

ISTM NEWS

JULY-SEPTEMBER, 2017



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

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FROM THE DIRECTOR

India is in the midst of a paradigm shift where its citizens expect better public service delivery in a transparent manner. This makes it imperative for the public agencies to upgrade their service delivery mechanisms to cater to the rising expectations of their clients which would necessitate fine tuning of procedures, policies and systems.

Towards this endeavour, Institute of Secretariat Training and Management, guided by its motto of “Efficiency and the Public Good” is making its sincere efforts for capacity development of public servants. Recognizing the enormity of this challenge, the Institute seeks to update our training modules and techniques to keep pace with the dynamic changes in governance. Theme based training in areas such as Gender Sensitization, Prevention of Sexual Harassment at Work Place, Citizen Centric Service Delivery Approach, Swatch Bharat, Organ Donation, Right to Information Act, Financial Management etc aim at inculcating in our public servants a sense of accountability and empathy. The Institute is also actively engaged in Citizen centric activities which aims at making the lives of our fellow citizens a bit better. ISTM is encouraged by the appreciation that it gets from its stakeholders.

The highlight of this quarter was a two week Induction Training Programme conducted for Chief Vigilance Officers. Eminent personalities including Shri Sanjay Kothari, Secretary to the President of India and Shri K. V. Chaudhary, Chief Vigilance Commissioner interacted with the participants. We also celebrated the “*Hindi Mah*” (month) with full fervor and enthusiasm. Our faculty members, staff and trainees participated wholeheartedly in several competitions. The details are available in “**Happenings**” section.

I request all the readers of ISTM News to send their ideas and suggestions to us for further improvement in the content of the newsletter.

(Dr. Sunita H Khurana]
Director, ISTM

SINCERELY YOURS

It is our pleasure to present to you the July-September, 2017 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - **From the Director** wherein Director, ISTM outlines the vision and objectives of the Institute; in **Sincerely Yours** (the section you are currently reading) the Editorial Board introduces the issue; **Happenings** which gives a glimpse of major activities of the Institute during this period; and **Miscellany** which is a forum for our faculty members, staff and trainees to exercise their creative faculties.

The editorial team has tried to encapsulate various activities in the Institute during this period.

Please feel free to call us to provide your candid feedback and suggestions for further improvement and for any specific information you may want.

Please log on to our website www.istm.gov.in to know more about our ensuing programmes.

Col. SANJAY KUMAR SHARMA, Additional Director

K. GOVINDARAJULU, Joint Director

AGAM AGGARWAL, Deputy Director

HAPPENINGS

Induction Training Programme for Chief Vigilance Officers

A two week induction training for 25 newly appointed Chief Vigilance Officers from govt. departments, autonomous bodies, PSUs and banks was conducted from 11th to 22nd September, 2017. The participants were members of central Group A services such as Indian Police Service, Indian Trade Services etc.

A wide range of topics such as the Vigilance Manual, 2017, Central Vigilance Commission Act, use of forensic tools in investigation, drafting of charge sheet, banking and commercial frauds, Cyber security, International best practices, roles and functions of CBI, disproportionate assets case etc, were covered during the training.

Several eminent personalities addressed the participants and shared insights in this area with them. Prominent among them were Shri Sanjay Kothari, Secretary to the President of India, Shri K.V. Chaudhary, Central Vigilance Commissioner, Shri T.M. Bhasin, Vigilance Commissioner and Dr. M.M. Oberoi, Joint Commissioner, Delhi Police.



Blood Donation Camps @ ISTM

As part of Citizen Centric activities, ISTM regularly organizes blood donation camps in its premises in collaboration with All India Institute of Medical Sciences (AIIMS), New Delhi. Three such camps were held during this quarter on 13th July, 28th July and 18th September, 2017. These camps evoked good response from faculty, staff and trainees led by Director, ISTM.



स.प्र.प्र.सं. में पुस्तक प्रदर्शनी का आयोजन

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान के पुस्तकालय एकक द्वारा दिनांक 19.07.2017 को विभिन्न विषयों जैसे सुशासन, कम्प्यूटर विज्ञान, सूचना का अधिकार, महिला सशक्तिकरण, कार्यालय पद्धति, योग, पर्यावरण एवं साहित्य आदि से संबंधित पुस्तकों की एक प्रदर्शनी लगाई गई । विभिन्न विषयों की इन पुस्तकों का निदेशक, सप्रप्रसं, संकाय सदस्यों/अधिकारियों एवं कर्मचारियों ने अवलोकन किया और बड़ी मात्रा में पुस्तकों के क्रय की संस्तुति की । इन पुस्तकों के अधिग्रहण से संस्थान का पुस्तकालय समृद्ध हुआ है ।



संकल्प से सिद्धि

भारत छोड़ो आंदोलन की 75 वीं वर्षगांठ के उपलक्ष्य में भारत सरकार के 'संकल्प से सिद्धि' आंदोलन के अंतर्गत 9 अगस्त 2017 को संस्थान में एक शपथ ग्रहण समारोह हुआ। इसमें संकाय सदस्यों, कर्मचारियों/अधिकारियों और प्रतिभागियों ने निदेशक, स0प्र0प्र0सं की अगुवाई में गरीबी, भ्रष्टाचार, आतंकवाद, सम्प्रदायवाद, जातिवाद आदि से मुक्त एक स्वच्छ और नए भारत के निर्माण का संकल्प लिया।



Independence Day Celebrations

71st Independence Day celebrations were held in ISTM on 15th August, 2017, Director, ISTM hoisted the national flag. On this occasion, cultural programme was presented by the staff members, children and ISTM trainees, both past and present. The environs reverberated with the feelings of patriotism.

As part of ISTM's social outreach, children from nearby slums were also involved in these celebrations. Their performances were appreciated by everyone. To recognize their talents and efforts, gifts and sweets were distributed to all the children present on this joyous occasion.



Level D Training Programmes

Level D training programme for Section Officers of CSS stipulates a ten week State attachment. Officer trainees are deployed as BDO/Additonal BDO during this attachment with the objective of familiarising them with the functioning of the State govt. machinery, with particular emphasis on the implementation of various Central and State schemes at the district and block level.

Two such training programmes commenced in this quarter, on 21st August and on 18th September, 2017. The participants are currently attached with the states of Uttar Pradesh, Rajasthan, Punjab and Tamil Nadu. This has enabled them to interact with various functionaries of the state govt. and people at the grassroots level.



Level F Training Programme

ISTM conducted the first Level F training programme for Deputy Secretaries of Govt. of India under the revised Cadre Training Plan for Central Secretariat Officers. The major component of this training was a two-week attachment (from 4th to 11th September, 2017) with Indian Institute of Management (IIM), Indore. The objective of this attachment with a premier management institute was to expose the officers to the latest managerial and technical tools relevant for public governance and service delivery.



International Training Programme on Administration for officials from Government of Myanmar

ISTM organizes Training Programmes for officials from Govt. of Myanmar since 2010. The fifth such training programme on “Administration” for officials of Department of Human Resource for Health, Ministry of Health & Sports, Government of Myanmar was conducted from 11th to 14th September 2017 at ISTM under the World Health Organisation (WHO) fellowship scheme. Seven officials participated in the programme. In addition to classroom sessions, field visits were organised to provide exposure to the officials on health and infrastructural development initiatives like Delhi Metro and National Institute of Health & Family Welfare.



हिन्दी माह, 2017 के आयोजन के संबंध में रिपोर्ट

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में इस वर्ष 01-30 सितंबर, 2017 तक हिन्दी माह आयोजित किया गया। हिन्दी माह के दौरान विभिन्न संकाय सदस्यों की देखरेख में पांच प्रतियोगिताओं का आयोजन किया गया। मल्टी टास्किंग स्टाफ के लिए हिन्दी सुलेख प्रतियोगिता(Hindi Sulekh Competition for MTS), हिन्दी निबंध प्रतियोगिता(Hindi Essay Competition), हिन्दी स्लोगन प्रतियोगिता(Hindi Slogan Competition), हिन्दी में टिप्पण व प्रारूप लेखन(Hindi Noting and Drafting Competition) तथा प्रशासनिक शब्दावली एवं अनुवाद प्रतियोगिता(Administrative Terminology and Translation Competition) का आयोजन किया गया। इस वर्ष संस्थान में चल रहे विभिन्न पाठ्यक्रमों के प्रतिभागियों के लिए एक हिन्दी निबंध प्रतियोगिता का भी आयोजन किया गया।

संस्थान में दिनांक 20 सितम्बर, 2017 को हिन्दी माह, 2017 के समापन एवं पुरस्कार वितरण समारोह का आयोजन किया गया। इस समारोह के मुख्य आकर्षण के रूप में एक हिन्दी कविता पाठ प्रतियोगिता का भी आयोजन किया गया जिसमें संस्थान के अधिकारी/कर्मचारियों ने पूरे उत्साह के साथ भाग लिया। सभी प्रस्तुतियों पर दर्शकों ने खूब तालियां बजाई और सराहना की।

इसके पश्चात, निदेशक, सप्रप्रसं ने विभिन्न प्रतियोगिताओं में विजेता घोषित किए गए प्रतिभागियों को पुरस्कार और प्रशस्ति पत्र प्रदान किए। पुरस्कार वितरण के बाद निदेशक महोदया ने इस बात पर जोर दिया कि सरकारी कामकाज में सरल और सहज हिन्दी का प्रयोग किया जाए। उन्होंने कहा कि प्रशासन अनुभाग और पुस्तकालय अनुभाग से आने वाली फाइलों में हिन्दी टिप्पण का प्रतिशत बढ़ा है।



MISCELLANY

नेत्रांध

ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं।

देख नहीं पाता कूड़ा फैलाते
बच्चों-बूढ़ों महिलाओं व पुरुषों को।
क्योंकि मैं भी तो ऐसा करता रहता हूं।
ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं॥१॥

देख नहीं पाता महिलाओं बच्चों पर होते
अमानवीय शारीरिक मानसिक अत्याचारों को।
डरता हूं क्योंकि इन्हें रोकने की शक्ति मुझमें नहीं।
ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं॥२॥

देख नहीं पाता धर्म-जाति -भाषा के नाम पर
प्यारे भारत को अनायास अशांत करने के प्रयासों को।
क्योंकि इनमें मेरे धर्म-जाति-भाषा वाले भी हैं।
ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं॥३॥

देख नहीं पाता भ्रष्ट व अनैतिक व्यवहारों को
सुविधा शुल्क देकर असुविधा उत्पन्न करने वालों को
क्योंकि मैं भी तो इनसे लाभ उठाता रहता हूं।
ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं॥४॥

देख नहीं पाता भीड़ में शामिल लोगों के
नित-नए उग्र और असामाजिक व्यवहारों को
क्योंकि मैं कहीं ना कहीं स्वयं पाता हूं इसका हिस्सा।
ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं॥५॥

में कमजोर हूं क्योंकि डरता हूं उन लोगों का साथ देने में
जो निडरता से सही डगर पर चलते हैं कष्ट उठाते हुए।
में डरता हूं सुविधाओं के छिन जाने के भय से
क्योंकि देश का क्या चलता आया है चलता रहेगा।
इसलिए ईश्वर ने नेत्र दिए पर देखने में असमर्थ हूं।।६।।

राजेश अग्रवाल
उप निदेशक

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