

**DIRECTORATE OF TECHNICAL EDUCATION
THIRUVANANTHAPURAM**

No. DTETVM/9012/2024-L5 (PLA

Dated:10-10-2024

CIRCULAR

Sub: Education- Directorate of Technical Education- Staff Training -
- IMG Regional Centre,Kochi -21.10.2024 to 23.10.2024- Reg

Ref:- Submission received from TRO dated 04.10.2024

IMG Regional Centre, **Kochi** is conducting a 3-day training "**Administrative and Personality Development Programme**" (STTP-1187) on **KSR Part-I & II, Purchase Manual, KCS & CCA Rules and Personality Development** from **21.10.2024** to **23.10.2024** for the ministerial staff in the department. Interested staff members working in the offices located within **Alappuzha, Kottayam, Ernakulam, Idukki and Thrissur** districts can submit nominations along with proforma online via the web link given below on or before **12.10.2024**.

Web link for nominations and proforma:
<https://sites.google.com/view/kochi-1187>

SHALIJ P R
DIRECTOR

To,

1. Head of all institutions (Through www.dtekerala.gov.in)
2. Training Officer,DTE
3. Superintendent,Planning Section
4. SF/OC

PROFORMA – STP Programme-1187- IMG Kochi

“ Administrative and Personality Development Programme “

21st - 23rd October, 2024 (3 days)

1. NAME of Applicant :
2. P.E.N. :
3. Designation :
(with section/dept.)
4. Name of Office :
5. Total Service (Years) :
6. Phone/Mobile No. :
7. Whether attended the same course earlier(YES / NO) :

DECLARATION

I, declare that the information provided above is true.
I agree to comply with the rules and regulations governing the training. If selected, I will attend the course for its entire duration without fail.

Signature of the applicant:

Recommended :

Office Seal

Signature of Head of Institution/Office