

No. 50/34/2007/HRD-I
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade
(HRD-I)

Dated: 12 March 2012

OFFICE MEMORANDUM

Sub.: Three days workshop on Noting & Drafting for Section Officers/Dealing Assistant and One day workshop on MACP Scheme.

The undersigned is directed to circulate the letter nos. A.33031/1/2012-ISTM (N&D) dated 27th February 2012 and A.33068/01/2010-ISTM dated 21st February 2012 alongwith their enclosures on the above mentioned subject.

2. The interested candidates may fill up the necessary documents and can forward their applications through proper channel i.e. through their respective administrative units latest by 20.3.2012.

Encl. : as above



(G.A. Reddy)

Deputy Director General of Foreign Trade
Tel. No. : 23061562; Ext. : 215
e-mail: ga.reddy@nic.in

To

1. All FTDOs/Assistants in DGFT (Hqrs.)
2. All Sections in DGFT (Hqrs.)

श्री ३
०१/२५/१५/५९३/१००२



No. A.33068/01/2010-ISTM

भारत सरकार

Government of India

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

Institute of Secretariat Training & Management

कार्मिक एवं प्रशिक्षण विभाग

Department of Personnel & Training

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

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

Telephone No. 26185312 Fax No. 26104183

Dated, New Delhi, the 21st February 2012

To:-

1. Secretaries of all Ministries/Departments of Government of India
2. Heads of all Attached and Subordinate Offices of the Central Government
3. Secretary, UPSC, New Delhi.

Subject: One day Workshop on Modified Assured Career Progression(MACP) Scheme to be held on 14th May 2012

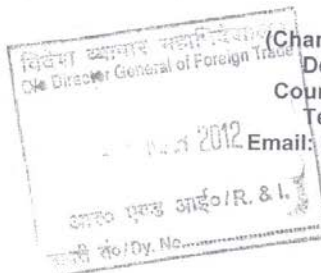
Sir,

I am directed to say that this Institute will conduct one day Workshop on Modified Assured Career Progression Scheme (MACP) on the 14th May 2012

2. This workshop aims at problem solving in the area of fixation of pay of Central Government officers while placing them under MACP. Details about the workshop can be seen in the Course Information Sheet, enclosed at Appendix-I. The Nomination Form for applying to this course is at Appendix-II.
3. It is requested that nomination of interested candidates may please be forwarded to the undersigned on or before April 20, 2012 Only those candidates may be relieved whose nominations the Institute has accepted and you have received a communication to that effect.

Yours faithfully,

(Chandan Mukherjee)
Deputy Director &
Course Co-ordinator
Tel. 011-26185312
Email: chandan@nic.in



1. Circulate
S.L. No. 2

jm
5/3/12

COURSE INFORMATION SHEET

TITLE:	Workshop on Modified Assured Career Progression Scheme
WORKSHOP CODE:	WACP
CAPACITY :	30 PARTICIPANTS
DURATION:	ONE DAY: 14.05.2012
ELIGIBILITY:	<ul style="list-style-type: none"> • Assistants/Section Officers/Under Secretaries or equivalent who are actually dealing with fixation of pay cases • Can bring with them cases involving implications of MACP
AIM OF THE WORKSHOP:	To equip the participants with the knowledge and skill of dealing with pay fixation cases having implications of MACP Scheme
TRAINING METHODS:	<ul style="list-style-type: none"> • Group Exercises • Discussions • Presentations by participants
COURSE FEE:	No Course Fee is to be paid by an officer of the Central Government. However, a Capitation Fee of Rs. 2000/- (rupees two thousands only) will be charged from a participant belonging to Autonomous Body. The Capitation Fee is to be paid through Demand Draft , in favour of "Director, ISTM", payable at Delhi.
HOSTEL FACILITIES:	ISTM has modest hostel facilities on twin sharing basis. It is only for the course participants and family is not allowed to stay in the Hostel. The Hostel is situated at Block-I, JNU(old) Campus, New Meharauli Road, New Delhi-110067. Tel. 011-26172571
LAST DATE FOR SENDING NOMINATION FORM	April 20, 2012
TO WHOM THE NOMINATION FORM IS TO BE SENT	Shri Chandan Mukherjee, Deputy Director, Room No. 212 Administrative Block, JNU(Old) Campus, New Meharauli Road, New Delhi -110067. Fax: 91-11-26104183; E-Mail: chandan@nic.in

223

NOMINATION FORM

Workshop on Modified Assured Career Progression Scheme

SPONSORING AUTHORITY'S CONFIRMATION

1.	NAME OF THE SPONSORING AUTHORITY	
2.	ADDRESS FOR COMMUNICATION (WITH PIN CODE)	
3.	TELEPHONE NUMBER	
4.	FAX/EMAIL	
5.	NOMINEE'S NAME	
6.	NOMINEE'S DESIGNATION	
7.	IN WHAT WAY THE TRAINING TO BE IMPARTED ON THE NOMINEE WILL BE USEFUL TO THE ORGANISATION	

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

PLACE
DATE

Signature & Seal of Sponsoring Authority

213-

Annexure-I

COURSE INFORMATION SHEET

Title: Workshop on Noting & Drafting for Section Officers/Dealing Assistants.

Duration: 3 days (16-18 May, 2012).

Course Code: WND

OBJECTIVE OF THE COURSE : Participants will be able to:

- a) Apply functional approach to noting; and
- b) Draft an appropriate and effective communication in a given situation.

METHODOLOGY: Lecture – Case Studies – Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITIONS: Section Officers/Dealing Assistants.

COURSE CAPACITY: 25

COURSE FEE & OTHER EXPENSES:

Capitation fee of Rs.2000/- (Rupees two thousand only) is charged from the trainees sponsored by organizations other than the Central Government. A/c Payee Bank draft/cheque is to be drawn in favour of "Assistant Director", ISTM, payable at New Delhi.

ACCOMMODATION:

As the ISTM Hostel is under renovation, the hostel rooms will not be available. The participants will have to make their own arrangement for stay in Delhi.

OTHERS

All course material (printed and stationery) and group photograph will be provided free of cost to all participants. Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be informed accordingly. Last date for receipt of nomination form is 9th April, 2012.

