



Government of India
भारत सरकार
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
Institute of Secretariat Training & Management
कार्मिक एवं प्रशिक्षण विभाग
Department of Personnel & Training

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2010

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर,
Administrative Block, JNU(Old) Campus,
ओलोफ पाल्मे मार्ग, नई दिल्ली & 110067
Olof Palme Marg, New Delhi-110067
Telephone No. 26185308; Fax No. 26104183

CHAPTER 1

INTRODUCTION

The Institute of Secretariat Training and Management (ISTM) is an Attached Office of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

4. As required under the Act, Shri K. Govindarajulu, Deputy Director has been designated as the 'Central Public Information Officer' of the Institute who can be contacted (Room No. 214, Administrative Block, ISTM, New Mehrauli Road, New Delhi-110067; Tel. No. 26185316; E-Mail: kg.rajulu@nic.in) for information to be provided under the Act. The particulars of the CPIO are given in Chapter- 17.

CHAPTER 2

PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES

1. **INTRODUCTION:** The Institute of Secretariat Training & Management (ISTM) was established in the year 1948 as “Secretariat Training School”, primarily for imparting training to the directly recruited Assistants in the Central Secretariat. ISTM is an Attached Office under the Department of Personnel and Training, Government of India and is headed by a Director, who is an officer of the level of Joint Secretary to the Government of India. The Institute is located at JNU (Old) Campus, Olof Palme Marge, New Delhi-110067 and its office timings are from 9.00 AM to 5.30 PM.

2. **VISION:** To be a centre of excellence in secretariat learning and management by encouraging learning and creativity leading to efficiency and the public good.

3. **MISSION:**

- (i) to inculcate in the trainees the commitment to service and professional competence.
- (ii) to provide leadership in the frontier and potential areas in the field of training.
- (iii) to undertake research, consultancy and system analysis for capacity building
- (iv) to collaborate with client organisation with continued interface for enhancing the quality of training.
- (v) to be a centre of excellence by providing opportunity to the faculty and staff to grow, develop and promote best training practices.

4. **AIMS AND OBJECTIVES:**

- (i) to assess training needs
- (ii) to plan, design and conduct foundational, in-service and specialised training courses
- (iii) to provide peripatetic faculty support to State Governments and Union Territories
- (iv) to produce training materials, monographs, literatures on subjects and performance aids to sustain efficiency in public service

5. **ACTIVITIES:** ISTM is a multi-disciplinary organization specializing in capacity building, consultancy and research support, with a special emphasis to the continuous development of officers serving in the Central secretariat. ISTM's main concern is to help develop the professional competence of individual officers of not only the Central Government but also for the State Governments, Union Territories, Constitutional, Statutory and Central Autonomous Bodies as well as Central Public Sector Enterprises. ISTM has the responsibility of conducting foundational and refresher courses every year within its campus besides providing peripatetic Faculty support to the State/UTs to fulfil its mandate. ISTM also

conducts organization specific courses for a nominal course fee. Training by ISTM covers the following areas:

- (A) TRAINING IN PUBLIC SERVICE MANAGEMENT
 - (i) Foundational, Induction, refresher, mid-career courses
 - (ii) Basic and Advanced Management Services
 - (iii) Specialized courses to suit typical training need
 - (iv) Super-specialty courses in Vigilance and combating corruption, Good Governance, accountability and transparency in Governance through Right to Information

- (B) INTERNATIONAL TRAINING COURSES TO SUIT SPECIFIC NEEDS

- (C) TRAINING OF TRAINERS

- (D) BEHAVIOURAL TRAININGS

- (E) PERIPATETIC TRAINING TO STATE GOVERNMENT/UTs

- (F) FACULTY ASSISTANCE TO OTHER TRAINING INSTITUTES

- (G) CONSULTANCY

CHAPTER 3

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Sl. NO	Post	Power and duties
1	Director (1 Post)	Being head of the organization he is the over all in charge of both the training and administrative functions of the institute. He has all the administrative and financial power as delegated to Head of Department in terms of provisions contained in the Delegation of Financial Power Rules, 1978. The Director, ISTM is also the controlling officer in respect of Gazetted Officers of the institute.
2	Additional Director (1 Post)	Additional Director is the 'Dean of Academic Inputs' of ISTM as a Faculty. The Additional Director discharges functions and duties of Director, ISTM as and when so delegated and/or in the absence of the regular incumbent in the office of the Director, ISTM.
3	Joint Directors (4 Posts)	Being a Faculty position, the incumbent is required to: 1) Schedule, organize and direct training programmes 2) Produce training materials, Case studies, practical exercises etc; and 3) Assist the Director of the institute in administrative and training matters
4	Deputy Directors (16 Posts)	-do-
5	Assistants Directors (8 Posts)	-do-
6	Training Associates (3 Posts)	Assist faculty in training related works such as preparation of training manual, Annual Training Calendar, Weekly Training Schedules, liaison with all organisations in matters related to training etc.
7	Deputy Director (Administration)	Functions as head of office and exercises all administrative and financial powers as delegated to 'Head of Office' in terms of provisions containing in the Delegation of Financial Powers Rules 1978. Deputy Director (Admn.) is also the controlling officer in respect of Non-Gazetted staff of the Institute.

Sl. NO	Post	Power and duties
8	Drawing and Disbursing officer	Main functions are to look after the regulation of receipt of Government money, incurring expenditure and also keeping the accounts of the Head of the Office
9	Section Officers	Assist the Director and the Deputy Director (Admn.) in discharging administrative function.
10	Assistants	Assist the Section Officers and other senior officers in discharging administrative function.
11	UDCs	-do-
12	LDCs	-do-
13	Hostel Warden	To supervise the functions of ISTM Hostel, work of Caretaker and other officials posted in the ISTM hostel.
14	Caretaker	Assists Hostel Warden in the day to day functions of the hostel such as allotment of hostel rooms to participants, to ensure recovery of licence fee on regular intervals and depositing the same with the cashier, upkeep and maintenance of hostel rooms, liaison work with concerned officers in the CPWD or other authorities in regard to maintenance of hostel of the Institute, to ensure cleanliness in the hostel premises as well as lecture halls, to ensure arrangement of lecture halls etc.
15	Private Secretaries	Secretarial assistance to faculty/officers
16	Personal Assistants	-do-
17	Assistants Director (OL)	Head the Official Language (Hindi) Unit. Supervises work of the Institute in implementation of the official Language policy of the Government.
18	Senior Hindi Translator	Assists AD(OL) in discharging his /her duties
19	Junior Hindi Translator	-do-
20	Artist	Assist by DD (Coord) & Preparation of Certificates
21	Assistants Library & Information Officer	Supervises the work relating to running of Library and dissemination of information relating to the training programmes conducted by the Institute.
22	Library Attendant	Assists ALIO in discharging his/her duties
23	Training Equipment Operator	Operates training related equipment such as OHP, Video Camera, LCD projectors etc.

Sl. NO	Post	Power and duties
24	Junior Gestetner Operator	Duties as assigned to them in their respective areas
25	Daftry	-do-
26	Peons	-do-
27	Farash	-do-
28	Chowkidars	-do-
29	Safai Karmacharis	-do-

CHAPTER 4

PROCEDURE FOLLOWED IN DECISION MAKING PROCESS

- 4.1 Training Activities:** Areas on which decisions are required, the concerned faculty formulates proposals, which are put up to the Director through the Additional Director/Joint Director concerned for approval. The Director's decision on these issues is final.
- 4.2 Administrative Activities:**
- a) Director, ISTM has been declared as Head of the Department under the Delegation of Financial Power Rules, 1978 and Deputy Director (Administration) has been declared as the Head of office. All administrative and financial matters are processed in accordance with the relevant Government of India rules and regulations and approved by the Director, in his capacity as the Head of Department.
 - b) As regards plan expenditure, the cases are sent to the Integrated Finance Division (IFD) of Department of Personnel and Training (DOPT) through the Training Division of DOPT for approval.

CHAPTER 5

NORMS FOR DISCHARGE OF FUNCTION OF ISTM

The basic function of the Institute is to impart training. The Institute sets a schedule for its Training on an annual basis and a training calendar is issued every financial year: However, requests to conduct organisation specific training courses being conducted by the Institute and other Peripatetic Training/Faculty Assistances being provided by the Institute as and when such requests are received remain outside the Annual Training Calendar. Norms relating to circulation and acceptance of nominations for in house training as per the Annual Training Calendar are as under:

- Course circulars inviting nominations are issued 10 weeks in advance of the date of commencement of each course. Nominations may also be made suo moto on the basis of the calendar.
- Nominations in the prescribed form (which may also be downloaded from ISTM's website) duly completed and signed by the sponsoring authority, should reach the concerned course coordinator at least 6 weeks before the commencement of the course, Provisions for online registration is likely to be launched shortly.
- Acceptance of nominations is generally issued 4 weeks in advance of the commencement of the course. The nominee must not be relieved after receipt of intimations regarding acceptance of nomination.

CHAPTER 6

RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS FOR DISCHARGING FUNCTIONS

The list of the Rules, Regulations etc. that are used for discharging functions by the Institute are given below:

Sl. No.	Details of Rules, Regulations etc.
1	Central Secretariat Manual of Office Procedure
2	Notes on Office Procedure
3	General Financial Rules
4	Delegation of Financial Power Rules
5	Central Civil Service (Pension) Rules
6	Central Civil Service (Leave) Rules
7	Central Civil Service (Leave Travel Concession) Rules
8	Central Civil Service (Conduct) Rules
9	Central Civil Service (Classification, Control and Appeal) Rules
10	Instructions relating to Government Accounts and Audit
11	Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions on establishment and administration
12	Fundamental Rules and Supplementary Rules
13	General Provident Funds Rules
14	Receipt and Payment Rules
15	Major and Minor Heads of Accounts
16	Staff Car Rules
17	CS (MA) Rules
18	Training Monographs prepared by the Institute
19	Other training materials such as handouts, exercise etc

CHAPTER 7

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Sl. No.	Description of Record
1	Section Diary
2	Issue Diary
3	Dispatch Register
4	Register of daily abstract of stamps used
5	Messenger book
6	Stamps account register
7	File register
8	File Movement Register
9	Attendance Register
10	Casual Leave Register
11	Store Index Register
12	Dead Stock Register (separately for perishable consumer articles and non-perishable articles)
13	Telephone Register
14	Log Book of Government Vehicles
15	Register of Advance
16	Register of books received in library
17	Register of books issued
18	Check card of News Papers, Magazines, periodicals etc.
19	Pay Bill Register
20	Travelling Allowance Register
21	LTC Register
22	Contingent Register
23	Acquaintance Rolls
24	Bill Register
25	Cash book
26	Expenditure Control Register
27	CGEGIS Register
28	Register of valuable
29	Un-disbursement Register
30	Cheque Register

CHAPTER 8

PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION

As the main function of ISTM being to impart training to officers of the Central/State Government/Union Territories, Central Autonomous Bodies, Central Public Sector Enterprises, there is no occasion for consultation with or representation by the members of the public in relation to the affair of the Institute.

Further, policies formulated by the Department of Personnel and Training (Training Division) with regard to imparting of training is followed/implemented by this Institute. Whenever need arises, consultation with the Training Division of Department of Personnel and Training is resorted to.

In addition, as and when a need is felt by different client organizations for specific training programme, consultation is made with the client organization for designing the programme.

CHAPTER 9

A STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSTITUTED AS ITS PART

ISTM does not have any permanent Council, Committees or other Bodies. As and when situation arises, particularly for matters relating to purchase, inventory verification etc. a committee is set up as per rules/instructions on the subject with the approval of the Director, ISTM for such specific purposes.

CHAPTER 10
DIRECTORY OF OFFICERS AND EMPLOYEES
Name of the office: Institute of Secretariat Training and Management
JNU (OLD) Campus, Olof Palme Marg, New Delhi-110067
Fax: 011-2614183

Sl. No.	Name & Designation	Office Phone	Email
1	Dr. K.M Shahid, Director	26185308/09	khwajashahid@hotmail.com
2	M.P Sethy, Additional Director	26164182	mpsethy@nic.in
3	Satyajit Mishra Joint Director	26180589	
4	K.S Kumar, Joint Director	26108946	kskumar53@hotmail.com
5	Vinod Jindal, Joint Director	26164285	vjindal@nic.in
6	Vacant – JD(FM)	26161375	
7	K. Govindarajulu, Deputy Director	26185316	kg.rajalu@nic.in
8	Vacant - Deputy Director(MS)	26175590	
9	Chandan Mukherjee, Deputy Director(Admn)	26102597	chandan@nic.in
10	Manisha Bhatnagar, Deputy Director	26185312	manisha@nic.in
11	Vacant - Deputy Director (OM)	26177058	
12	Nafe Singh, Deputy Director	26185310	nafesinghsaini@yahoo.com
13	Rekha Sharma, Deputy Director	26185314	
14	S.C Sharu, Under Secretary	26185312	sharu.shubhash@rediffmail.com
15	Vacant - Assistant Director(OM)	26185310	
16	Yogesh Dwivedi, Assistant Director	26105592	yogesh_u_dwivedi@yahoo.co.in
17	Namita Malik, Assistant Director	26185311	namitamalik@ymail.com
18	Parth Vasaniya, Assistant Director	26185311	parth_vasaniya@yahoo.co.in
19	A.J K Menon, Assistant Director	26165593	jkm.dca@nic.in
20	Gurvinder Kaur, Assistant Director (OL)	26104038	
21	Vacant – Section Officer (1 Post)	26185313	
22	Gulshan Kumar, Section Officer	26104038	
23	Prakash Rastogi, Section Officer	26104038	
24	M.Lata, Private Secretary	26185308	
25	Sri Vidya Ramesh, Private Secretary	26164182	
26	Pushpa Saroha, Private Secretary	26161375	
27	G. Halkar, ALIO	26103349	

Sl. No.	Name & Designation	Phone No (Office)
28.	Niti Meghani Training Associate	26177058
29.	Rajeev Ranjan, Training Associate	26177058
30.	Vimalesh, Training Associate	26185316
31.	P.P Rama Rao, Assistant	26104038
32.	E.T Babu, Assistant	26104038
33.	T.G Venkatesh, Assistant	26185313
34.	Namarta Kumari, Assistant	26104038
35.	Shefali Saraf, Assistant	26104038
36.	S.L Sharma, P.A	26164285
37.	S. Kanakam, P.A	26185311
38.	Veena Monga, P.A	26108946
39.	Mahipal Singh, P.A	26185316
40.	Dayananandan, PA	26185308
41.	C. Jamuna, P.A	26105592
42.	Gurjit Singh, Stenographer Gr 'D'	26185312
43.	R. Mahalakshmi, Stenographer Gr 'D'	26180589
44.	Uma Ramachandran, Stenographer Gr 'D'	26185310
45.	Smita Viju, Stenographer Gr 'D'	26175590
46.	Binita Pandey, Stenographer Gr 'D'	26102597
47.	Jitendra Kumar Bharti, Stenographer 'D'	26177058
48.	Rakesh Kumar Singh, Stenographer 'D'	26185308
49.	Madhavi Sharma, UDC	26185313
50.	Tara Chand Kaushik, UDC	26106269
51.	Radhey Shyam, UDC	26104038
52.	Rakesh Kumar Tokas, LDC	26185313
53.	Ms. Bandana, Sr.Hindi Translator	26104038
54.	Manoj Kr Thakur, Jr. Hindi Translator	26172571
55.	Anita Sachdeva, Artist	26177058
56.	Anju Bala Verma, LA	26103394
57.	Dilbagh Singh, SCD	26104038
58.	Sukbir Singh, SCD	26104038
59.	Raj Kumar, SCD	26104038
60.	Lichchoo Singh, TEO	26104038
61.	Arjun Singh, G.O	26104038
62.	Ragubir Singh, Daftari	26104038
63.	Attar Chand, Peon	26104038
64.	Krishna Devi, Peon	26104038
65.	Saleti Singh, Peon	26104038
66.	Sant Ram, Peon	26104038
67.	Binay Kumar, Peon	26104038
68.	Raje Singh, Peon	26104038
69.	Jai Prakash, Peon	26104038
70.	Neeraj Singh, Peon	26104038
71.	Dinesh Singh, Peon	26104038
72.	Narender Singh, Peon	26104038
73.	Rajinder Singh, Peon	26104038

Sl. No.	Name & Designation	Phone No (Office)
74.	Vijay Singh, Farash	26104038
75.	K.N Joshi, Farash	26104038
76.	Saraswati, Farash	26104038
77.	Avatar Singh, Chowkidar	26104038
78.	Sudarshan Prasad	26104038
79.	Debi Singh, Chowkidar	26104038
80.	Nathu Ram, Chowkidar	26104038
81.	Vijay Singh, Safaiwala	26104038
82.	Rajender Singh, Safaiwala	26104038
83.	Rattan Pal, Safaiwala	26104038
84.	Dina Nath, Safaiwala	26104038

CHAPTER-11

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICIALS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION

SL. NO	NAME OF THE OFFICERS/STAFF	DESIGNATION	PAY BAND	GRADE PAY	MONTHLY REMUNERATION
1.	K.M. SHAHID	DIRECTOR	4	10000	89912
2.	M.P. SETHY	ADDL DIRECTOR	4	8700	
3.	SATYAJIT MISHRA	JOINT DIRECTOR	3	6600	-
4.	K.S. KUMAR	JOINT DIRECTOR	3	7600	77305
5.	VINOD JINDAL	JOINT DIRECTOR	3	6600	62672
6.	CHANDAN MUKHERJEE	DEPUTY DIRECTOR	3	6600	56138
7.	MANISHA BHATNAGAR	DEPUTY DIRECTOR	3	6600	46251
8.	NAFE SINGH	DEPUTY DIRECTOR	3	5400	44686
9.	K. GOVINDARAJULU	DEPUTY DIRECTOR	3	6600	36734
10.	REKHA SHARMA	DEPUTY DIRECTOR	3	6600	
11.	GURVINDER KAUR	ASSISTT DIRECTOR	3	5400	42254
12.	YOGESH DWIVEDI	ASSISTT DIRECTOR	3	5400	37542
13.	AJK. MEMON	ASSISTT DIRECTOR	3	5400	53626
14.	PARTH VASANIYA	ASSISTT DIRECTOR	3	4800	43628
15.	NARESH BHARDWAJ	ASSISTT DIRECTOR	3	5400	48505
16.	NAMITA MALIK	ASSISTT DIRECTOR	3	5400	43289
17.	GULSHAN KUMAR	SECTION OFFICER	3	5400	41448
18.	M. LATA	PS	3	5400	35934
19.	SRIVIDYA RAMESH	PS	3	5400	33213
20.	PUSHPA SAROHA	PS	3	5400	42725
21.	P.P.RAMA RAO	ASSISTANT	2	4200	27309
22.	ENA TARAMATI BABU	ASSISTANT	2	4200	23478
23.	T.G. VENKATESH	ASSISTANT	2	4200	21821
24.	REMY JOSE	ASSISTANT	2	4200	21912
25.	S. KANAKAM	PA	2	4800	25717
26.	MAHIPAL SINGH	PA	2	4800	27618
27.	S.L. SHARMA	PA	2	4800	29893
28.	VEENA MONGA	PA	2	4800	32428
29.	C. JAMUNA	PA	2	4200	21321
30.	GURJEET SINGH	STENO"D"	2	4200	26515
31.	R. MAHALAKSHMI	STENO"D"	2	4200	21912

SL. NO	NAME OF THE OFFICERS/STAFF	DESIGNATION	PAY BAND	GRADE PAY	MONTHLY REMUNERATION
32.	UMA RAMACHANDRAN	STENO "D"	2	4200	21912
33.	SMITHA VIJU	STENO "D"	2	4200	27099
34.	BINITA PANDEY	STENO "D"	1	2400	19668
35.	RAKESH KUMAR SINGH	STENO "D"	1	2400	15289
36.	JITENDRA KR BHARTI	STENO "D"	1	2400	14825
37.	SMT. MADHVI SHARMA	LDC	1	2400	18763
38.	NITI MENGHANI	UDC	1	2400	18763
39.	RAKESH KUMAR TOKAS	LDC	1	1900	12055
40.	ANJU BALA VERMA	LIB. ASSISTANT	2	4200	26092
41.	ANITA SACHDEV	ARTIST	2	4200	34764
42.	LICHCHOO SINGH	T.E.O	2	4200	23061
43.	DILBAGH SINGH	S.C.D	1	2800	17798
44.	SUKHBIR SINGH	S.C.D	1	1900	13493
45.	RAJ KUMAR	S.C.D	1	1900	10059
46.	MANOJ KR THAKUR	J.H.T.	3	4200	23994
47.	ARJUN SINGH	J.G.O	1	1800	13899
48.	RAGHUBIR SINGH	DAFTRY	1	1800	13702
49.	SALETI SINGH	PEON	1	1800	13762
50.	SANT RAM	PEON	1	1800	13354
51.	NEERAJ SINGH	PEON	1	1600	12565
52.	JAI PRAKASH	PEON	1	1600	12565
53.	NARENDER SINGH	PEON	1	1600	10906
54.	RAJE SINGH	PEON	1	1800	11173
55.	BINAY KUNAR SINGH	PEON	1	1800	11383
56.	KRISHNA DEVI	PEON	1	1600	13531
57.	DINESH SINGH NEGI	PEON	1	1800	11209
58.	RAJENDER SINGH	PEON	1	1800	10374
59.	ATTARCHAND	PEON	1	1800	12843
60.	VIJAY SINGH	FARASH	1	1600	12565
61.	K.N. JOSHI	FARASH	1	1800	11173
62.	NATHU RAM	CHOWKIDAR	1	1800	13702
63.	DEBI SINGH	CHOWKIDAR	1	1800	13912
64.	SUDARSHAN PRASAD	CHOWKIDAR	1	1600	12565
65.	AVTAR SINGH	CHOWKIDAR	1	1800	11209
66.	RAJINDER SINGH	SAFAIWALA	1	1800	13902
67.	VIJAY SINGH	SAFAIWALA	1	1600	11116
68.	RATTAN PAL	SAFAIEALA	1	1300	12213
69.	DEENA NATH	SAFIWALA	1	1300	9118

CHAPTER 12

**INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT
EXPENDITURE STATEMENT FOR THE YEAR 2008-09
(AS ON 31.03.2009)**

070 - Demand Number
2070 - Other Admn. Services (Major Head)
00.00.03 - Training (Minor Head)
00.00.04 - I.S.T.M

HEAD	PARTICULARS	Final Grant	Expenditure UPTO 31.03.2009	Amount authorized to CPWD	TOTAL EXPEND. UPTO 31.03.2009	BALANCE
2	3	4	5	6	(5+6)	7
04.00.01	SALARY	29,000,000.00	28,986,236.00	-	28,986,236.00	13,764.00
04.00.02	WAGES	1,350,000.00	1,335,825.00	-	1,335,825.00	14,175.00
04.00.03	OTA	80,000.00	79,246.00	-	79,246.00	754.00
04.00.06	MEDICAL TREATMENT	300,000.00	296,186.00	-	296,186.00	3,814.00
04.00.11	D.T.E.	450,000.00	442,423.00	-	442,423.00	7,577.00
04.00.13	O.E.	5,387,000.00	4,865,179.00	520,000.00	5,385,179.00	1,821.00
04.00.28	PROFF. SERVICES	280,000.00	261,150.00	-	261,150.00	18,850.00
04.00.16	PUBLICATION	50,000.00	46,012.00	-	46,012.00	3,988.00
04.99.50	OTHER CHARGES	2,600,000.00	2,599,163.00	-	2,599,163.00	837.00
	TOTAL(NON- PLAN)	39,497,000.00	38,911,420.00	520,000.00	39,431,420.00	65,580.00
04.03.01	MANDATORY TRAINING OF CSS OFFICER (SALARIES)	22,900,000.00	22,863,138.00	-	22,863,138.00	36,862.00
04.03.20	MANDATORY TRAINING OF CSS OFFICERS (OTHER ADMN. EXP.)	38,000,000.00	37,587,778.00	-	37,587,778.00	412,222.00
04.00.50	OTHER CHARGES	30,000,000.00	2,012,031.00	7,915,327.00	9,927,358.00	20,072,642.00
	GRAND TOTAL	130,397,000.00	101,374,367.00	8,435,327.00	109,809,694.00	20,587,306.00

CHAPTER 13 & 14

MANNER OF EXECUTION OF SUBSIDY PROGRAMME ETC

ISTM does not have any subsidy programme nor does it grant any permissions Authorizations, concessions etc.

CHAPTER –15

DETAILS OF INFORMATION AVAILABLE IN ELECTRONIC FORM

The Annual Training Calendar giving details of training courses to be conducted during the current financial year.

CHAPTER 16

PARTICULARS OF FACILITIES AVAILABLE FOR OBTAINING INFORMATION

ISTM has its own library for use by faculty members, staff and trainees of the various training programmes. The library is open from 9.00 AM to 5.30 PM.

The Website of ISTM at <http://www.istm.gov.in/> provides relevant information in the matter of training courses being conducted by this Institute

CHAPTER 17

THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Central Public Information Officer, ISTM:

Sl. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Address
		Office	Home	FAX		
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