

ISTM NEWS

JANUARY-MARCH 2020



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग/ DEPARTMENT OF PERSONNEL & TRAINING

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FROM THE DIRECTOR

It is my privilege to present to our readers a glimpse of ISTM activities during January-March 2020.

We at ISTM remain steadfast to provide quality training to public servants and thus contribute towards an efficient and effective public service delivery mechanism. We are constantly upgrading our skills through faculty development and use of latest technology. This enables us to cater to the training needs of organizations ranging from Central Government Ministries and Departments, State Governments and Union Territories, Constitutional, Statutory and Autonomous Bodies and Public Sector Undertakings.

In the past few years, there is a constant growth in the technologies and methodologies which enable better Training/Learning of Government functionaries. ISTM is striving to adopt these techniques for better users' experience, to be able reach to a large number of Government functionaries desirous of upgrading their competencies. ISTM is in the process of launching some of the training programmes on Integrated Government Online Training platform very soon. Watch out this space for further information and announcements on this.

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

(Ms. Rashmi Chowdhary)
Director, ISTM

SINCERELY YOURS

It is our pleasure to present to you the January-March, 2020 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. During this quarter the Institute conducted 58 courses, which were attended by 1709 participants.

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.

SANJAY KUMAR SHARMA, Additional Director

MOLOY SANYAL, Deputy Secretary

VADALI RAMBABU, Joint Director

K. GOVINDARAJULU, Deputy Director

HAPPENINGS

गणतंत्र दिवस समारोह का आयोजन

26 जनवरी, 2020 को गणतंत्र दिवस के अवसर पर सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में एक समारोह का आयोजन किया गया। इस मौके पर संस्थान की निदेशक, संकाय सदस्य, अधिकारी और कर्मचारी तथा उनके परिवार के सदस्य उपस्थित थे। इसके अतिरिक्त विभिन्न प्रशिक्षण कार्यक्रमों के लिए संस्थान के हॉस्टल में रह रहे प्रतिभागी भी इसमें शामिल हुए। समारोह के दौरान निदेशक द्वारा ध्वजारोहण किया गया। बच्चों ने इस समारोह में पूरे उत्साह के साथ भाग लिया और उन्होंने राष्ट्रगान के साथ-साथ अन्य रंगारंग कार्यक्रम प्रस्तुत किए। देशभक्ति के गीतों से सारा वातावरण भी तिरंगा हो उठा था। निदेशक ने गणतंत्र दिवस की बधाई देते हुए उपस्थित व्यक्तियों को संबोधित किया। उन्होंने स्वतंत्रता सेनानियों द्वारा देश की आज़ादी के लिए दिए गए बलिदान को याद करते हुए कहा कि देश की अखंडता, एकता और संप्रभुता को बनाए रखना हमारा सर्वप्रथम कर्तव्य होना चाहिए। अपने संदेश में उन्होंने इस बात पर बल दिया कि हमें नैतिकता को नहीं भूलना चाहिए और मानव मूल्यों को बरकरार रखते हुए अपने राष्ट्र को प्रगति के पथ पर आगे ले जाना होगा।

समारोह के समापन के समय बच्चों को उपहार वितरित किए गए और उपस्थित सभी व्यक्तियों के लिए जलपान की व्यवस्था की गई।



IGOT Conference

A conference on Framework of Roles, Activities and Competencies including skills (FRACs) was organized by Training Division, Department of Personnel and Training at Conference Room of ISTM on 4th February, 2020. The conference was chaired by Shri K. Sirinivas, Additional Secretary (Training) and attended by Director, ISTM, Ex-Director, ISTM, Dr. Santosh Mathew, IAS (Retd) and representatives of Training Division, ISTM and representatives from Taranto Limited, J-PAL, Ernst and Young, PWC, Asian Development Bank, World Bank among others. In this meeting the idea of FRACs was explained and a small exercise was also given to participants to elicit Roles and Activities at various capacities in different areas of Governance

On 2nd March, 2020 a Workshop on IGOT 2.0 was held at ISTM. This was in continuation of the first three-day workshop held in Lal Bahadur Shastri National Academy of Administration (LBSNAA) in the month of February, 2020. The presentation on IGOT 2.0 which had been given to the top level of the Government and appreciated, was revisited in this workshop which was held to formulate next set of priorities. It was attended by the Additional Secretary (Training), Joint Secretary (Training) & Director, ISTM, Toronto Group, JPAL Group, Ekstep Foundation, PWC, Bill and Mellinda Gate Foundation among others, along with ISTM Faculty Members and officers from DoPT.

ASO DR related State ATI Conference

(i) A conference of all the State ATI including HIPA, Gurugram, Dr. MCR HRD Institute of Telangana and MGSIPAP, Chandigarh and Railway Board was held to discuss the issues relating to organizing of the ASO DR Foundational Training Programme.

A meeting was also chaired by Joint Secretary (Trg) at ISTM on 11th February, 2020 to discuss modalities for conducting ASO(DR) training programme at ISTM.

The programme was started on 2nd March, 2020 for 374 participants at ISTM (3 batches) and one batch each at HIPA Gurugram, Dr. MCR HRD Institute of Telangana and MGSISPA P, Chandigarh.

(ii) Total 360 ASO (DR) joined foundational training programme (333 ASOs of CSS and 25 ASOs of Railway Board Secretariat Service (RBSS) from 2nd March, 2020 and it was conducted at four places as follows:

S.No.	Name of Institute/ATIs	No. of participants
1.	Institute of Secretariat Training & Management	173
2.	Haryana Institute of Public Administration (HIPA), Gurugram	48
3.	Mahatma Gandhi State Institute of Public Administration (MGSIPA) Chandigarh	48
4.	Dr. MCR HRD (MCRHRD) Institute of Telangana, Hyderabad	91

Level-E and Level-IV Courses

Level-E Course was conducted from 6th January to 14th February, 2020 for the Under Secretaries who are due for promotion to the Grade of Deputy Secretary in CSS. An overseas component of one-week duration was conducted during the training programme with Civil Service College, London.

MISCELLANY

How can you prevent corona virus?

The best way to prevent the transmission of infection is to avoid or limit contact with people who are showing symptoms of COVID-19 or any respiratory infection.

The next best thing you can do is practice good hygiene and physical distancing to prevent bacteria and viruses from being transmitted.

Prevention tips

- Wash your hands frequently for at least 20 seconds at a time with warm water and soap. How long is 20 seconds? About as long as it takes to sing your “ABCs.”
- Don’t touch your face, eyes, nose, or mouth when your hands are dirty.
- Don’t go out if you’re feeling sick or have any cold or flu symptoms.
- Stay at [least 6 feet Trusted Source](#) (2 meters) away from people.
- Cover your mouth with a tissue or the inside of your elbow whenever you sneeze or cough. Throw away any tissues you use right away.
- Clean any objects you touch a lot. Use disinfectants on objects like phones, computers, utensils, dishware, and doorknobs.

Source: Internet

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