



फा.सं / FILE NO:A-33018//03/2016-ISTM
 भारत सरकार / GOVERNMENT OF INDIA
 सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
 INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 (आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)
 कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
 प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
 ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 19th May, 2016

To
 Secy. to the Govt. of India (All Ministries / Departments)
 All Attached & Subordinate Offices
 All State Governments / All Union Territories
 The Central Vigilance Commission / Election Commission of India / UPSC
 All Public Sector Undertakings / All Autonomous Bodies

Subject: Training circular for Workshops on Gender Budgeting during 2016-17.

Sir / Madam,

Workshops of three days on Gender Budgeting will be conducted in this Institute as under:

Sl.No.	Date of workshop	Particulars of the Course Director	Last date for receipt of online application	Last date for receipt of application in ISTM in physical form (through sponsoring authority)
1	2	3	4	5
1	22-24 August 2016	Shri Praveen Prakash Ambashta Deputy Director, ISTM Tel:011-26185313 e-mail ambashta.pp@nic.in	31 st July 2016	5 th August 2016
2	19-21 September 2016	Smt. Jayashree Chellamani Assistant Director, ISTM Tel: 011-26185310 e-mail jayashree.c@nic.in	31 st August 2016	2 nd September 2016

2. Objectives of programme, eligibility conditions, procedure for nomination, last date for receipt of application and other information relating to the workshop and facilities available are as under:

AIM OF THE COURSE:

The aim of the course is to equip participants with the requisite knowledge and skill

relating to Gender Budgeting.

OBJECTIVE OF THE COURSE:

By the end of the workshop the participants will be able to:

- Describe what is “Gender Budgeting”;
- List out the steps of “Gender Budgeting”; and
- Prepare/Analyse Gender Budgeting of an office.

TENTATIVE MODULE IN BRIEF (drawn up in consultation with Ministry of Women & Child Development)

- Gender Budgeting: The Indian experience
- What is Gender Budgeting
- Institutional Mechanism and Tools for Gender Budgeting
- Gender Budgeting Initiatives under by the Department of the respective the participants and challenges faced – Presentations by participants
- Gender Budgeting Statement and Outcome Budget in the Context of Gender Budgeting (Perspectives based on experience of the Ministry of Finance)
- International Experiences in Gender Budgeting
- Using SECC Data for Gender Inclusion
- Gender Auditing – Its relevance for Gender Budgeting
- Fourteenth Finance Commission funds and gender inclusion
- Gender Budget Statements and Challenges

METHODOLOGY

The course will be conducted through participative methods including experience sharing, discussion, role-play, practical exercises (both classroom & outdoor) and interactive faculty inputs.

ELIGIBILITY CONDITIONS:

Gazetted Officers of various ministries.

COURSE CAPACITY

Maximum of 25 participants can be admitted for a Course.

NOMINATIONS FOR THE COURSE

Eligible and interested officers may be nominated for the course. The applications of participants may be sent to the Course Director so as to reach before the dates mentioned above in col. No.5.

ACCEPTANCE OF NOMINATION

Selected applicants will be intimated about acceptance of their nominations and also informed of the date and time of reporting for training. The nominees are to be relieved for attending training only after receiving confirmation from us.

ACCOMMODATION

ISTM provides modest hostel facility where AC rooms are available on “first come first served” basis and subject to availability. The rooms are available on twin sharing basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Caretaker at Tel. No: 011—26172571.

Family members of the participants are NOT allowed to stay in the hostel with the participants.

COURSE FEE/CAPITATION FEE

The Course is sponsored by Ministry of Women & Child Development, Government of India. No fee is required to be paid by the participants or by their departments. However, the TA/DA, hostel and food charges except Lunch, Tea and snacks during actual training will have to be borne by the respective departments.

3. Nomination form should be filled online available at http://www.istm.gov.in/home/online_nomination_form in ISTM website. The nominees must ensure that his/her nomination is cleared by his/her Controlling authority. Once approved, the filled nomination form along with the controlling authority letters may be sent by post to ISTM. Alternatively, the participants may also mail scanned copies of their nomination after getting it signed by their controlling authority to the Course Director.

4. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as in para 2 above may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM should not be nominated for this programme

5. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in as per the dates mentioned at Annexure-I and no separate communication by post would be issued.

Yours faithfully,

Sd/-

(Praveen Prakash Ambashta)

Deputy Director, ISTM

Tel: 011-26185313

E-mail ambastha.pp@nic.in**ANNEXURE-I****COURSE INFORMATION SHEET****Title** : Workshop on Gender Budgeting**Duration** : 3 days**AIM OF THE COURSE:**

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Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Controlling Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.