

Tele: 02114-285968/285779  
Fax No: (02114-284494/285212)

Reply should be addressed to  
The Commanding Officer

CTC, CMET  
INS Shivaji  
Lonavla-410402

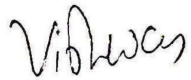
8002/1/C/2021-22

06 Nov 2021

The Director  
International Institute of Management Science  
S.No.169/1/A, Opp Elpro  
Chinchwad, Pune – 411 033

**ONLINE TRAINING PROGRAMME FOR DEFENCE CIVILIAN PERSONNEL OF  
INS SHIVAJI, LONAVLA**

1. Refer to your training calendar letter no. IIMS/2021-2022/INS-SHIVAJI/01 dated 21 Jun 21 for conducting of external short term online courses conducted at your institutions.
2. This Establishment has nominated defence civilian personnel to undergo online training programme at your institution through online mode. List of participants are placed at enclosure to this letter.
3. As per the existing Government rules, course fee will be paid on completion of the course through the Principal Controller of Defence Account (N), Mumbai. Further pre-receipt bill alongwith bank details and course completion certificates for the personnel of this establishment be forwarded for ECS payment system on completion of the course.
4. It is therefore requested that seats for the above mentioned courses be reserved and confirmation with scheduled dates, virtual ID and password to conduct online classes for the same be intimated to this establishment at an early date.

  
(Vishwas Dalal)  
Lt Commander  
ATM (CTC)  
for Commanding Officer

**Enclosure:** As Above