



राष्ट्रीय प्रसारण एवं मल्टीमीडिया अकादमी
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA
आकाशवाणी एवं दूरदर्शन, किंग्सवे कैम्प, दिल्ली- 110009
All India Radio & Doordarshan, Kingsway Camp, Delhi – 110009
Tel/Fax: 011-27606908 / 27601093 Email: nabmpdelhi@gmail.com

File no.- NABMP/DEL/AT-Misc/2019-20

Dated: 21.11.2019

Circular

Subject: Inviting nominations for Administrative Training Workshops of NABM Annual Training Calendar, 2019-20 already uploaded on AIRNET on Skill Upgradation for Stenographers, E-Procurement and Inventory Management, Establishment Rules and Handling of Court Cases.


Additional nominations are invited from the Offices of AIR, DD and PB Secretariat as per enclosed Proforma for Administrative Training courses to be organized at NABM, Delhi as per following details :

S.No.	Title	Dates	Eligibility	Last date
1	Skill Upgradation for Stenographers (Course Code- D19-A05)	08.01.2020 to 10.01.2020	Stenographers of Department	29.11.2019
2	E-Procurement and Inventory Management (Course Code- D19-A06)	20.01.2020 to 22.01.2020	DDOs, AO, PEX, AE	10.12.2019
3	Establishment Rules (Course Code- D19-A07)	24.02.2019 to 26.02.2020	DDG(P), DDG(E), DDE, PEX, Sr. AO, AE, AO	14.01.2020
4	Handling of Court Cases (Course Code- D19-A08)	18.03.2020 to 20.03.2020	HOO, Sr. AO, AO, AE, HC, Actt.	08.02.2020

Heads of office are requested to forward not more than two officials for every course with a further request to ensure that the nominees have at least two years of service left before retirement and have not attended a similar course.

Officials on Tenure posting at difficult Stations/Kendras need not be nominated. Nominations may be sent to National Academy of Broadcasting Multimedia, Radio Colony, Kingsway Camp, Delhi-110009 latest by dates mentioned above against each Workshop. They may be sent by email at nabmpdelhi@gmail.com.

Tour order will be issued by NABM Delhi, after nominations have been received and due scrutiny of them done. It is advised not to issue any tour order from Station/Kendra end prior to that.


(Ashok Kumar Ojha)

Programme Executive, NABM
For, DDG & Head of Programme

Copy to :-

ADG (Administration), DG: DD, Mandi House, New Delhi with a request to kindly get the circular uploaded on Doordarshan website please

PROFORMA FOR NOMINATION

To be sent to NABM / RABM (location of the concerned Training Academy)

Name of the Nominating AIR Station / DD Kendra / Office

Sl. No.	Name of the Course for which Nominated	Course Code	Name of the Nominee	Designation	e-mail id	Phone Number	Retirement		Whether the Nominee is on Tenure Posting in Difficult Kendra (YES / NO)	Name of Courses attended in the past 12 months, inclusive of the month of applying
							Year	Month		
1										
2										

Signature of Head of Programme :

Name of Head of Programme :

Cell No. :

AIR Station / DD Kendra / Office

Date :/...../.....