



THROUGH AIRNET



NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA (P)
RADIO COLONY, KINGSWAY CAMP, DELHI - 110 009

Telefax :011- 276066908
Email: nabmpdelhi@gmail.com

No. NABM (P)/ATC-MEET-2019-20

11th December, 2018

CIRCULAR

Subject : Inviting Nominations for Annual Training Calendar of NABMs & RABMs (P) for the Year 2019 -20

All Heads of AIR Stations & Doordarshan Kendras/Offices are requested to download the Annual Training Calendar for the year 2019-20 attached herewith and forward nominations for Programme and Administrative Courses in the requisite proforma strictly adhering to the training guidelines mentioned therein to their respective NABMs & RABMs (Programme).

(Dr. B. N. Chaudhary)
Assistant Director (Programme Trg.)
For Additional Director General (Trg.)

To

All Heads of AIR Stations & Doordarshan Kendras/Offices

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 NABM, DELHI

Sl. No	Course Code	Course Name	Duration		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	D19-P01	Radio Archiving, Digitization & Re- packaging	22.04.2019	24.04.2019	3	Delhi	PEX/TREX/EA/ LIA(AIR)
2	D19-P02	Gender Responsive Programming	13.05.2019	15.05.2019	3	Delhi	AD(P)PEX/TREX (AIR/DD)(Co-ord.UNICEF)
3	D19-P03	Nuances of Programme Management	17.06.2019	19.06.2019	3	Delhi	AD(P)/PEX/TREX (AIR/DD)
4	D19-P04	Current Affairs & Developmental Programming for Border Areas	08.07.2019	10.07.2019	3	Delhi	AD(P)/PEX/TREX (AIR/DD Kendras catering to border areas)
5	D19-P05	Social Media & Broadcasting	05.08.2019	07.08.2019	3	Delhi	AD(P)/ADE/PEX/AE/ TREX(AIR/DD)
6	D19-P06	Intellectual Property Rights & Programming	19.08.2019	21.08.2019	3	Delhi	AD(P)PEX/TREX (AIR/DD)
7	D19-P07	Marketing Strategies & Revenue Generation	16.09.2019	18.09.2019	3	Delhi	HOO/AD(P)/PEX/TREX/ ANNCR(AIR/DD)
8	D19-P08	Sports & Non Sports Commentary	14.10.2019	16.10.2019	3	Delhi	AD(P)/PEX /TREX(AIR)
9	D19-P09	Broadcast Management during Disaster	04.11.2019	06.11.2019	3	Delhi	HOO/AD(P)/AD(E)/ PEX /AE/TREX(AIR & DD)
10	D19-P10	Digital Marketing	18.11.2019	20.11.2019	3	Delhi	HOO/ AD(P)/PEX/ AE/TREX(AIR & DD)
11	D19-P11	Flagship Programmes : A Creative Approach	01.12.2019	03.12.2019	3	Delhi	PEX/TREX(AIR & DD)
12	D19-P12	Emerging Techniques in Audience Measurement	10.02.2020	12.02.2020	3	Delhi	AD(P)/PEX/Investigators/ AROs (AIR/DD)
13	D19-P13	Workshop for Visually Challenged Programme Personnel (Emails/ Surfing Internet/Noting & Drafting/Maintaining Database)	02.03.2020	04.03.2020	3	Delhi	AD(P)/PEX/TREX/ (Visually Challenged) (AIR/DD)
Administrative Courses							
1	D19-A01	Training the Trainers+ Composite Workshop on GST/PFMS/GEM / Bhavishya /Digital Payments& NPS	08-04-2019	12-04-2019	5	Delhi	Admin./Prog./Engg. Staff of AIR & DD with Learning Aptitude & Communication Skill for Training
2	D19-A02	Administrative & Financial Management for DDOs	03-06-2019	07-06-2019	5	Delhi	HOO/DDP/DDE/PEX/AE/ AO (AIR & DD)
3	D18-A03	Administrative Vigilance	01-07-2019	05-07-2019	5	Delhi	HOO/DDP/DDE/PEX/AE/ AO (AIR & DD)
4	D19-A04	Disciplinary Procedures & Departmental Inquiries	02-09-2019	06-09-2019	5	Delhi	DDG(P)/DDG(E) /AD(P)/ AD(E)/PEX/Sr.AO/AOAE (AIR/DD)

5	D19-A05	Skill Up-gradation for Stenographers	08-01-2020	10-01-2020	3	Delhi	Stenos (AIR/DD)
6	D19-A06	E-Procurement & Inventory Management	20-01-2020	22-01-2020	3	Delhi	DDOs/AO/PEX/AE/ (AIR/DD)
7	D19-A07	Establishment Rules	24-02-2020	26-02-2020	3	Delhi	DDG(P)/DDG(E) /DDE/PEX/AO/Sr.AO/AE. (AIR/DD)
8	D19-A08	Handling of Court Cases	18-03-2020	20-03-2020	3	Delhi	HOO/ Sr.AO/ AO/AE/HC/Actt. (AIR/DD)
Television Courses							
1	D19-TV 01	Refresher Course for Cameraman	22.04.2019	26.04.2019	5	Delhi	Cameraman (States located in Northern & Western India)
2	D19-TV 02	Workshop on Tele Film Production	20.05.2019	24.05.2019	5	Delhi	PEX/TREX/PA/ Cameraman Gr-II & III
3	D19-TV 03	Refresher Course for Cameraman	24.06.2019	28.06.2019	5	Delhi	Cameraman (States located in Northern & Western India)
4	D19-TV 04	Refresher Course for Cameraman	26.08.2019	30.08.2019	5	Delhi	Cameraman (States located in Northern & Western India)
5	D19-TV 05	Workshop on Development Communication	23.09.2019	27.09.2019	5	Delhi	PEX/TREX/PA/ Cameraman Gr-II & III
6	D19-TV 06	Refresher Course for Cameraman	21.10.2019	25.10.2019	5	Delhi	Cameraman (States located in Northern & Western India)
7	D19-TV 07	Workshop on- %Graphic & Animation in TV Programming+	16.12.2019	20.12.2019	5	Delhi	PEX/AE/TREX/PA/SEA/ Video Editor/Graphic Supervisor/Scenic Designer
8	D19-TV 08	Workshop on- %Sports Coverage for DD+	16.03.2020	20.03.2020	5	Delhi	PEX/TREX/EA/SEA/PA/ Cameraman Gr-II & III

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 NABM, BHUBANESWAR

Sl. No	Code	Course Name	Duratin		Days	Venue	Level of Participants
			From	To			
Programme Courses							
1	B19-P01	New Media Technology	24.04.2019	26.04.2019	3	BBSR	Newly Recruited PEX /TREX/AE/EA /Anncr. (AIR)
2	B19-P02	Re-orientation of Youth Programme	15.07.2019	19.07.2019	5	BBSR	PEX/TREX(AIR) All India Nominations
3	B19-P03	Innovation in Spoken-word Programmes	16.09.2019	20.09.2019	5	BBSR	Newly Recruited Pex /Trex (AIR)
4	B19-P04	Radio Feature & Documentary	04.11.2019	08.11.2019	5	BBSR	Newly Recruited PEX /Trex/Anncr. (AIR)
5	L19-P05	<i>New Dimensions of Agricultural Broadcast</i>	<i>18.11.2019</i>	<i>22.11.2019</i>	<i>05</i>	<i>LKO</i>	<i>PEX/TREX/ Anncr (AIR/DD) (Cross Zone Nominations BBSR) Co-ord. Lucknow</i>
6	B19-P05	OB based Radio Programme	09.12.2019	13.12.2019	5	BBSR	Newly Recruited Pex/ Trex /Anncr. (AIR) All India Nominations
7	B19-P06	<i>Broadcast Management during Disaster</i>	<i>06.01.2020</i>	<i>10.01.2020</i>	<i>5</i>	<i>BBSR</i>	<i>PEX/ AE/TREX/EA (AIR & DD) (Cross Zone Nominations TVM & HYD) Co-ord. BBSR</i>
8	B19- P07	Radio Drama Production	24.02.2020	28.02.2020	5	BBSR	Newly Recruited Pex/Trex/ Anncr. (AIR)
Television Courses							
1	B19-TV-01	Non-linear Editing & 3D Graphics	13.05.2019	24.05.2019	10	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Editor (DD)
2	B19-TV-02	TV Production Technique	10.06.2019	21.06.2019	10	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Cameraman (Grade-II) (DD)
3	B19- TV-03	TV Drama Production	19.08.2019	23.08.2019	5	BBSR	PEX/TREX/PA/ Cameraman (DD)
4	B19-TV-04	Lighting in TV Production (Studio & Location)	18.11.2019	22.11.2019	5	BBSR	PEX/AE/SEA/ TREX/EA/PA/ Cameraman(DD)

5	B19-TV-05	Refresher Course for Cameraman	Date to be Decided	Date to be Decided	5	BBSR	Cameraman (Grade-II & III) (DD) (States located in North Eastern & Southern India)
6	B19-TV-06	TV Dance Production	16.03.2020	20.03.2020	5	BBSR	PEX/TREX/PA/ Cameraman (DD)
Administrative Courses							
1	B19-A01	Financial Management & Budgeting	10.04.2019	12.04.2019	3	BBSR	Administrative staff (AIR & DD)
2	B19-A02	Handling Court Cases	07.08.2019	09.08.2019	3	BBSR	HOO/AD(P)/AD(E) / PEX/AO (AIR & DD)
3	B19-A03	Composite Workshop of GST/PFMS/GEM/ Bhavishya / Digital payment & NPS	16.10.2019	18.10.2019	3	BBSR	AD(P)/PEX/AO (AIR & DD)
4	<i>B19-A04</i>	<i>Workshop for "Stenographer – A Wider Ambit"</i>	<i>04.12.2019</i>	<i>06.12.2019</i>	<i>3</i>	<i>BBSR</i>	<i>Stenographer (Cross Zone Nominations HYD & LKO) Co-ord. BBSR</i>
5	B19-A05	Disciplinary Procedures & Departmental Inquiries	29.01.2020	31.01.2020	3	BBSR	HOO/AD(P)/AD(E) /Sr. AO/AO/Steno/ AIR & DD

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, AHMEDABAD

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participants
			From	To			
PROGRAMME COURSES							
1	A19-P01	Intellectual Property Rights and Copyright Act	24.04.2019	26.04.2019	3	AHM	AD(P)//PEX/TREX/ (AIR/DD)
2	A19-P02	Digital Marketing	19.06.2019	21.06.2019	3	AHM	AD(P)/ADE/PEX/TREX (AIR/DD)
3	A19-P03	Content Creation in a Competitive Environment	28.08.2019	30.08.2019	3	AHM	AD(P)/PEX/TREX /Anncr. (AIR/DD)
4	A19-P04	Business Communication Skills	09.10.2019	11.10.2019	3	AHM	PEX/TREX/Anncr (AIR/DD)
5	A19-P05	Role of Media in Disaster Management	04.12.2019	06.12.2019	3	AHM	AD(P)/ADE/PEX/AE/TREX/Anncr. (AIR/DD)
6	A19-P06	Social Media & Programming	07.01.2020	09.01.2020	3	AHM	DD(P)/DD(E)AD (P)/AD(E)/PEX/TREX/Anncr (AIR/DD)
ADMINISTRATIVE COURSES							
1	A19-A01	E-Procurement and Inventory Management	22.05.2019	24.05.2019	3	AHM	AO/DDO/ASST/UDC (AIR/DD)
2	A19-A02	IT Skills for Effective Administration	24.07.2019	26.07.2019	3	AHM	Administrative Staff (AIR/DD)
3	A19-A03	Administrative Vigilance	09.09.2019	11.09.2019	3	AHM	Administrative Staff & Stenos (AIR/DD)
4	A19-A04	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital payment & NPS	18.11.2019	22.11.2019	5	AHM	Administrative Staff (AIR/DD)
5	H19-P06	<i>Workshop on Features & Documentaries: Innovative Methods</i>	<i>05.02.2020</i>	<i>07.02.2020</i>	3	<i>Dharwad</i>	<i>Pex/Trex/ Anncr. (AIR) Cross Zone Nominations Ahmedabad Co-ord. Hyderabad</i>
6	A19-A05	Handling of Court Cases	19.02.2020	21.02.2020	3	AHM	Administrative Staff & Stenos (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, HYDERABAD

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participation
			From	To			
PROGRAMME COURSES							
1	H19-P01	Workshop on Duty Room Management	03.05.2019	05.05.2019	3	HYD	Pex/Trex/ (Newly Recruited) AIR
2	H19-P02	Workshop on Soft Skills and Professional Effectiveness+	10.07.2019	12.07.2019	3	HYD	PEX/AE/AO/ (AIR & DD)
3	H19-P03	Workshop on Music+	21.08.2019	23.08.2019	3	HYD	Pex/Staff Artists/ Composer/ Ann-cr (Coordinated with Tvdm)
4	H19-P04	Workshop on Marketing of Air -Time	11.09.2019	13.09.2019	3	HYD	Pex/Trex/ Ann-cr. (AIR & DD)
5	H19-P05	Workshop on Programme Presentation and Voice Culture	18.12.2019	20.12.2019	3	HYD	Pex/Trex/Ann-cr.(AIR)
6	H19-P06	Workshop on Features & Documentaries: Innovative Methods	05.02.2020	07.02.2020	3	Dharwad	Pex/Trex/ Ann-cr. (AIR) Cross Zone Nominations Ahmedabad) Co-ord. Hyderabad
7	B19-P06	Workshop on "Broadcast Management during Disaster"	06.01.2020	10.01.2020	5	BBSR	PEX/ AE/TREX/EA (AIR & DD) (Cross Zone Nominations Hyderabad) Co-ord. BBSR
ADMINISTRATIVE COURSES							
1	T19-A01	Gender Sensitization & Prevention of Sexual Harassment at Work Place	09.04.2019	11.04.2019	3	TVM	PEX/AE/AO/TREX/ HC/Actt./ UDC (AIR/DD) (Cross Zone Nominations Hyderabad) Co-ord. TVM
2	H19-A01	Composite Workshop on GST/PFMS/GEM/ Bhavishya /Digital payment/IT & NPS	10.06.2019	14.06.2019	5	HYD	DDO/Acctt./HC/ UDC/LDC(AIR/DD)
3	H19-A02	Workshop on RTI & Record Management+	16.10.2019	18.10.2019	3	HYD	DDO/Acctt./HC/UD C/LDC (AIR/DD)
4	H19-A03	Workshop on Disciplinary Procedures & Departmental Inquiries	20.11.2019	22.11.2019	3	HYD	DDO/Acctt./HC/UDC/ LDC (AIR/DD)
5	B19-A04	Workshop for "Stenographer – A Wider Ambit"	04.12.2019	06.12.2019	3	BBSR	Stenographer (Cross Zone Nominations Hyderabad) Co-ord. BBSR

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, LUCKNOW

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participants
			From	To			
Programme Courses							
1	L19-P01	Communication Skill and Public Relations	23.04.2019	26.04.2019	04	Lucknow	PEX/AE/TREX/EA/Annncr(AIR/DD)
2	L19-P02	Vibrant Youth and Infotainment Programme	25.06.2019	27.06.2018	03	R.K.Jammu	PEX/TREX/Annncr(AIR)
3	L19-P03	Workshop on Science Communication	06.08.2019	08.08.2019	03	Lucknow	PEX/TREX/Annncr (AIR/DD)
4	L19-P04	Social Media & Broadcasting	23.09.2019	25.09.2019	03	Lucknow	PEX/TREX/Annncr.(AIR/DD)
5	L19-P05	<i>New Dimensions of Agricultural Broadcast</i>	<i>18.11.2019</i>	<i>22.11.2019</i>	<i>05</i>	<i>Lucknow</i>	<i>PEX/TREX/Annncr (AIR/DD) (Cross Zone Nominations BBSR) Co-ord. LKO</i>
6	L19-P06	Workshop on Documentary & Feature	06.01.2020	10.01.2020	05	Lucknow	PEX/TREX/Annncr.(AIR/DD)
7	L19-P07	<i>Health & Wellness Programmes</i>	<i>03.02.2020</i>	<i>06.02.2020</i>	<i>04</i>	<i>Lucknow</i>	<i>PEX/TREX/Annncr.(AIR/DD) (Cross Zone Nominations Shillong) Co-ord. LKO</i>
Administrative Courses							
1	L19-A01	Budget & Financial Management	21.05.2018	24.05.2018	04	Lucknow	DDO/AO/HC/Acctt./UDC (AIR/DD)
2	L19-A02	Managing Self & Managing Others	23.07.2019	25.07.2019	03	Lucknow	PEX/AE/AO/AE/TREX/EA (AIR/DD)
3	L19-A03	Establishment Rules	19.08.2019	23.08.2019	05	Lucknow	H.C./Acctt./UDC/LDC (AIR/DD)
4	B19-A04	<i>Workshop for "Stenographer – A Wider Ambit"</i>	<i>04.12.2019</i>	<i>06.12.2019</i>	<i>3</i>	<i>BBSR</i>	<i>Stenographer ((Cross Zone Nominations LKO) Co-ord. BBSR</i>
5	L19-A04	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital payment/IT & NPS	02.12.2019	06.12.2019	05	Lucknow	DDO/AC/HC/UDC/LDCs of AIR/DD
6	L19-A05	Disciplinary Procedures & Departmental Inquiries	16.12.2019	19.12.2019	04	Lucknow	AD(P)/AD(E)/DDO/AO/HC./Acctt./UDC (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, SHILLONG

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participants
			From	To			
Programme Courses							
1	S19-P01	Marketing Strategy & Media Planning for revenue Generation	13.05.2019	15.05.2019	03	Shillong	AD(P)/PEX/TREX (AIR)
2	S19-P02	Special Audience Programme and Stock Characters	10.06.2019	14.06.2019	05	Shillong	AD(P) /PEX/TREX (AIR)
3	S19-P03	Repackaging of Sports Programme	22.07.2019	24.07.2019	03	Shillong	PEX/TREX /Anncr. (AIR)
4	S19-P04	Leadership Skills	25.09.2019	27.09.2019	03	Gangtok	AD(P)/AD(E)/PEX/AE/Sr. AO & AO (AIR)
5	S19-P05	Art of Storytelling	04.11.2019	06.11.2019	03	Shillong	PEX/TREX /Anncr. (AIR)
6	S19-P06	Border Area Programming	04.12.2019	06.12.2019	03	Shillong	AD(P)/PEX/TREX /Anncr. (AIR)
7	L19-P07	<i>Health & Wellness Programmes</i>	<i>03.02.2020</i>	<i>06.02.2020</i>	<i>04</i>	<i>Lucknow</i>	<i>PEX/TREX/ Anncr. (AIR/DD) (Cross Zone Nominations - Shillong) Co-ord. LKO</i>
Administrative Courses							
1	S19-A01	Financial Management	10.06.2019	14.06.2019	05	Shillong	DDO/Actt./UDC/ LDC (AIR&DD)
2	S19-A02	Establishment Rules	26.08.2019	30.08.2019	05	Shillong	DDO/Actt./UDC/ LDC (AIR/DD)
3	S19-A03	E-Procurement & Inventory Management	14.10.2019	18.10.2019	05	Shillong	DDO/Actt/SK//UDC /LDC (AIR/DD)
4	S19-A04	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital payment/IT & NPS	17.02.2020	21.02.2020	05	Shillong	DDO/Actt./HC/UDC /LDCs (AIR/DD)

ANNUAL TRAINING CALENDAR FOR THE YEAR 2019-20 RABM, THIRUVANANTHAPURAM

Sl. No	Course Code	Course Name	Duration		Day	Venue	Level of Participants
			From	To			
Programme Courses							
1.	T19-P01	Team Process Management Development & Implementation of Advertising Strategy	09.07.2019	11.07.2019	3	Puducherry	AD(P) /PEX/ TREX (Newly Recruited) (AIR/DD) (Co-ordination with UNICEF NABM(P) Delhi
2	T19-P02	Modern Techniques & Etiquettes in Office Management	03.09.2019	05.09.2019	3	TVM	AD(P)/AD(E)/PEX/AE/ Sr.AO/AO/ (AIR/DD) (In Co-ordination with Techno Park)
3	T19-P03	Audio Campaigns : AIDS & General Health	22.10.2019	24.10.2019	3	Chennai	AD(P) /PEX/ TREX - (AIR) (In Co-ordination with Tamilnadu State Aids Control Society, Kanchipuram)
4	T19-P04	Social Media & Programming	10.12.2019	12.12.2019	3	TVM	AD(P) /AD(E)/ PEX/ TREX (AIR)
5	<i>B19-P06</i>	<i>Broadcast Management During Disaster</i>	<i>06.01.2020</i>	<i>10.01.2020</i>	<i>5</i>	<i>BBSR</i>	<i>AD(P) /AD(E)/ PEX/ TREX (AIR) (Cross Zone Nominations - TVM) Co-ord. BBSR</i>
6	T19-P06	Workshop on Music	17.03.2020	19.03.2020	3	Hyd	PEX/TREX /Staff Artist -AIR (Cross Zone With HYD)
Administrative Courses							
1.	<i>T19-A01</i>	<i>Gender Sensitization & Prevention of Sexual Harassment at Work Place</i>	<i>09.04.2019</i>	<i>11.04.2019</i>	<i>3</i>	<i>TVM</i>	<i>PEX/AE/AO/TREX/HC/Actt./ UDC (AIR/DD) (Cross Zone Nominations -HYD) Co-ord. TVM</i>
2.	T19-A02	Right to Information & Major Judgments	07.05.2019	09.05.2019	3	TVM	One Prog.& One Admn. Staff from each Station (AIR/DD)
3	T19-A03	Reservation in Services & Preparing for DPCs	03-08-2019	07-08-2019	05	DDK, Bengaluru	DDO/AO/HC/Actt./
4	T19-A04	Disciplinary Procedures & Departmental Inquiries	04.11.2019	08.11.2019	5	TVM	AD(P)/AD (E)/PEX/ AE/AO/HC/ Steno
5	T19-A05	Composite Workshop on GST/PFMS/ GEM/ Bhavishya / Digital payment/IT & NPS	06.01.2020	10.01.2020	5	TVM	DDO/AO/HC/Actt/ UDC (AIR/DD)
6.	T19-A06	Staff Welfare Measures	04.02.2020	06.02.2020	3	TVM	DDO/HC/Actt/ UDC (AIR/DD)

**PRASAR BHARATI
INDIA'S PUBLICSERVICE BROADCASTER
NATIONAL ACADEMY OF BROADCASTING & MULTIMEDIA
RADIO COLONY, KINGSWAY CAMP,
DELHI - 110 009**

**PROGRAMME & ADMINISTRATION
National Academy of Broadcasting and Multimedia**

<p>Radio Colony, Kingsway Camp, Delhi Pin. 110 009 Contact: 011 2760 6908 (Telefax), 2760 5170, 2760 5104, 2760 1093, 2760 3834 E Mail: nabmdelhi@prasarbharati.gov.in E Mail: nabmpdelhi@gmail.com</p>	<p style="text-align: center;">Omfed Square Bhubaneswar Pin. 751 017 Contact: 0674 2300 586 Fax: 0674 2303 157 E Mail: stip.bbsr@gmail.com/ nabm.bbsr@gmail.com</p>
---	--

Regional Academy of Broadcasting and Multimedia

<p>All India Radio, Navrangpura Ahmedabad Pin. 380 001 Contact: 079 2754 0487 (T/F) E Mail: rtipairahmedabad@yahoo.com</p>	<p>All India Radio, IInd Floor, Rock Lands Hyderabad Pin. 500 004 Contact: 040 2323 5753 (T/F) E Mail: hydrti@yahoo.co.in</p>	<p>All India Radio, 9-Rani Laxmi Bai Marg Lucknow Pin. 226 001 Contact: 0522 2622 822 Fax: 0522 2237 470 E Mail: rtipairlko@gmail.com</p>
<p>All India Radio, Pohkse, Shillong Pin. 793 006 Contact: 0364 2535 851 Fax: 0364 2222 781 E Mail: trainingshillong@gmail.com</p>	<p>All India Radio Complex, Vazhuthacaud Thiruvananthapuram Pin. 695 014 Contact: 0471 2323 183 (T/F) E Mail: rtitvm@gmail.com/ rabmptvm@gmail.com</p>	

The distribution of states in the jurisdiction of different training academies

Academies	Jurisdiction
NABM (P) Delhi	All India jurisdiction for all cadres
NABM (P) Bhubaneswar	Odisha, West Bengal, Madhya Pradesh, Jharkhand, Chhattisgarh
RABM (P) Ahmedabad	Gujarat, Rajasthan, Maharashtra, Daman, Delhi
RABM (P) Lucknow	Uttar Pradesh, Punjab, Haryana, Himachal Pradesh, Uttarakhand, Jammu & Kashmir, Chandigarh, Bihar
RABM (P) Hyderabad	Andhra Pradesh, Telangana, Karnataka, Goa
RABM (P) Shillong	Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Sikkim
RABM (P) Thiruvananthapuram	Kerala, Tamil Nadu, Puducherry, Lakshadweep, Andaman & Nicobar

PROFORMA FOR NOMINATIONS

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

Name of the Nominating Station/Office

Sl.No.	Name of the course for which nominated	Course Code	Name of the Nominee	Designation	Date of Retirement		Whether nominated for any other course(s) proposed to be conducted by any NABM/ RABM during the Year 2019-2020	No of courses attended during the last Year (if any)	Mob. No/ Tel.No of Candidate.	E-MAIL ID of Candidate
					Year	Month				
1										
2										
3										

The following guidelines may be adhered to while nominating personnel for training.

1. Everyone at the Station should get a chance for training. An officer should not be nominated for more than three courses in a year.
2. Nominations should be forwarded by the AIR Stations & DD Kendras to NABMs & RABMs of their jurisdiction.
3. Preference should be given to the official of the younger age group and woman official.
4. Every nomination should be forwarded by the immediate Superior Officer.
5. Officials retiring within two years need not to be nominated.
6. Nomination duly filled in prescribed format should reach (preferably by E- mail) to the concerned NABMs/RABMs before stipulated dates as per the jurisdiction and instructions specified in the calendar.
7. Nomination of an official who is under difficult station tenure posting should not be forwarded as per Prasar Bharati guidelines.
8. NABM, Delhi has all India mandate for all the cadres.