



**A-33083/3/2012-ISTM(Coord)**

**GOVERNMENT OF INDIA  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
DEPARTMENT OF PERSONNEL & TRAINING  
ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)  
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TEL.2 6185316; TELEFAX: 26104183**

Dated, the, 30 December, 2011

**OFFICE MEMORANDUM**

**Sub : Courses to be conducted during 1st quarter i.e. April-June 2012**

The undersigned is directed to say that the following courses are scheduled to be conducted during the 1st quarter of the year 2012-13 i.e. Apr-June 2012. The concerned course coordinators may take further necessary action for conducting the courses :-

S. No.	Course Code	From	To	Coordinator	Venue
1.	CSS-B	02-Apr-12	04-May-12	RVK	SH4
2.	C&A	02-Apr-12	01-Jun-12	KKP	SH1
3.	CSS-D	02-Apr-12	25-May-12	GN	SH6
4.	CSS-E	02-Apr-12	11-May-12	RJK	RCH2
5.	AV1	09-Apr-12	13 Apr 2012	DKB	SH8
6.	WPCN-1	10-Apr-12	11-Apr-12	CM	CR
7.	CSS-A	16-Apr-12	11-May-12	AD(OM)	SH5
8.	CSSS-2	16-Apr-12	27-Apr-12	HKG	LB
9.	AV3	16-Apr-12	27-Apr-12	DD(SM)	SH3
10.	PTS-A&B	18-Apr-12	18-Apr-12	GN	Auditorium-1
11.	SDR(F)	23-Apr-12	01-Jun-12	GDC	LB
12.	SDR(F)	23-Apr-12	01-Jun-12	SS	LB
13.	SDR(F)	23-Apr-12	01-Jun-12	NS	LB
14.	ER	23-Apr-12	27-Apr-12	MB	SH2
15.	WPCN-2	27-Apr-12	27-Apr-12	CM	CR
16.	WPCN-3	27-Apr-12	27-Apr-12	KSN	CR
17.	PFM	30-Apr-12	04-May-12	KKP	SH3
18.	CSSS-RTP	07-May-12	25-May-12	HKG	LB
19.	CSS-B	14-May-12	15-Jun-12	DKB	SH4
20.	WACP	14-May-12	14-May-12	CM	SH3
21.	WND	16-May-12	18-May-12	RKK	SH8
22.	AMS	21-May-12	08-Jun-12	RS	SH3

23.	CSS-E	21-May-12	29-Jun-12	JD(SM)	RCH1
24.	CSS-D	21-May-12	13-Jul-12	DD(SM)	RCH2
25.	PMG2	21-May-12	25-May-12	KKP	SH8
26.	AV1	28-May-12	01-Jun-12	AG	SH7
27.	CSS-A	04-Jun-12	29-Jun-12	LG	SH1
28.	SDR(F)	11-Jun-12	20-Jul-12	SS	LB
29.	SDR(F)	11-Jun-12	20-Jul-12	GDC	LB
30.	SDR(F)	11-Jun-12	20-Jul-12	BB	LB
31.	WPCN-1	12-Jun-12	13-Jun-12	MB	CR
32.	CSS-B	18-Jun-12	20-Jul-12	RJK	LB
33.	PRB1	18-Jun-12	22-Jun-12	KKP	SH3
34.	RTI-TDP	18-Jun-12	22-Jun-12	RS	CR
35.	WPCN-2	22-Jun-12	22-Jun-12	CM	CR
36.	WPCN-3	22-Jun-12	22-Jun-12	MB	CR
37.	S-RTI	29-Jun-12	29-Jun-12	KGR	RCH1

2. All faculty members are requested to send signed soft copies of all the course circulars and acceptance lists to system administrator for uploading it on ISTM website.

(K.GOVINDARAJULU)  
Joint Director (BT/Coord)

To,

All faculty members/Hostel Warden/Caretaker  
Librarian/Storekeeper/SO(A)

Copy to:

PS to Director/PS to Addl. Director