

No.4/7/2005-2Trg  
HARYANA GOVERNMENT  
CHIEF SECRETARY OFFICE  
TRAINING DEPARTMENT

Dated Chandigarh the 7<sup>th</sup> July, 2010.

To

3. All the Financial Commissioners & Principal Secretaries/Commissioners and Secretaries to Govt., Haryana.
4. All the Heads of Departments in Haryana.

**Subject      Training Course on "Stress Management" from 02-06 August, 2010.**

Sir/Madam,

I am directed to refer to the subject noted above and to inform you that the Govt. of India, Institute of Secretariat Training & Management, Department of Personnel and Training, New Delhi is organizing above cited training course at New Delhi. Eligible officers can exercise their options on the prescribed format. Details of the Training Programme are available on the web site <http://csharyana.gov.in> (under the heading of Training Branch/Training Announcements).

  
Deputy Superintendent Training



**F.No. 33076/1/2010-ISTM(SM)**  
**GOVERNMENT OF INDIA**  
**INSTITUTE SECRETARIAT TRAINING & MANAGEMENT**  
**DEPARTMENT OF PERSONNEL & TRAINING**  
**ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)**  
**OLOF PALME MARG, NEW DELHI-110067**  
(TEL. 26185311; TELEFAX: 26104183)  
Email: namitamalik\_istm@ymail.com

07 June, 2010

To

1. Chief Secretaries of All States Govts./Union Territories
2. All Ministries/Departments of the Govt. of India
3. Public Sector Undertakings/Nationalized Banks/Insurance Companies.

**Subject:-** Training course on "**Stress Management**"  
from **02 - 06 August, 2010.**

*Try*  
Sir,



I am directed to say that the course on "**Stress Management**" will be held at Institute of Secretariat Training & Management from **02 August to 06 August, 2010.**

2. The details of the course are given in the **Course Information Sheet at Annexure-I.**
3. Nominations in the enclosed form (**Annexure-II**) of eligible officers who can attend the programme on whole time basis may kindly be sent to: **Ms. Namita Malik, Assistant Director, ISTM, JNU (Old) Campus, New Mehrauli Road, New Delhi-110067** or by e-mail so as to reach by **07 July, 2010.** The nominations not accompanied by the particulars in the proforma at Annexure II or received after the last date may not be considered.
4. The acceptance of nomination will be dispatched in the **Second week of July, 2010.** The officer(s) should be relieved for attending the course only after receipt of acceptance of the nomination. If no communication regarding acceptance from this Institute is received, it may please be presumed that the nomination of the concerned officer has not been accepted.

Yours faithfully,

*Namita Malik*

(Namita Malik)  
Assistant Director

## COURSE INFORMATION SHEET

- CODE :** SM
- COURSE TITLE :** Stress Management
- AIM :** To equip participants with the requisite knowledge, skills and attitude relating to the management of stress.
- OBJECTIVES :** By the end of the course the participants will be able to:  
 a) Identify symptoms and causes of stress;  
 b) Explore mechanisms of coping with stress; and  
 c) Prepare an action plan to manage stress.
- METHODOLOGY :** The course will be conducted through participative methods including experience sharing, discussion, role-play, practical exercises (both classroom & outdoor) and interactive faculty inputs. **Yoga classes will be held in the morning during the course.**
- LEVEL OF PARTICIPANT:** Senior and middle management in Govt. Public Sector and Nationalized Banking & Insurance Sectors.
- COURSE CAPACITY:** 25
- HOSTEL :** Yoga session in the morning is an important component of the course. To cover this aspect the course is designed as a residential course. ISTM has modest hostel facility on twin sharing basis. It is mandatory to stay in Hostel for all the participants. Also the sponsoring authorities of local participants shall pay the lodging and boarding charges in respect of their nominees.
- CAPITATION FEE:** A capitation fee of Rs.2000/- (Rupees Two Thousand only) per participant will be payable for nominees of organizations **other than Central or State Governments** on their admission to the course. The capitation fee may be paid by a crossed Account Payee Cheque/Demand Draft drawn in favour of **"Assistant Director, Institute of Secretariat Training & Management, New Delhi"**, payable at New Delhi at the time of registration on the opening day of the course. Failure to make the payment during registration would render the admission of the officer invalid automatically.

**ANNEXURE-II****NOMINATION FORM****Course Code :****Date****To****Course Title :**

1.	Name	:			
2.	Designation	:		3. Scale of Pay	
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 Attached/Subordinate office				
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 training 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