



P.A.R.G.

F.No. 33076/2/2009-ISTM(BT)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
(TEL. 26164285; TELEFAX: 26104183)

12th Nov., 2009

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 **15 - 19 February, 2010.**

Sir,


I am directed to say that the course on "**Stress Management**" will be held at Institute of Secretariat Training & Management from **15 - 19 February, 2010.**

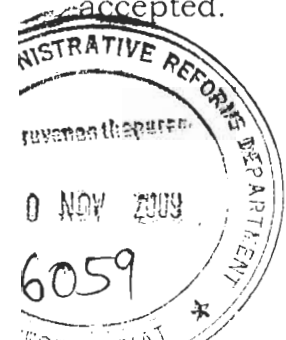
2. The details of the course are given in the **Course Information Sheet at Annexure-I.**

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: **Joint Director (BT), ISTM, JNU (Old) Campus, New Mehrauli Road, New Delhi-110067** so as to reach by **8th January, 2010.** The nominations not accompanied by the particulars in the proforma at Annexure II may not be considered.

4. The acceptance of nomination will be dispatched in the **second week of January, 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,


{Mrs.} **Vinod Jindal**
Joint Director [BT]
Tele: 26164285



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 between 7.00 - 8.30 A.M. during the course.**
- LEVEL OF PARTICIPANT:**
Senior and middle management in Govt. Public Sector and Nationalized Banking & Insurance Sectors.
- COURSE CAPACITY:** 25
- HOSTEL** : ISTM provides moderate accommodation (shared by two participants in a double bedded room). It will not be possible to accommodate any relative/ companion of the participant in the ISTM hostel.
- 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.

NOMINATION FORM

Course Code

From

To

Course Title

1.	Name	
2.	Designation	3. Scale of Pay GRADE PAY:
4.	Organisation with complete Address and Telephone/Fax Numbers and Email ID: (to which intimation about nomination is to sent)	
	MOB. No:	OFFICE TEL. No. FAX No.
5.	DATE OF BIRTH:	AGE: SEX:
5.A	Whether it is a Central/State Govt. Ministry/Department or PSU/Autonomous Body:	
6.	Education 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 programme is likely to benefit the nominee as well as the organisation?
13. Previous course 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 withdraw in between from the Course. The prescribed caption fee and other charges as applicable will be paid to ISTM for this course.

Telephone Number, Fax Number and E-mail Address	Signature Name/Designation (of the Sponsoring authority) with Office Seal
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