

**CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)  
CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
OPPOSITE ARMY BASE HOSPITAL, BRAR SQUARE, DELHI CANTT- 10  
Ph: 011-25694268, 25694298 Fax: 011-25694308 Email: trgdiv-brar.cgda@nic.in**

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**(Through CGDA Website)**

No. TD/AN/1013/Trg-EI/XIV

Date: 16.02.2017

To,

**All PCsDA/CsDA/CFA (Fys)/Pr.IFAs/IFAs**

**Subject:** Two days Workshop on Noting & Drafting at ISTM New Delhi

ISTM Circular no A-33040/01/2017 - ISTM Dated 01-02-2017 for two days Workshop on Noting & Drafting from 11-05--2017 to 12-05-2017 with last date on 01-04 - 2017 is circulated herewith.

2. Suitable officers may be nominated for the subject workshop and the official may be advised to fill online nomination form at **[www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form)**. It is mandatory to fill form online. The hard copy of form be sent to the HQrs office on the prescribed Performa enclosed as Annexure to the ISTM letter duly completed and countersigned by the officer in charge, and duly affixed with official seal. ***No officer should be relieved for training unless specific intimation from ISTM or CENTRAD regarding acceptance of his/her nomination is received.***
3. No fee for the Course is to be paid.



(Sangeet)  
Sr.Dy. CGDA (HRD)



फा.सं / FILE NO: A-33040/01/2017-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 – 011-26104038; टेलीफैक्स / FAX – 011-26104183

दिनांक / Date: 1<sup>st</sup> February, 2017

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

