

ISTM NEWS

APRIL – JUNE 2015



**INSTITUTE OF SECRETARIAT TRAINING &
MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES &
PENSION
GOVERNMENT OF INDIA
ADMINISTRATIVE BLOCK, OLD JNU CAMPUS, NEW
DELHI - 110067**

FROM DIRECTOR

The Institute of Secretariat Training and Management is incessantly working towards providing training of the highest order, to all those who come to the institute for this purpose. In keeping with the dynamic changes in governance, it is in the process of constant up-gradation of its training modules and delivery systems. The Institute is also providing training in specific areas such as Right to Information and Financial Management. Our constant endeavours in updation required in the training materials and hands-on approach have won acclaim from trainees and experts alike.

The current issue of the newsletter will inform our readers about the activities of the Institute during the period from April, 2015 to June, 2015 and also our upcoming training courses to be held from September-November, 2015 and it also covers some of the major activities undertaken by the Institute.

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.

[UMESH KUMAR]

Director, ISTM

SINCERELY YOURS

We are happy to be back again with another edition of ISTM News. The editorial board is taking your suggestions and feedback very seriously and making all possible efforts to improve the newsletter further. The present issue of ISTM News follows the same format as of the earlier issues and consists of usual four parts - From Director which is a message from the Director, ISTM, Sincerely Yours (the section you are currently reading) which is a brief introduction to the Newsletter by the Editorial Board, Happenings which broadly describes various activities of the Institute during the period from April, 2015 to June, 2015; Miscellany which carries interesting pieces of writings of our faculty members, staff and trainees and one new section Upcoming Courses – which you may find handy to locate your desired training course.

The reader could expect to find all essential information relating to the activities of the Institute during the period April to June, 2015. In case the information you are looking for is not there in this issue, please feel free to call us and we would be more than glad to provide you with the specific piece of information you need.

We hope that you will continue to send your suggestions and feedback.

SATYAJIT MISHRA, Joint Director

K. GOVINDARAJULU, Joint Director

R.K. KUNDI, Deputy Director

MOLOY SANYAL, Deputy Director

HAPPENINGS

Visit of Addl. Principal Secretary to Hon'ble PM

Sh. P K Mishra, Addl. Principal Secretary to the Hon'ble Prime Minister visited ISTM on 18th May, 2015, to inaugurate the Assistant (Direct Recruit) training Programme. He addressed the participants and emphasized the need for developing citizen centric approach in the civil servants.



Inauguration of Assistant Direct Recruits (ADR) training programme by Addl. Principal Secretary to Hon'ble PM on 18th May, 2015.

Celebration of International Yoga day

On the occasion of International Yoga day on 21st June, 2015, a yoga camp was organized at ISTM. Faculty members, officers, staff and participants took part in this camp with great zeal.



Yoga Camp at ISTM

Secretary (P)'s visit to ISTM

Secretary Personnel visited ISTM on 26th June, 2015. He interacted with participants of Stenographers Direct Recruits (SDRs), Level 'D' (Section officers to Under Secretary) and Level 'E' (from Under Secretary to Deputy Secretary) training programmes.



Secretary (P) interacting with participants

Blood Donation Camp

The participants of Assistant (Direct Recruit) participated in large numbers, in the blood donation camp organized at ISTM on 17th June,2015. 83 units of blood were collected in this camp. Besides participants, some faculty members and staff also donated blood on this day.



Blood Donation Camp at ISTM held on 17th June, 2015

Courses conducted from April to June, 2015

Cadre Training Plan (CTP)

During the period from April to June, 2015, nineteen programmes were organized under CSS-CTP category, eight programmes under CSSS-CTP category and one programme under CSCS-MTS category. Over the last few years the CSS-CTP and CSSS-CTP training programmes at ISTM have visibly raised the efficiency levels of government officers at different levels.

Other Calendared Courses

Eight calendared courses were conducted during the period from April to June, 2015. Four courses viz. Establishment Rules, Reservation in Services and Workshop on Noting & Drafting and Workshop on preparing Cabinet Notes were conducted under Management Development Programmes. Under Financial Management two courses viz. Pension and Other Retirement Benefits and Workshop on Pay Fixation were conducted. One course each on Right to Information (RTI) and computer Skills was also conducted.

CITIZEN CENTRICITY AND CENTRAL SECRETARIAT **SERVICE**

Moloy Sanyal, Deputy Director, ISTM

The focus of the new Government is quite palpable in the areas of service delivery and public dealings. As a result, Government's age-old and much criticized antagonism to the common citizen has started fading out. It is emerging with a new citizen friendly image before the public.

This image makeover of the Government appears to be deep rooted not mere an outer cover of its packaging style. It is both target and result oriented. This mammoth task also needs a lot of change in the training and orientation among the existing man force, mainly at the cutting edge levels in the Government.

The face of the Government comprises not only its highly placed officers and ministers but also field level Government servants. It is through their eyes that the Government sees, through their ears the Government listens to its citizens' needs and it is mainly through their hands, that the Government delivers solutions. However, this service delivery is on the basis of policy and programmes that are formulated at Secretariat level.

Oflate, Department of Personnel & Training and ISTM are infusing Citizen Centricity in the Central Secretariat Service in moderate doses through training. The modules under use for this purpose are quite interesting and are helping a great deal in bridging the gap between officers' theoretical and practical knowledge about their countrymen. As a part of this module, the trainees have now started spending some of their training days in villages, in difficult terrains, weather and situations. They are also being given the exposure to the best practices and out of the box efforts made by reputed non Government organizations to solve social, economic and environmental roadblocks.

The result so far is so good that in future the Government may perhaps put larger emphasis on such efforts as are people oriented rather than rule oriented even in the central secretariat, where admittedly the rules and procedures constitute areas of core competency. It is very refreshing and largely welcome also to note that the Government is trying very hard to deadict its officers from their excessive penchants for regulatory straight jackets.

Citizen Centricity is not a new thing though. The new thing is the present Government's renewed vigour to make it a principal training objective at all levels. Also, new is the very unique resultant scope for the Central Secretariat Service officers to develop expertise both in the rules as well as citizen friendly execution of rules. If this scope can be utilized by the officers in full, Central Secretariat Service is bound to contribute the most in the Government's bigger objective to maximize governance.

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UPCOMING COURSES FROM OCTOBER – NOVEMBER, 2015

Workshop on Preparing Cabinet Notes-1	Deputy Secretaries and Directors	1 Day	09 Oct 2015 -To- 09 Oct 2015
MS-Office Suite	Officers & Staff	5 Days	12 Oct 2015 -To- 16 Oct 2015
Workshop on Liaison Officers of SC/ST	Liaison Officers of SC/ST	2 Days	12 Oct 2015 -To- 13 Oct 2015
Workshop on Analysis of Financial Statements	Group “A” Officers	2 Days	12 Oct 2015 -To- 13 Oct 2015
Performance Monitoring and Evaluation System	Group “A” & “B” officers	2 Days	12 Oct 2015 -To- 13 Oct 2015
Workshop on Preparing Cabinet Notes-2	Under Secretaries and section Officers	0.5 Day	12 Oct 2015 -To- 12 Oct 2015
Ethics & Value in Public Governance	Group “A” & “B” Gazetted officers	3 Days	19 Oct 2015 -To- 21 Oct 2015
Level-I	Stenographers Gr. “D” of CSSS with 3 Years service	19 Days	19 Oct 2015 -To- 06 Nov 2015
CSS Level E course	Under Secretaries with 4 years of service	40 Days	19 Oct 2015 -To- 27 Nov 2015
Level-II	Personnel Assistants of CSSS with 3 Years service	12 Days	19 Oct 2015 -To- 30 Oct 2015
CSS Level A course	UDCs with 4 years of service	26 Days	26 Oct 2015 -To- 20 Nov 2015
CSS Level B course	Assistants with 6 years of service	33 Days	26 Oct 2015 -To- 27 Nov 2015
Purchase Management in Government	Staff dealing with purchase in Govt. offices	3 Days	02 Nov 2015 -To- 04 Nov 2015
CSS Level D course	Section Officers with 6 Years of Service	22 Days	09 Nov 2015 -To- 01 Jan 2016
Workshop on Noting & Drafting	Dealing Assistants & SOs	2 Days	09 Nov 2015 -To- 10 Nov 2015
Direct Training Skills	Officers imparting Direct Training/Gazetted Officers	5 Days	16 Nov 2015 -To- 20 Nov 2015
Workshop on Pay Fixation	Officers Dealing with Pay Fixation cases	3 Days	18 Nov 2015 -To- 20 Nov 2015

Workshop on Project Formulation and Appraisal	Group "A" Officers	2 Days	23 Nov 2015 -To- 24 Nov 2015
Design of Training	Direct Training (Done DTS) with some experience	5 Days	23 Nov 2015 -To- 27 Nov 2015
Inter Personal Effectiveness	Group A officers	2 Days	23 Nov 2015 -To- 24 Nov 2015
MS-Power Point	Officers & Staff	1 Day	30 Nov 2015 -To- 02 Dec 2015
Right to Information Appellate Authority	Officers designated as Appellate Authority	1 Day	30 Nov 2015 -To- 30 Nov 2015

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