participative methodologies. On the last of the workshop participants take up a design project, which is required to be submitted to their course tutors within one month for evaluation/ assessment? On satisfactory completion of the project, successful completion certification will be awarded.
Workshop methodology	<p>Practical learning activities through case study</p> <p>Individual and group activities</p> <p>Discussions</p> <p>Presentations by participants</p> <p>Giving and receiving feedback</p>
Course fee	The course is sponsored by Department of Personnel & Training (DoPT) thus no course fee is to be paid by the sponsors and it is residential.
Hostel facilities	ISTM has a modest hostel facility where rooms are available on twin sharing first-come-first served basis. For details relating to accommodation at the ISTMS Hostel, the participants may contact the Caretaker, ISTM at telephone No. 011-26172571 or Hostel supervisor at mobile No. 9717639037. Hostel facility is

Nominee Details			
Application No.	WOM-01-14SEP2015-0006	Applied Date	05-Aug-2015
Course Details			
Course Title:	Workshop on Mentoring	Course Code:	WOM-01
Course Duration:	14 Sep, 2015 To 16 Sep, 2015	Applied Date:	05-Aug-2015
Personel Details			
Name in English:	bhajaniram ram meena		
Name in Hindi:	bhajaniram meena		
Father's / Spouse's Name:	late sh . j.r meena	Category:	ST
Gender:	male	Date of Birth:	12 Jan, 1965
Service:	AIS	Grade/Rank:	Director.
Pay Band:	PB-4	Grade Pay/Scale of Pay:	rs 10000/-
Date of Joining/Last Promotion:	25 Aug, 1997		
Organisation Details			
Name:	PTS MORADABAD	Type:	Others
Street Address:	POLICE TRAINING SCHOOL MORADABAD -244001	City:	MORADABAD
State:	Uttar Pradesh	PinCode:	244001
Email:	brmeena_cvo@yahoo.in	Phone:&	09958037556
Residence Details			
Street Address:	d-6 , 6099/1 , vasant kunj		
City:	delhi	State:	Delhi
Phone:	09958037556	PinCode:	110070
Email:	brmeena_cvo@yahoo.in		
Emergency Contact Details:	9454400233		

Education Details

Education Qualification: B.E(ELECT)

Professional Qualification:

Service To which belong: IPS

Brief Service Particulars:

ips police training school moradabad up

How the training is likely to benefit the nominee as well as the organisation: for development of knowledge skills applied in organisation smooth working

Previous courses attended at ISTM: no

Whether Hostel Accommodation is required: Yes

I certify that the above information is correct: Yes

Other Details

Instruction: It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and the official will not be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Sponsoring Authority Name: up govt.

Designation: IGP

Complete Postal Address(with Pin code): police training school moradabad

Telephone Number (with code): 09958037556

Fax Number (with code): 0591-2435627

Sponsoring Authority Signature with Office seal:

[Handwritten Signature]
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