

F.No.A-48-1/2016-Admn.III
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 16.12.2016.

OFFICE MEMORANDUM

Sub: Training Circular - Course on 'Gender Sensitization' (Code-GS-05) for US/SO/Assistants of CSS/PS/PA of CSSS from 30th January to 3rd February, 2017 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33079/01/2016-ISTM dated 28th October, 2016 on the above mentioned subject.

2 Nomination form for the course may be filled online at [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online%20nomination%20form). It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her Sponsoring Authority before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach ISTM latest by 30/12/2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.

3. It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 28th December, 2016 at 10.00A.M. positively.

(P. P. Saha)

Under Secretary to the Government of India
Tel.No.23036757

Encl: As Above

To *19/12*

- 1 *19/12/16* Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 *19/12/16* Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi ✓
- 3 *19/12/16* Sr.DDG(TEC), DoT, Khurshid Lal Bhavan, Janpath, New Delhi
- 4 *19/12/16* DDG(Estt.), DoT, Sanchar Bhavan, New Delhi ✓
- 5 *19/12/16* DDG(E & F), DoT, Sanchar Bhavan, New Delhi ✓
- 6 *19/12/16* DDG(Security), DoT, Sanchar Bhavan, New Delhi ✓
- 7 *19/12/16* DDG (Training), DoT, Sanchar Bhavan, New Delhi ✓ *19-12*
- 8 *19/12/16* Director (WMO), DoT, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Notice Board.

✓ Issued thro'
✓ P.B.

o/c.

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Subject: Training Circular – Course on "Gender Sensitization" (Code-GS-05) for US/SO/Asstts. of CSS/PS/PA of CSSS from 30th January to 3rd February, 2017.
To: panchoudhary50@gmail.com

Date: 03/11/16 01:39 PM
From: ISTM <noreply-istm@nic.in>
Reply-To: "noreply-istm@nic.in" <noreply-istm@nic.in>

751/Adm-17/16-6
7/11

2/3/16

फा.सं / FILE NO. A-33079/01/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 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 - 011-26105592, टेलीफैक्स / FAX - 011-26104183

2/11/16

दिनांक / Date: 28th October, 2016

To
Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices.
All Public Sector Undertakings / All Autonomous Bodies

DSC (Admin II)
ay
4/11

Subject: Training Circular – Course on "Gender Sensitization" (Code-GS-05) for US/SO/Asstts. of CSS/PS/PA of CSSS from 30th January to 3rd February, 2017.

Madam / Sir,

A training programme on "Gender Sensitization" which was scheduled to be held from 24th to 28th October 2016, has now been postponed to be conducted by this Institute from 30th January to 3rd February, 2017. The details of the programme i.e. the Aim, Course contents, Level and Type of Participants, Venue etc. are given in Annexure-I.

2/11

2. Nomination form for the course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. Letters from the sponsoring authority may be sent separately by post. Those who have already sent their nominations for 24 – 28 October dates, need not send fresh nomination.

US Ad 10
please circulate
7/11/16
Smt. Kalitha /
Ms. Komal

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM may should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 30th December, 2016.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in one month prior to starting of the course and no separate communication by post would be issued.

Encl: as above

Yours faithfully,

Signature not available

(Moloy Sanyal)

Deputy Director & Course Director

Tel: 26105592

ANNEXURE-I

COURSE INFORMATION SHEET

CODE	GS-05
TITLE	Gender Sensitization
DURATION	5 Days (30.01.2017 to 03.02.2016)
VENUE	ISTM, JNU Campus (Old)

AIM OF THE PROGRAMME :

To sensitize the Group A/B Officers of CSS and PS/PA of CSSS about the Gender related issues.

2. BROAD CONTENTS OF THE COURSE:

- Ø Gender & Development Analysis.
- Ø Major Initiatives – Legal & Rule Provisions
- Ø Gender Roles
- Ø Domestic Violence
- Ø Environment at Workplace
- Ø Gender Budgeting

3. METHODOLOGY

We propose to adopt a totally participative approach and the methodology would include: Case Studies, Film, Storytelling, Individual & Group Work besides discussion in plenary.

ELIGIBILITY CONDITION – The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant in the Central Secretariat and PS/PA of CSSS. Officers of comparable status in the Central Govt. Offices/ State Govts. Autonomous Bodies, Public Sector Undertakings etc are also eligible.

5. COURSE CAPACITY : 25

6. COURSE FEE AND OTHER EXPENSES:

In the case of persons nominated from Public Sector Undertakings, Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two thousand only) will be charged. The capitation fee may be sent in the form of a Bank Draft/Cheque drawn in favour of 'Assistant Director, ISTM, New Delhi' or brought by the trainee concerned. Other participants of Central / State Government need not pay any course fee.

HOSTEL ACCOMMODATION:

ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis. 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.011-26172571. Family members of the participants are NOT allowed to stay in the hostel with the participants

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.