

**GOVERNMENT OF NAGALAND  
PERSONNEL & ADMINISTRATIVE REFORMS DEPARTMENT  
(ADMINISTRATIVE REFORMS BRANCH)  
NAGALAND: KOHIMA**

No.AR-2/TRG-14/ISTM/2001(Vol-II)/235

Dated: Kohima, the 23<sup>th</sup> August, 2022

**CIRCULAR**

**Sub: 3(three) days Training Programme on "Facilitation Skills".**

On the subject cited above, the undersigned is directed to refer to a letter dated 15.08.2022 received from Institute of Secretariat Training & Management through email regarding a 3(three) days Training Programme on "Facilitation Skills" from 12<sup>th</sup> to 14<sup>th</sup> September, 2022 for Group A & B Officers.

Interested Departments are requested to nominate and submit the list of Officers through online latest by 29.08.2022. The details of the Programme and the nomination forms can be availed at <https://www.istm.gov.in>.

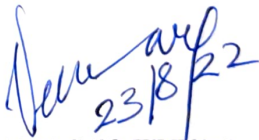
There is no course fee for participants from Government Ministries/Departments; Attached Offices/ Subordinate Offices. However, a course fee of Rs. 3000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. Bank Draft/ Cheque to be drawn in favour of "PAO (DP & AR)", New Delhi.

**Sd/- CHUBASANGLA ANAR, IAS**  
Commissioner & Secretary to the Govt. of Nagaland.

No.AR-2/TRG-14/ISTM/2001(Vol-II)  
Copy to:

Dated: Kohima, the 23<sup>th</sup> August, 2022

1. The PPS to Chief Secretary, Nagaland, Kohima.
2. All AHODs for necessary action.
- ✓ 3. The Director, IT&C, Nagaland, Kohima to upload in the website of P&AR Department.
4. Office copy.

  
(VECHOVO TEYSEO)  
Senior Research Officer