

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

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

To

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

**Subject**      **Training Circular-Basic Course on Management Services from 6<sup>th</sup> September, 2010 to 29<sup>th</sup> October, 2010 for Senior/Junior Analyst/Section Officers/Research Assistant/Technical Assistant/Assistant/UDC and equivalents.**

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).

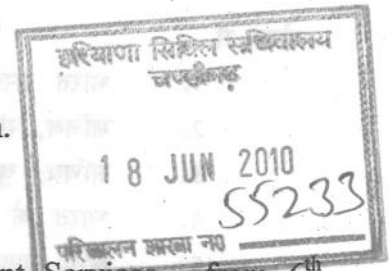
  
Deputy Superintendent Training



F.NO A-33036/1/2010/BMS/ISTM  
GOVERNMENT OF INDIA  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(DEPARTMENT OF PERSONNEL & TRAINING)  
JNU (OLD) CAMPUS, ADMINISTRATIVE BLOCK,  
OLOF PALME MARG, NEW DELHI-110067  
Tel. 26185316, TELEFAX: 26104183

Date: 2<sup>nd</sup> June, 2010

1. All Ministries/Departments of Government of India .
2. Secretary, Union Public Service Commission, New Delhi.
3. Secretary, Election Commission, New Delhi.
4. Comptroller & Auditor General of India, New Delhi.
5. All State Government and Union Territory Administration.
6. All Public Sector Undertakings.



Subject: Training Circular- Basic Course on Management Services - from 6<sup>th</sup> September, 2010 to 29<sup>th</sup> October, 2010 for Senior/Junior Analyst/Section Officers/ Research Assistant/Technical Assistant/Assistant./UDC and their equivalents.

Sir,

The Basic Course on Management Services will be conducted by this Institute from 6<sup>th</sup> September, 2010 to 29<sup>th</sup> October, 2010, for the Senior/Junior Analyst/Section Officers/Research Assistant/Technical Assistant/ Assistants/Upper Division Clerk and their equivalents.

2. The course particulars giving eligibility conditions etc. and nomination proforma are given in appendices I and II respectively. Nominations of eligible officers, complete in all respect in the prescribed format, should reach the undersigned **latest by 20<sup>th</sup> August, 2010. Hostel facility may not be available due to on going other residential courses.**

Yours faithfully,

[K. GOVINDARAJULU]

Deputy Director & Course Coordinator

**BASIC COURSE IN MANAGEMENT SERVICES**  
**(From 06.09.2010 to 29.10.2010 )**

**COURSE INFORMATION SHEET**

**COURSE TITLE : Basic Course on Management Services**  
**DURATION : 8 Weeks (4 Weeks Theory + 4 Weeks Project Work)**

**AIM OF THE COURSE**

- The course aims at preparing the participants to undertake the assignment of Management Analysts in the Government Sector.

**ELIGIBILITY CONDITIONS**

The minimum eligibility conditions for admission to the Course are:

**(a) Educational qualifications:**

- Should be graduate of a recognised University.

**(b) Experience:**

- Senior/Junior Analysts of Ministries/Departments of the Central or State Governments/Autonomous Organisations

**OR**

- Section Officers of the Central Secretariat Service or equivalent officers of the Central/State Governments, Public Sector and Autonomous Organisations in the pay scale of Rs.9300-34800, **Pay Band - 2, Grade Pay Rs.4800/-**.

**OR**

- Research Assistants in the pre-revised scale of pay of Rs.9300-34800, **Pay Band -2, Grade Pay 4200/-** in the IWS-cum-O&M Units of the Ministries/Departments of the Central or State Governments

**OR**

- Persons Holding the posts of Assistant in the Central Govt. or analogous post of Assistant Grade in the pre-revised scale of pay Rs.9300-34800, **Pay Band – 2, Grade Pay – Rs.4200/-** on a regular basis.

OR

- Persons holding the post in the scale of pay Rs.9300-34800, **Pay Band 2, Grade Pay – Rs.4200/-** with 3 years regular service in that scale

OR

- Persons holding the post in the pre-revised scale of pay Rs.4500-7000, **Revised Pay Scale Pay Band 1, Grade Pay-2800/-**, with six years regular service in that scale.

OR

- 10 years regular service in the pre-revised pay scale of Rs.4000-6000, **Revised Pay Scale Pay Band I, Grade Pay – Rs.2400/-**.

(c) **Age:**

- Should not be more than 56 years of age on the date of commencement of the course.

**ABOUT THE COURSE**

The course will comprise of Class Room Exercises, periodical tests, and of the course examination and Project Work. Every candidate is required to qualify in each of the components separately with a minimum of 50% marks. Officers who are ready and willing to apply themselves enthusiastically to the course ( and also to go out of Delhi for Project Work if necessary) need only be nominated. Preference will be given to candidates who are either already working in the Internal Work Study/Staff inspection Units or are likely to be posted in such units, after undergoing the training the BMS Course.

**COURSE CAPACITY**

- The capacity of the course is 24.

**PAYMENT REQUIRED TO BE MADE BY SPONSORING ORGANISATION IN CONNECTION WITH EXPENDITURE ON COURSE FEE, PROJECT REPORT PREPARATION, STUDY VISIT, ETC.**

**CAPITATION FEE**

- ❖ No course fee is charged for persons working in the Ministries/Departments/Offices of the Central and State Governments and Union Territory Administrations. In the case of nominee of Public Sector and Autonomous Organisations, Statutory Corporations and Registered Societies, a capitation fee of Rs.16,000/-(Rupees Sixteen thousand only) (@Rs.2000/- per week) per seat is payable by Demand Draft (ONLY DRAFT AND NOT IN CASH) in favour of the 'Pay and Accounts Officers, Department of Personnel and Training (ISTM Account).

## **PROJECT REPORT PREPARATION COST**

- ❖ **Each sponsoring organisation** (Ministry/Department/Public Sector Undertakings/Autonomous Bodies/Statutory Corporations and Registered Societies) **is required to pay Rs.1000/-(Rupees one thousand only) per participant only in cash to meet the cost of project report preparation.** The said amount is to be submitted by the participant at the time of admission. This payment is in addition to the course fee.

## **STUDY VISIT**

- ❖ The BMS course includes a study visit to nearby Government/Public Sector Organisation(s) with the intention of providing exposure to the participants to some of the managerial practices prevalent there with a view to enhancing the overall effectiveness of such courses. Accordingly, the participant(s) may be allowed an advance of Rs.10000/-(Rupees ten thousand only) only in cash for meeting the expenditure which may be adjusted later on.

### **In addition to the above-**

- ❖ The traveling allowance and daily allowance of the officers nominated to the course (including their TA/DA in respect of travel in connection with project work, if any) will be borne by the sponsoring authorities, and will not be payable by this Institute.
- ❖ The participants should bring along with them one packet of photocopying paper (Xerox Brand A-4 Size) for use during the course, at the time of reporting for training.

**NOMINATION FORM**

**COURSE CODE: ( 101 BMS ) DATE: FROM 06.09.2010 to 29.10.2010**

**COURSE TITLE: BASIC COURSE ON MANAGEMENT SERVICES**

1. Name : .....
2. Date of birth : ..... Age:.....years
3. Office address : .....  
.....  
.....Pin:.....
- Tel.No. (O).....(Res.).....Fax:.....
4. Qualification educational:.....Professional.....
5. Whether SC/ST/OBC/General:.....
6. Service to which belongs:.....
7. Brief service particulars (beginning with present post for last 10 years)\*

S.No	Post held*	From	To	Scale of Pay	Nature of duties

\* Indicate whether the post is held on substantive/regular basis or on deputation.



8. How the programme is likely to benefit the nominee as well as his department (in 2 lines).

.....  
.....

9. Previous courses attended at ISTM:.....  
(With dates in bracket)

10. If outstation, whether hostel accommodation is required (Yes/No).....

**To be filled in by the Sponsoring Authority**

11. It is certified that the particulars given above are correct; the officer will be relieved for training, if selected and in no case will he be withdrawn in between from the course; and the prescribed capitation fee and other charges as applicable will be paid.

12. Please list key result areas which organisation expect to improve with the knowledge and skill acquired by the participant in the course. (These will form basis for evaluation of training effectiveness around six months after training to gather evidence for transfer of learning).

.....  
.....

13. Please give your comments with reference to our request for providing project study  
(Appendix –I).

.....

14. Address for correspondence:.....

.....Pin:.....

Tel.No.....Fax:.....Email.....

Ref.No. (of the sponsoring authority).....

Place:.....

Date:.....

Signature:.....

Name :.....

Designation:.....  
(of the sponsoring authority)