

# ISTM NEWS

October – December 2019



**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**

This is the first quarterly edition of the ISTM's newsletter since my taking over the charge of Director, ISTM. ISTM has been bringing out this quarterly newsletter carrying out the various activities and programmes undertaken during every quarter. I welcome all readers and present a glimpse of ISTM activities during October - December 2019.

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.

As a training institute we are alive to the demand and need for specialized programmes on emerging areas in addition to constantly improving the traditional programmes based on the participant feedback. Orientation Programme for Retiring Government officials, programmes on Emerging Technologies, tailor made programmes for various Government agencies are testimony to this. You may keep visiting ISTM website to know about our recent offerings.

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 October-December, 2019 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 76 courses, which were attended by 1893 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](http://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

A Delegation from Seneca College, Canada visited ISTM on 19.11.2019 and had a discussion with Director, ISTM and other Faculty Members in connection with Level-IV and Level-E Training Programmes proposed to be conducted by Seneca College.



Director, ISTM with canadian delegation and officers of DoPT and ISTM



## ISO Meeting 30.10.2019

Meeting of the Management Committee was held on 30.10.2019 under the Chairmanship of Additional Director, ISTM to discuss the various issues related to ISO audit. ISTM being an ISO 9001:2015 certified institution, annual surveillance/re-certification audit is required to be done for its renewal before May, 2020. It was decided that all the files should be got prepared for ISO Audit



Additional Director, ISTM with Faculty and Staff Members of ISTM

## Pledge on Vigilance Awareness Week

The 2019 Vigilance Awareness Week was observed from 28<sup>th</sup> October to 2<sup>nd</sup> November, 2019 with the theme "**Integrity- A way of life**". Pledge ceremony was organized during the Vigilance Awareness Week in October, 2019.



Additional Director administering the oath to staff members and trainees

## Pledge on Constitution Day 26.11.2019

Constitution Day, also known as “Samvidhan Divas”, is celebrated every year on 26th November to commemorate the adoption of the Constitution of India and to honour and pay tribute to the invaluable contribution of Babasaheb Dr. Bhimrao Ambedkar and other founding fathers of the Constitution. A Pledge was organized on the occasion.

A nationwide campaign was organized from November 26, 2019 to April 14, 2020 marking 70 years of the Constitution of India and culminating on the birth anniversary of Dr. B. R. Ambedkar to celebrated as Samrasta Diwas. The campaign was aimed towards dissemination and awareness generation of Citizen’s Fundamental Duties, which are provided under the Constitution of India. Such a campaign shall help attain the objective of instilling the realization in rural citizens on their right to duties. The fundamental duties as specified under Article 51A of the Constitution are provided below:-

A-51 A. Fundamental duties: it shall be the duty of every citizen of India

1. to abide by the Constitution and respect its ideals and institutions, the National Flag and the National Anthem;
2. to cherish and follow the noble ideas which inspired our national struggle for freedom;
3. to uphold and protect the sovereignty, unity and integrity of India;
4. to defend the country and render national service when called upon to do so;
5. to promote harmony and the spirit of common brotherhood amongst all the people of India transcending religious
6. to value and preserve the rich heritage of our composite culture;
7. to protect and improve the natural environment including forests, lakes, rivers and wild life, and to have compassion for living creatures;
8. to develop the scientific temper, humanism and the spirit of inquiry and reform;
9. to safeguard public property and to abjure violence;
10. to strive towards excellence in all spheres of individual and collective activity so that the nation constantly rises to higher levels of endeavour and achievement.
11. who is a parent or guardian to provide opportunities for education to his child or, as the case may be, ward between the age of six and fourteen years

## PS/OSD Training

An orientation workshop was organized on 30<sup>th</sup> November, 2019 at Garvi Gujarat Bhawan for Private Secretaries and Officer on Special Duty to Union Ministers covering office procedure, file management, parliamentary matters, using technology, cabinet notes, effective communication, roles and responsibilities of PS. Hon'ble MOS (PP), Additional Secretary (Training) along with Director, ISTM attended the valedictory session.



MoS (PP) and Director, ISTM interacting with participants



## MISCELLANY

### बस कर दो अब बहुत हो चुका

आन-बान में तुमने यह जोसाज-सजावट पाई है  
मत भूलो इस धरा की पूरी सुन्दरता झुठलाई है

लोक-दिखावा करके कृत्रिमहासिल क्या कर पाओगे  
बस कर दो अब बहुत हो चुका और कहां तक जाओगे

वृक्ष काट जो तुमने अपना घर-आंगन दमकाया है  
मत भूलो सांसों का अपनी तुमने गणित गंवाया है

अगली पीढ़ी को भी बन्धु क्या उत्तर दे पाओगे  
बस कर दो अब बहुत हो चुका और कहां तक जाओगे

चिड़िया नज़र नहीं अब आती हरित मृदुल लताओं पर  
कोयल नहीं कभी अब गाती ऊंची तरु शिखाओं पर

शर्मसार मानवता करके जीवन भर पछताओगे  
बस कर दो अब बहुत हो चुका और कहां तक जाओगे

नदियां, ताल, सरोवर सब कुछ नष्ट किया आडम्बर में  
सूखे कुएं भूजल रिक्ता रुचि तुम्हारी कंकर में

'जल ही जीवन' शब्द मात्र से किसकी प्यास बुझाओगे  
बस कर दो अब बहुत हो चुका और कहां तक जाओगे

चहुं दिशाएं मलिन प्रदूषित धरती घिरी बवंडर में  
मेघ नहीं अब धुआं भर गया सुन्दर नीले अम्बर में

अपनी बर्बादी का क्या तुम हंस कर जश्न मनाओगे  
बस कर दो अब बहुत हो चुका और कहां तक जाओगे

डॉ राजेश कपूर  
पूर्व सहायक निदेशक  
आई.एस.टी.एम.

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