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भारत सरकार / GOVERNMENT OF INDIA  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 18<sup>th</sup> February, 2025

To,

The Chief Secretaries (States/UTs)  
The Secretaries (Tourism) of States/UTs  
The Administrative Training Institute (States)  
The Central/State Tourism Agencies (As per list)

**Sub: Seeking estimated cost for Study Tour of SDRs scheduled to be conducted from 16<sup>th</sup> March, 2025 to 23<sup>rd</sup> March, 2025 – reg.**

Sir/Madam,

The Institute of Secretariat Training & Management (ISTM) is an Attached Office under the Department of Personnel & Training, Government of India. The mandate of the Institute is to impart training to officers of Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and officers of other organized/ subsidiary services functioning in the Central Secretariat. One of the training programs organized by this Institute is called Stenographers Direct Recruit (SDR) Foundation training programme, which is meant for the Stenographers Grade 'D' of CSSS cadre, working in the Central Secretariat. A said Training Programme is scheduled to be conducted at ISTM from 24 Feb 2025 to 28 Mar 2025. The Study Tour for this training programme is scheduled to be conducted from **16<sup>th</sup> March, 2025 to 23<sup>rd</sup> March, 2025**.

2. The above study tour is an integral part of the SDR Foundation Training Programme. During study tour, the participants are exposed to implementation of Flagship schemes of the Government at State/UT level outside Delhi. This activity gives ample scope for them to broaden their horizon as well as understanding of best practices followed at implementation level. Besides, these participants who are otherwise confined to the desks/ chambers of Central Ministries and Departments, also get a good opportunity to acquaint themselves with historical, geographical and cultural richness of this country. The main objectives of the study visits are as under: -

- i. **Identify Socio-Economic Conditions:**
  - a. Focus on the issues faced by underprivileged populations in India's backward districts, including poverty, illiteracy, poor health, and infrastructure deficits.
- ii. **Learning from Government and NGO Initiatives:**
  - a. Examine the implementation of various government schemes and programs at the grassroots level.
  - b. Study innovative and impactful NGO-led projects addressing local challenges.
- iii. **Developing Governance Insights:**
  - a. Understand the administrative machinery's challenges in backward areas.
  - b. Identify gaps in policy implementation and governance delivery.

- iv. **Fostering Problem-Solving Skills:**
  - a. Encourage participants to propose innovative solutions to real-world issues observed during the visit.
- v. **Promoting Empathy and Accountability:**
  - a. Sensitize participants to the struggles of marginalized communities, fostering empathy and commitment to public service.
- vi. **Experiencing Diversity of India**
  - a. Gaining insights into the cultural, geographical, and administrative diversity of India.
- vii. **Capacity Building:**
  - a. Equip participants with insights and tools to improve their administrative practices after rejoining their workplaces.

3. With these objectives, approximate two hundred and fifty (250) participants of the SDR training programme, plus four (04) accompanying officers have to proceed for a visit to some State from **16<sup>th</sup> March, 2025 to 23<sup>rd</sup> March, 2025**. All the approx. 250 Participants would be divided into four groups of approximately 60-70 participants per Group and they would visit different States for study visit. All the participants are the employees of the Govt. of India.

4. The entire cost of Train/ Bus travel from Delhi and back will be borne by the respective Ministry of the participants and the accompanying officers.

5. As per the revised guidelines issued by ISTM, tentative day wise schedule of 5 days study visits would be as under: -

- **Day 1: Orientation and Planning**
  - Detailed district briefing by the District Officials.
  - Allocation of sub-groups to specific areas within the district.
- **Day 2-3: Field Visits**
  - Visits to schools, health centers, self-help groups, and skill development centers.
  - Observing the implementation of flagship schemes such as PMAY (housing), MNREGA (employment), ICDS (child development) etc.
- **Day 4: Stakeholder Interactions**
  - Dialogue with panchayat members and rural entrepreneurs.
  - Sessions with NGOs and women's self-help groups addressing livelihood issues.
- **Day 5: Consolidation**
  - Group discussions with district officials and community leaders to consolidate observations and takeaways.

6. Further, Participants are also expected to be engaged on Yoga & Meditation during morning hours in each day. During the day time, participants should be lead to Nature walk, Heritage walk, Mountain trekking etc. depending upon the time availability.

7. The arrangements for local travel during study visit, accommodation and food of the visiting participants/ officers is to be carried out by the concerned State Tourism Agency as per the entitlement of the visiting participants/ officers. The entitlements for accommodation, food charges and local conveyance of the visiting participants/ officers are as under:-

