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Chapter - 1

About The Institute

1.1 Introduction

The Institute of Secretariat Training & Management (ISTM) is a multi-disciplinary Organisation specialized in capacity building and developing, consultancy and research support particularly for the Central Government. Established in 1948, the Institute is committed to the ideal of "Efficiency and Public Good". The main mandate of ISTM is to help develop professional competence of individual officers of Central Government, State Governments, Public Sector Undertakings and Autonomous Bodies. To fulfill the mandate, ISTM has been conducting foundational and refresher courses every year. It also sends its faculty members to the States/UTs which do not have adequate training infrastructure to train their personnel. ISTM has been implementing Central Secretariat Service and Central Secretariat Stenographers Service Cadre Training Programmes (CSS/CSSS-CTP). The CTP envisages organizing mid-career mandatory training programmes having linkages with career progression upto Director level officers. Training conducted by ISTM covers the areas of Human Resource Development, Administration and Office Management, Financial Management, Management Services, Right to Information, Information & Communication Technology, Behavioural and Secretarial Skills and Training of Trainers. ISTM also introduces new training programmes from time to time with a view to cater to the changing professional requirements of officers working in the Government. Besides providing faculty assistance to various organizations and training institutions, ISTM also conducts organization specific training programmes.

1.2 Status

ISTM is an attached office under the Department of Personnel & 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.

1.3 Resources

ISTM has sanctioned faculty strength of 29 experienced training professionals drawn from various Central Services. It has a Library having more than 17,421 books on various subjects, a modest video collection and four Information and Communication Technology (ICT) Labs. The Institute has built up a rich collection of training material for distribution to participants of various training courses. It also has hostel facilities for outstation participants who are provided twin sharing accommodation on first-come-first serve basis on payment of prescribed charges.

1.4 Vision

Function as capable Capacity Building institution to fulfill demand driven human development needs of government and support institutions across the country for improved workflow delivery through sustainable, innovative and contemporary means.

1.5 Mission

- (i) Provide training to the civil servants.
- (ii) Undertake research, consultancy and system analysis for capacity building in governance.
- (iii) Collaborate with client organizations for enhancing the quality of training.
- (iv) Provide opportunity to the faculty members and the support staff to grow, develop and promote best training practices.

1.6 Values

- (i) Truth, honesty and integrity;
- (ii) Commitment to service; and
- (iii) Respect for dignity and potential of individuals.

1.7 Aims and Objectives

The broad aims and objectives of the Institute are summarized below:

- (i) To plan, design and conduct foundational, refresher and specialized training programmes for different grades of officers up to the middle management level so as to enable them to perform their duties effectively and shoulder greater responsibilities in future by increasing their professional competence;
- (ii) To assess the training needs at various levels in the Central Government as well as the related field organizations and organize training programmes to meet these needs;
- (iii) To conduct various training programmes for CSS and CSSS officers as per revised Cadre Training Plan;
- (iv) To provide faculty support to State Governments and Union Territory Administrations by way of conducting peripatetic training programmes, assist them in designing their training courses and help them in preparing their training materials;
- (v) To produce monographs and other training literature/ material, (including audio-visual aids) relevant to the training courses designed and conducted by the Institute; and
- (vi) To create and foster among the participants a positive and innovative outlook to work with a sense of fraternity and team-spirit.

1.8 ISO 9001:2015 Certification

The Institute of Secretariat Training & Management is an ISO 9001:2015 Organisation in respect of “planning, organizing and conducting, Cadre Training Plan for Central Secretariat Service and Central Secretariat Stenographers Service and calendared programmes”. The certification is based on seven quality management principles:

- (i) Customer focus
- (ii) Leadership Involvement of People
- (iii) Process Approach
- (iv) Systematic Approach to Management
- (v) Continual Improvement
- (vi) Fact Based Decision-Making
- (vii) Mutually Beneficial Supplier Relationship

The ISO 9001:2015 certification for ISTM training programmes is valid from May 17, 2017 to May 16, 2020. Prior to this the institute was certified for ISO 9001:2008 for 3 years. The higher standard has been achieved by the institute by identification of risks and opportunities involved in the planning, organizing and conducting training programmes. The risks which are identified have been graded in terms of severity and frequency. Mitigation plans for each of these risks have also been prepared. The certification of having achieved the higher standard was provided after third party audit by M/S International Certification Services Pvt Ltd. in May, 2017.

During the year 2018-19, five meetings of the Management Review Committee and three internal audits were held. ISTM has nine trained and certified internal auditors from amongst its faculty and non-faculty staff. During the internal and third party audits, all the parameters and ISO requirements were found to be achieved.

1.9 Citizen's/Client's Charter (CCC)

The CCC, describing the various services/transactions offered, the standards thereof and the contact details of the concerned functionaries of the Institute responsible for the services/standards, is made available on the website of the Institute e.g. <http://www/istm/gov/in> for the year 2018-19. As required under the Results Framework Document (RFD) of ISTM for 2014-15, independent audit of the implementation of CCC was carried out in 2014-15 and it was found satisfactory. Citizen's/Client's Charter (CCC) of ISTM was uploaded on ISTM website on 28th April, 2018.

Chapter - 2

The year 2018-19 at a glance

2.1

During the year 2018-19, the Institute witnessed a number of innovations and new initiatives. While the details of the milestones achieved in various fields are covered in the respective sections of the report, a summary of the notable features of the year is given below: -

2.1.1 Number of Courses and Trainees

In its sustained endeavor to contribute to developing capacity of the personnel working in various Ministries/Departments of the Central Government and other Public Sector organizations, the Institute conducted as many as 313 training courses during 2018-19 covering a trainee population of 9243 in spite of acute shortage of faculty members.

2.1.2 Right to Information Act, 2005

At the behest of DoPT, ISTM has been conducting capacity building programmes, since September, 2005, for equipping CPIOs and other functionaries in Government Departments in respect of the various aspects of RTI Act. During the year 2018-19, nine calendared courses on RTI were conducted. In addition, twenty-five Organisation Specific Programmes on RTI were also conducted.

2.1.3 Disposal of RTI Cases

Like any other public authority, ISTM also receives RTI applications from the public. The applications are appropriately replied to well within the stipulated time. The status of the applications/appeals received in ISTM under RTI Act during 2018-19 is given below:

Nature of RTI Reference	No. Received	No. Disposed of
Applications	60	60
First Appeals	nil	nil

2.1.4 Cadre Training Plan for CSS Officers

The overall responsibility for implementation of the Cadre Training Plan for CSS officers has been assigned to ISTM. During the year 2018-19, a total of 45 programmes were conducted out of which, one was a foundational training programme for Assistant Section Officers(Direct Recruit). Details of courses conducted are given in Annexure 'V'.

2.1.5 Cadre Training Plan for CSSS Officers

The overall responsibility for implementation of the Cadre Training Plan for CSSS officers has also been assigned to ISTM. During the year 2018-19, a total of 14 programmes under CSSS Cadre Training Plan were conducted. Details of courses conducted are given in Annexure 'VI'

2.1.6 Induction Training of Group 'A' Services

ISTM has been conducting Induction Training for Group 'A' Officers of Indian Cost Accounts Service (ICoAS), Office of the Registrar General of India (ORGI) and Directorate General of Civil Aviation(DGCA).

2.1.7 Induction Training Component of Group 'A' Services

ISTM has been Conducting Induction Training Component for the officers of various Group 'A' services like Indian Defence Estate Service(IDES), Officer of NER States Secretariat Service, Indian Statistical Service(ISS), Indian Economic Service (IES), Indian Statistical Service(ISS), Indian Railways Traffic Service (IRTS), Indian Trade Service(ITS), Indian Revenue Service(IRS), Indian Administrative Service (IAS), State Civil and Secretariat Service officers of North East Region (NER).

2.1.8 Training Assistance to Other Organizations

During the year 2018-19, training assistance to other Organizations was provided on a fairly large scale. Due to high standards, efficiency and reputation of faculty members of ISTM, requests from many organisations and training institutes all over the country were received for faculty assistance. Due to in-house commitments, not all demands for faculty assistance could be met. Requests were received from Government Departments, Attached/Subordinate Offices, Public Sector Undertakings/Autonomous Bodies for conducting Organization/Cadre Specific Programmes. 138 such training programmes were conducted during the year 2018-19, either at ISTM premises or at client organisation's premises. Faculty assistance was provided 92 times to various organisations in running their training programmes.

2.1.9 Training Programmes for North Eastern States

As part of capacity building exercise initiated by the Training Division, Department of Personnel & Training to train the officers of North-Eastern States, ISTM conducts various training programmes from time to time. The following training courses were conducted for North Eastern States during the year 2018-19:

S. No.	Name of Organisation	Duration	Dates
1.	One-week Capacity Building Programme for State Civil Services Junior Grade Officers Gp-1, Government of Mizoram.	1 week	10 th to 14 th September, 2018
2.	One-week Organisation Specific Programme for Government of Mizoram on Reservation in Services.	1 week	25 th to 30 th October, 2018
3.	Three- day Cadre Specific Programme for ATI, Mizoram on Legislative Drafting.	3 days	11 th to 13 th March, 2019
4.	Three-day Peripatetic Programme for Government of Manipur on Office Procedure, Noting & Drafting and Records Management.	3 days	13 th to 15 th December, 2018
5.	Three-day Peripatetic Programme for Government of Manipur on Establishment Rules.	3 days	26 th to 28 th December, 2018
6.	Two-day Peripatetic Programme for Government of Manipur on Vigilance and Disciplinary Proceedings.	2 days	3 rd to 4 th January, 2019
7.	Three-day Peripatetic Programme for Government of Manipur on Reservation in Services.	3 days	28 th to 30 th January, 2019
8.	Two-day Peripatetic Programme for Government of Manipur on Public Procurement, GeM, PFMS & GST.	2 days	18 th to 19 th February, 2019
9.	Two-day Peripatetic Programme for Government of Manipur on Personnel Management.	2 days	25 th to 26 th February, 2019
10.	Two-week Capacity Building Programme for State Civil Services Officers of North-Eastern Region, during the financial year 2018-19.	2 weeks	4 th to 15 th February, 2019
11.	Two-day Peripatetic Programme for Govt of Arunachal Pradesh on Financial Management and Project Management.	2 days	11 th to 12 th March, 2019
12.	Three-day Peripatetic Programme for Govt of Arunachal Pradesh on Office Procedure, Noting & Drafting and Records Management.	3 days	13 th to 15 th March, 2019
13.	Three-day Peripatetic Programme for Govt of Arunachal Pradesh on Budget and Financial Rule.	3 days	27 th to 29 th March, 2019

2.1.10 Introduction of Basic Leadership Skills module at ISTM

At the behest of DoPT, the Basic Leadership Skills (BLS) module was introduced at Institute of Secretariat Training & Management (ISTM) in September, 2014. This module has been made an integral part of all Level D, Level E and Level IV training programmes conducted at ISTM.

2.1.11 Horticulture Treats

A lot of emphasis has been laid on increasing aesthetic appearance of the Institute's compound by planting more trees and covering the barren areas with grass. Lush green trees and bushes of various kinds adorn the lawns of ISTM and create an ambience soothing to the trainees.

2.1.12 Peripatetic Programmes

ISTM has mandate to assist the States/ UTs who do not have sufficient infrastructural facilities in the area of training. ISTM faculty members were deployed to conduct 18 Peripatetic Training Programmes for UTs of Chandigarh, Andaman & Nicobar Islands and Lakshadweep, Puducherry and States of Sikkim and Arunachal Pradesh.

2.1.13 Consultancy Projects

ISTM is engaged in research and consultancy projects & Audit of proactive disclosure under RTI, Act 2005 to various Departments/ organizations.

The consultancy projects relating to following Government Departments/ Organizations, have been conducted / ongoing at present: -

(a) Consultancy work

- i. Work-study and Cadre Review of the Farakka Barrage Project
- ii. Review of Recruitment Rules of IIFT (on going)
- iii. Work-study and restructuring of Kendriya Vidyalaya Sangthan (KVS) non-teaching Cadre (on going)
- iv. Work study of hydrological observation sites of "Central Water Commission".

The Audit of proactive disclosure under RTI, Act 2005 projects relating to following Government Departments/ Organizations, have been conducted / ongoing at present: -

(b) Audit of Proactive disclosure under RTI Act, 2005

- i. Audit Report of Bank of Maharashtra, Pune (on going)
- ii. Audit Report of Kamarajar Port Limited, Chennai
- iii. Audit Report of Central Administrative Tribunal (CAT)
- iv. Audit Report of National Institute of Wind Energy (NIWE)
- v. Audit Report of Maulana Azad National Urdu University (on going)
- vi. Audit Report of Artificial Limbs Manufacturing Corporation of India.

Chapter - 3

Training Management Information System (TMIS)

3.1

TMIS is an online web application developed by NICSI in April, 2014 for ISTM. TMIS converts most of the training related manual work into online paperless system. Now user can access this system through internet from anywhere. TMIS tracks and keeps the record of different activities taking place in ISTM, which includes the details of training courses running on weekly, quarterly and annual basis. It also provides the details of various training programmes conducted by the Institute and the Course Directors for each training programme and other engagements of the faculty members. ISTM portal is also a part of TMIS which provides information on annual training calendar, circulars, tenders, news & events, annual reports, photo gallery, video gallery, information about facilities and online nomination and registration for different courses. The latest addition to TMIS is feedback taken from the participants of various training programme. Also TMIS has been developed on PHP language with MYSQL database.

3.2

TMIS has different interrelated modules according to the requirements of ISTM. These modules are meant for functioning of following works:

- (i) Coordination
- (ii) Courses
- (iii) File Tracking System (FTS)
- (iv) Hostel
- (v) Inventory
- (vi) Administration
- (vii) Knowledge Management System

3.2.1 Coordination

Coordination Section maintains the record of courses, schedule of faculty, faculty vs subject mapping, consolidated weekly schedule and prepares annual calendar. Using TMIS, Coordination Section is able to generate various reports related to courses without spending much time. Coordination Section submits the consolidated weekly schedule online which is accessible by all the staff and faculty members. This consolidated weekly schedule has all the relevant details needed for information and to organize courses effectively.

3.2.2 Training Courses

Coordination Section has the responsibility to allot training courses to faculty members as Course Directors. When a faculty accesses a course module, all the information pertaining to session plan, circular, tender, nomination approval letter etc. become accessible. Faculty can also upload the circular and tenders on ISTM portal. Course Director has all records of participants online. Course Directors upload the approved nominees list on ISTM portal, and also send SMS and email through the TMIS. By using session plan, the Course Director prepares weekly plan of the course online and submits it to Coordination Section for final decision.

3.2.3 File Tracking System (FTS)

With the help of File Tracking System, the movement and status of a file at a given point of time can be ascertained. This system has been functioning at ISTM very effectively.

3.2.4 User Module

User module has information related to staff and faculty. The staff and faculty members can update their profiles and change login password. A user module also keeps the information about leave records of a user. A user can apply for leave online to their seniors and at the same time he/she can check his/her leave status.

3.2.5 Inventory

Inventory module keeps the record of all the items perishable and non-perishable online. Faculty and staff can request inventory section online for any course related material and after receiving the request the inventory section takes action accordingly. The location of non-perishable items can be tracked user-wise and room-wise.

3.2.6 Hostel

TMIS helps in keeping a track of hostel rooms available for allotment. It also facilitates online booking of hostel rooms by visitors.

3.2.7 Knowledge Management System (KMS) and Document Management System (DMS)

Knowledge Management System (KMS) and Document Management system (DMS) is an online application to create documents and store them. Files can be uploaded and permission to access these files can be given to the user who can also share the documents with specific user or all the users. Users can read and create documents in a book format and can also bookmark important documents as favorites.

Chapter - 4

Augmentation of Training Facilities at ISTM

4.1 Infrastructure

ISTM undertook various infrastructure development works under Plan Scheme – Augmentation of Training Facilities at ISTM during the year i.e. 2018-19 to enhance the ambience of ISTM campus to facilitate better learning environment for the trainee participants. During the year, various works have been executed through CPWD under the Plan Scheme of this institute. The following infrastructural facilities have been undertaken at ISTM during 2018-19: -

- (i) Replacement of electrical panels in the Library Building during the year 2018-19. The work is in progress.
- (ii) To ensure safety and security of the trainee participants/ officers/ staff and property of ISTM, Security system was installed by providing CCTVs at all the entry and exit gates, reception/ corridors in the hostel block, library building and administrative building of ISTM during the year 2018-19.
- (iii) Upgradation of ICT Laboratories with latest systems including replacement of furniture/minor civil works. The work is in progress.
- (iv) Provision of Lift (to facilitate differently Abled people's barrier free access in Administrative Block). The work is in progress.
- (v) The work relating to repair, rehabilitation and sprucing up of library building of ISTM was completed by CPWD during the year 2018-19.
- (vi) Bio-gas plant in Hostel block with associated facilities for use in hostel kitchen. The work is under consideration.
- (vii) Development of a new Conference room on the second floor in Administrative building. The work is under consideration.
- (viii) Conversion of existing residential Type- I quarters as Women Hostel for the participants and dedicated accommodation for Faculty. The work is under consideration
- (ix) To ensure protection of life and property from electricity incidents, the existing electrical distribution system in library building was replaced.;
- (x) IT equipment's such as computer systems and printers were procured in order to upgrade ICT laboratories in ISTM. In addition, the work relating to installation of two 1GBPS line ISTM has commenced and likely to be completed in 2019-20.

4.2 Information and Communication Technology(ICT) Facilities

- (i) ISTM has developed ICT lab with 35 Desktop Computers in the Library Building in addition to the existing 03 ICT Labs with 100 Desktop Computers. These labs are being used to conduct the training programmes related to ICT like MS-Office Suite, MS-Power Point, MS-Excel (Basic & Advanced), Bid Data Analytics, e-Office, etc.
- (ii) Video Conferencing facility is available for connecting various organizations for conducting training, meetings, etc.
- (iii) To facilitate faculty members and participants, upgraded the computer systems installed in the ICT Lab with latest softwares.
- (iv) To improve the quality of sessions, training equipment like LCD Projectors have been converted in to LED Projector. In 2 class rooms, the Desktop Computers have been changed in to Interactive Board.
- (v) The following additional activities were undertaken during the year 2018-19:
 - ✓ Security Audit of ISTM Website and TMIS Application.
 - ✓ Implementation of RTI Portal on ISTM Website.
 - ✓ Generating Statistical Report regarding course and canteen feedback with bar graph generation (Quarterly and Annually).
 - ✓ Auto SMS alert system for submission of weekly timetable during every Tuesday.
 - ✓ Auto Relieving Letter generation to the participants.
 - ✓ Auto generation of Course Circular and Course Information Sheet.
 - ✓ Development of Hostel Inventory Management System.
 - ✓ Development of Establishment Portal.

Chapter - 5

Major Events

5.1 Inclusion of additional online registration module in Training Management Information System

The Training Management Information System (TMIS) has been functioning at the institute effectively and it has enabled online functioning of Coordination. This system is effective since April, 2014. Major features which have been implemented during 2018-19 are as follows:

- (a) Development and implementation of RTI Portal
- (b) Establishment portal of ISTM under development
- (c) Upgrade ISTM website and TMIS software components and completed Security audit
- (d) Facility for statistical report.
- (e) Online registration system for Organisation Specific Programme & Cadre Specific Programmes/Courses.
- (f) Inventory Management System for administration.
- (g) Hostel Management System Including online Hostel Inventory/Hostel Allotment Module
- (h) Auto Populate at participant's end:
 - i. Participant list &
 - ii. Weekly Calendar
 - iii. Auto Populate at course directors end:
 - iv. course circular of calendar course.
 - v. acceptance letter
- (i) Canteen Feedback Graph generation
- (j) Suggestion Box
- (k) Set course start date as last nomination date in OSP and CSP courses
- (l) Add Canteen feedback & Overall course feedback rating in Statistical Report
- (m) Auto "Alert System" for submitting the weekly time-table on every Tuesday
- (n) Generation of Analytical Report for "Training Development Programmes / Courses" at coordination end.
- (n) Block releasing of Consolidate Weekly Schedule (CWS) version if any faculty have multiple classes in a single session
- (o) Improvement in Annual Training Calendar broadsheet
- (p) Upload course related document during creation of CSP and OSP courses at coordination end.
- (q) Add multiple file uploading facility in CSP and OSP courses at coordination end.

- (r) Canteen feedback report generation in quarterly & annual basis and download its bar graph.
- (s) Auto Alert System for upload the Course Circular (D-120 to D-89 days) to faculties

5.2 Special Training Programmes/ Sessions/ Workshops/ Seminars Following new courses were introduced during the year: -

- (i) A two-day Workshop on Sexual Harassment of Women at Workplace Prevention, Prohibition and Redressal Act, 2013
- (ii) International Yoga Day was celebrated in ISTM on 21st June, 2018.
- (iii) Service Books of all employees of ISTM have been digitized and e-service Book made operational
- (iv) Valedictory Function of Assistant Section Officers (Direct Recruits) was successfully completed on 13th July, 2018 by Dr. Jitendra Singh, MoSPP.
- (v) A Seminar on "Government initiative on Disability matters & their status" was organized on 26th May, 2018.
- (v) A Seminar on "New Methodologies & ideas for effective delivery of training" was organized on 3rd August, 2018.
- (vi) A seminar on "Use of Multimedia & Graphics in PPTs used in the classrooms.
- (vii) A Seminar on "A path towards true Happiness".
- (viii) A Seminar on "India's Geo-Political Scenario- Security Challenges".
- (ix) A Seminar on "New Health Policy of Government"
- (x) A Seminar on "Introductory Workshop on Competency Development Framework"
- (xi) An Induction Training Programme was conducted for part time Chief Vigilance Officers (CVOs) from 10th to 14th September, 2018.
- (xii) Soft copy of the updated reading material now provided to all the participants on their e-mail or pen drive.
- (xiii) Citizen's/ Client's Charter of ISTM has been updated on 28th April, 2018 and same is available on the ISTM website www.istm.gov.in
- (xiv) Master Trainer Development Programme on Direct Trainer Skill and Design of Training (MTDP-DTS & DoT) have been organized successfully at ISTM for Potential Recognized and Master Trainers.
- (xv) Post Training Seminar on Level-E training programme was conducted on 18th and 19th June, 2018, in which 16 CSS officers participated and made presentation to improve the structure of the training programme.
- (xvi) Development of e-learning module in association with IIT Madras, IGNOU, C-DAC etc.
- (xvii) Inauguration & Implementation of e-Office in ISTM.

5.3 Introduction of new Topics

ISTM always strives to update its course modules by including new issues /topics having relevance with latest times. In this pursuit, following new topics have been introduced: -

- (a) Sessions on GST in various training programmes to create awareness among the trainees on the subject;
- (b) A 'Hands on' training Module on Government e-Marketplace (GeM);and
- (c) Input on Usage of Space Technology and Swatch Bharat in all CSS/CSSS training programmes.

5.4 Introduction of new courses

- (i) Introduction of three-day Workshop on Analytics for Big Data (Basic & Advanced) in Government.
- (ii) Introduction of two-day Orientation Training Programme on Drafting of Charge Sheet in Disciplinary matters.
- (iii) Introduction of one-day Orientation Training Programme on Preventive Vigilance.
- (iv) Introduction of two-day Workshop on Expenditure Finance Committee (EFC) / Standing Finance Committee (SFC).
- (v) Introduction of one-day Orientation Training Programme on Preventive Vigilance.
- (vi) Introduction of two-day Orientation Training Programme on Retiring Government Officials.
- (vii) Introduction of three-day MS-Access Training Programmes,
- (viii) Introduction of three-day MS-Excel (advanced) Training Programme
- (ix) Introduction of one-week Workshop on Public Policy Formulation for Government Officials.
- (x) Introduction of four-day Workshop on Process from Policy Formulation & Legislation conducted from 14th to 17th January, 2019.
- (xi) Introduction of three-day training programme on Managerial and Supervisory Skills conducted on 21st to 23rd January, 2019.



International Yoga Day Celebration (21st June, 2018)



Valedictory Function of ASO(DR) – 13th July, 2018



Hindi Maah Celebration on 18th September 2018

5.5 Blood Donation

ISTM organizes blood donation camps on regular intervals in collaboration with main blood bank of AIIMS, New Delhi. The participants of various courses are encouraged to donate blood. During the year 2018-19, 02 blood donation camps were organized and 70 units of blood was collected.

5.6 Public Service

The trainees (present and past) and some of the faculty members regularly visit Rain-Baseras and Dharmashalas of major hospitals of Delhi and arrange for medicines, radiological and pathological tests to the poor patients as prescribed by doctors. In winters, they also distribute woolen blankets/ clothes in the odd hours of the day to the really needy people. Through these initiatives it is expected that these officials/officers will be able to develop a positive attitude which is expected to be reflected in their people-friendly, responsive and sensible approach at work.

(a) Swachhta Bharat Abhiyaan

ISTM has adopted Ber Sarai Market and Rock Park at Munirka Village under the Swachh Bharat Abhiyaan. Participants of various courses, led by faculty/ staff members visit these two places on regular intervals. They clean the entire area, using equipment and material provided by ISTM and also interact with the people in the Rock Park and nearby residents and shop keepers/ visitors of the Ber Sarai Market. They make people aware about the

benefits of keeping the entire area clean and encourage them to keep their respective areas clean. They have been able to garner support from the residents near Rock Park and shopkeepers/ visitors of the Ber Sarai market.

(b) Redressal of Grievances

Three grievances received during 2018-19 have been disposed-off in time.

(c) Helping the poor and needy

Charged with the motive of public service, the alumni and faculty/ staff members of ISTM are helping the poor and needy in their personal capacity and are involved in reaching out to groups of destitute in various ways, viz,

- (i) Educating children from pavement /jhuggi clusters;
- (ii) Providing medical support to the poor patients;
- (iii) Blood donation for the poor patients; and
- (iv) Distributing woolen clothes and blankets to the pavement dwellers in winters' nights.

5.7 People Connect Platform

ISTM has developed a “people connect” portal and hosted it on its website. The platform provides opportunity to the participants (present & past) and other Central Government employees to disseminate information, share knowledge and experience on various issues.

Chapter - 6

Institutional Resources

6.1 Human Resources

The Institute has a sanctioned staff strength of 74, of which 45 were in position as on 31st March, 2019. Human resources of the Institute can be broadly divided into two categories on the basis of the work they are engaged in, viz.:

- (i) Work relating to imparting of training; and
- (ii) Work relating to Administration

6.1.1 Training Related Activities

The Institute has a sanctioned faculty strength of 29 including the Director. There are four Faculty Wings, each headed by a Joint Director:

- (i) Management Services;
- (ii) Financial Management;
- (iii) Peripatetic Training; and
- (iv) Behavioural Techniques.

6.1.2 The Faculty Members

The Institute has faculty members mainly drawn from experienced officers belonging to various Central Services. Besides, it draws upon the expertise of experienced/practicing administrators, University Professors and trainers of eminence from other training Institutions. Total sanctioned strength of faculty members is 29 out of which 13 (including Director) were in place as on 31st March, 2019. The names of faculty members in position during the year 2018-19 and their areas of specialization are given in Annexure-I. The details of faculty members who joined and those who left the Institute during the year are given at Annexure-II. Besides the faculty, the Institute has in position one Training Associate.

6.1.3 Coordination of Training Activities

The training activities of the Institute are coordinated by the Director through Joint Director, Deputy Director and Assistant Director, who are further assisted by a Training Associate. The Coordination Unit is responsible for preparation of the Annual Training Calendar, Allocation of venues for the training programmes, issue of Consolidated weekly schedule, faculty deployment in various courses, preparation of quarterly programme schedules, extending training assistance by way of faculty support, conducting Organisation Specific Programmes, Peripatetic Programmes, preparation of various reports of training related activities, preparation and

compilation of Annual Report of the Institute. The activities under the Trainers Development Programme (TDP) of the Department of Personnel and Training are also looked after by the Coordination Section.

6.1.4 Additional Responsibilities for Faculty Members

Apart from imparting training in their respective fields of specialization and coordinating the training programmes earmarked for them for the year, some of the members of the faculty have been entrusted with additional responsibility of Administration, Coordination, System Administration, Library and DDO etc.

6.1.5 Staff Engaged in Administrative Work

Other than the faculty members, the Institute has sanctioned staff strength of 74 out of which 45 were in place as on 31st March, 2019. The non-teaching staff strength includes one Deputy Director (Official Language), two Section Officers, one Assistant Director (Official Language), Private Secretaries, Training Associates, Artist, Librarian, Personal Assistants, Stenographers, Sr. Hindi Translator, Training Equipment Operator, Assistant Section Officers, Senior Secretariat Assistants, Junior Secretariat Assistants, Driver and MTS. The Administration of the Institute is run by the Director through the Additional Director and Deputy Director (Administration), who is one of the faculty members and he is further assisted by Section Officers in discharge of his/her duties. Drawing and Disbursing Officer (DDO) of ISTM, who is also one among the faculty members, works under the supervision of DD(Admin).

6.2 Campus

The Institute is located in the erstwhile JNU (Old) Campus, opposite Sector-3, R. K. Puram, near R.K. Puram Metro Station on the outer Ring Road adjoining Munirka. The Institute is housed in four different blocks, viz.

- (i) Administrative Block;
- (ii) Seminar Hall Complex;
- (iii) Library Building; and
- (iv) ISTM Hostel Block.

6.2.1 Administrative Block

The administrative office of the Institute and the offices of the Director and other faculty members of the Institute are located in the Administrative Block.

6.2.2 Seminar Hall Complex

ISTM has at present 18 class rooms/halls with accessories like white boards, overhead projectors, LCDs, PCs, air conditioners etc. Out of these, eight lecture halls are located in the Hexagon Complex, (popularly called as Seminar halls 1 to 8); five Lecture halls are located in the Library Building, one class room is located on the 2nd floor of Administrative Block. The Institute has two Auditoria and two Round Conference Halls with public address system located in Hexagon Complex. A Committee Room with public address system is also located in the Administrative Block for conducting faculty and staff meetings. The Auditoria are generally used for holding seminars and institutional functions. The Auditoria and Committee room are also utilized for imparting training purposes whenever necessary.

6.2.3 Library Building

The ISTM library is for the use of the faculty members, trainees and staff. It has nearly 17,300 books on general and rule based areas. The collection includes books on diverse fields such as Management, Public Administration, Economics, Training Techniques, History, Psychology, Behavioural skills, Law, Computers, Philosophy, Sociology, Literature in English, Hindi and Regional language etc. Apart from these biographies, dictionaries, encyclopedias, travelogues and books on spirituality are also available.

ISTM library subscribes to 19 Newspapers, 52 Magazines, 12 national and international Journals like Indian Journals of Training and Development, Management Review and Psychology Today for its users. One Legal Database (Manupatra software) is also subscribed in reference to RTI portal of ISTM. Library, ISTM has also taken membership of 'DELNET' on annual basis through which books can be availed on Inter-Library Loan basis. Other types of documents and E-Books can also be availed through it.

In the financial year 2018-19 Total 551 Books on General & Rule based areas have been purchased out of which 110 accretions belongs to Hindi language.

E-Office is being used by Library, ISTM for its file work.

ISTM library has completed the process of Automation and Digitization under the software e-Granthalaya ver.4, which is developed by NIC, New Delhi. As the software is on cloud it is accessible via internet anywhere and at any time. Issue and Return of books are being done through this software and user can view status of Issued book in his/her e-mail.

Library of ISTM is extensively used by trainee officers for studies and preparation of their papers on public policy analysis, legislative examination, action research project, concept and syndicate

paper preparations. Trainees and faculty members refer to books pertaining to different subject, journals and magazines of national and international importance. Reference service is being provided to all categories of trainees, faculty and staff of ISTM from reading material as well as through Computers situated in the Resource Centre of Library, ISTM.

Clippings from subscribed newspapers, magazines and journals pertaining to RTI are circulated to the concerned faculty members and also are kept in the Library for reference purposes.

6.2.4 Lodging/Boarding Facilities at ISTM Hostel

The ISTM has well-furnished hostel facilities. All 80 rooms are equipped with Air Conditioners, Dish Television and attached bath room with geyser. Hostel also have two dining hall with modern kitchen facility. Out station participants of different courses are provided accommodation on twin sharing on first come first basis. Single occupancy is also provided on availability.

Following activities have been made during 2018-19 to strengthen the Hostel facilities during the period under report.

- (i) Four Guest Rooms were created with all modern facilities at ground floor.
- (ii) For renovation of entire hostel building along with repairs of rooms, toilets and kitchen all items wise information about seepage, drainage system, shafts, broken ceiling, tiles, damages floor, white wash, electrical and fire gazettes have been provided to CPWD authorities for immediate action.
- (iii) Upgradation of 3rd to 5th floor with furniture and LED Television is under process.
- (iv) During the period 2018-19, room rents have also been revised as mention below: -

Sl. No.	Nature of Occupancy (Per head charges)	Room Rent including license fee (Rs.)
1.	Triple sharing	210/-
2.	Twin sharing	500/-
3.	Single sharing / Guest	700/-
4.	Private Guest (with the approval of Director)	1000/-
5.	Guest Rooms at Ground floor (Newly developed)	1200/-

6.2.5 Computers & Computer Laboratory

ISTM is having four ICT Labs with 135 desktop computer. Video conferencing facility is available for connecting various organizations for conducting training, meetings, etc. During the year, Managed Network (MN) with Wi-Fi facility was commissioned in the Institute which is fully functional. Online registration and Online Feedback module and pilot run for registration of the participants for CSS-CTP/CSSS-CTP/CSCS-CTP/OSP/CSP has been conducted.

6.2.6 Hostel Cyber Room

ISTM has Hostel Cyber Room facilities with seven computer set along with printer for the participants with internet and Wi-Fi facility to prepare their reports etc pertaining to the courses. Each room of hostel is also provided with Wi-Fi internet connectivity for the participants staying in hostel.

6.3 Training Aids

The Institute has been regularly acquiring and utilizing various training aids as a part of its effort to enhance the effectiveness of training. Special care is taken to provide high quality training materials to the course participants. To achieve this, the Institute is equipped with the following training aids and equipments which are being extensively used:

6.3.1 Audio-Visual Aids

ISTM is in possession of following Audio-visual aids:

- (i) Video Projection System;
- (ii) Slide Projector;
- (iii) Video Camera;
- (iv) VCR/TV Monitor;
- (v) Over Head Projectors;
- (vi) Public Address System; and
- (vii) LCD Projectors

6.3.2 Instructional Films

The Institute has a library of instructional films and constant efforts are made to add to the collection. These films are quite popular with the participants and these are used in various training programmes.

6.4 Implementation of portals at ISTM website

6.4.1 'RTI Portal' of ISTM

Right to Information Portal of ISTM has been implemented on 20th December, 2019 and made operational.

6.4.2 'Gender Portal' of ISTM

Gender Portal of ISTM is under preparation. This is proposed to include all initiatives made by Central Government and State Governments to ensure gender equity in a single link to facilitate research. The portal development is in the completion phase.

6.4.3 'Establishment Portal' of ISTM

Development of portal on Establishment matters has been undertaken by ISTM. This will be make available a repository on the subject at one place for use by the various stakeholders. The web portal includes a broad structure and classification of topics, likes to access the various Oms and instructions.

Chapter - 7

Training Methodology

7.1

In order to facilitate effective transfer of acquired knowledge and skills, the Institute employs a wide range of training techniques, varying from the age-old lecture method to participative and experiential learning methods like syndicate, group discussions, role-play, in-tray exercises and case studies. By adopting learner centered training methodology, the Institute endeavors to create a learning environment in which the active participation and involvement of the learners is maximized. Keeping in view the entry behaviour of the participants, the objectives of the courses and the contents, techniques, as described below, are used in addition to lecture method.

7.1.1 Practical Exercises

In order to provide the desired expertise to the participants for the kind of work they have to perform in their work places, practical exercises are given after theoretical exposure to various rules/ regulations followed in Government. This method is predominantly used in areas like noting & drafting, office procedure, disciplinary procedures, parliamentary procedures, service rules, cash & accounts, work study, etc.

7.1.2 Syndicate Discussions

This method is being employed by the Institute primarily with a view to exposing the participants to the dynamics of working in group. The entire batch is divided into viable syndicates as soon as the course is launched and they choose a subject of specific or contemporary interest which is discussed and presented.

7.1.3 Case Studies

This method is used in training programmes where the focus is on problem solving methodology and decision making process. The method is extensively used in courses with middle management level participants such as organizational Behaviour & leadership, training techniques, management of training etc.

7.1.4 Workshops and Project Work

These are being increasingly used in specialized courses like Training Techniques, Design of Training, Management of Training, Advanced Management Services, Basic Management Services and Refresher Training Programmes.

7.1.5 Role-Play

This technique is being effectively utilised in the behavioral skill programmes as well as in administrative vigilance. In the area of behavioral skills, the participants are required to play roles, normally that of an official and a member of the public in a given situation. Later on, the behavioral aspects of the role play are brought out not only through an analysis from the role players themselves but also from the participants who are observers. This exercise has been of considerable use in bringing out finer elements of human behavior and attitudes in interpersonal interaction. In the case of the programmes on administrative vigilance, this technique is applied in the form of a mock enquiry. The participants play different roles such as the Charged Officer, Inquiry Officer, Presenting Officer and Defence Assistants etc. This method gives a practical orientation to the participants who are able to get a fair idea of the procedure followed in the actual conduct of an inquiry. The methodology for planning, preparation and using Role-Play as a training method is also covered in the training techniques-course.

7.1.6 Book Review

With multiple objectives of inculcating/reviving habit of reading, assimilating what has been read and presenting it before a forum, the participants in foundational programmes are asked to review books of an academic and contemporary interest. This has also helped in enhancing the public speaking and debating abilities of the participants and ensuring their greater involvement in the programme.

7.1.7 Management Games/Exercises

A variety of management games are used in a number of courses for learning by substitute tasks and reflection. Out Door Management Exercises and a number of other management games such as PESHWA'S TREASURES, PRINCIPLES GAME, BROKEN SQUARES; RUMOUR CLINIC etc. are used very effectively in the Training Techniques, Professional Development Programmes and some of the foundational courses. The participants get subjected to a degree of physical and mental stress, thereby enabling them to draw lessons for application in their real work situations. This also helps indirectly and in a very subtle way in influencing the attitudes.

7.1.8 Discovery Learning

With the learning process shifting more and more towards trainee participation, it is imperative that the responsibility of learning should shift to the trainees. Thus, the Discovery Learning method is now being used to provide opportunity for the trainees to learn for themselves. This method is predominantly used for developing presentation skills.

Chapter - 8

Training Activities

8.1

The major training activity of the Institute is that of organising/conducting training courses and workshops mostly in accordance with the training calendar prepared for every financial year (April to March). During the year 2018-19, 313 training programmes were organised by the Institute covering a trainee population of 9243 officials from various parts of the country. A list of the courses planned in the Training Calendar and those conducted by the Institute during the year along-with the trainee population is given in the tables at Annexure-III. Each course is coordinated by a faculty designated as Course Director under the overall supervision of wing-head i.e., concerned Joint Director. The broad classification of the courses and wings thereof is indicated below:

Sl. No.	Course	Head of the Wing
1.	Foundational courses	Joint Director(Management Services)
2.	CSS Cadre Training Plan Courses	Joint Director(Behavioral Techniques)
3.	Induction Training Programmes for Officers of Group 'A' Services	Joint Director (Behavioral Techniques)
4.	Management Development Programmes	Joint Director(Management Services)
5.	Orientation & Refresher Courses	Joint Director (Peripatetic Training)
6.	Financial Management	Joint Director (Financial Management)
7.	RTI Capacity in Training Programmes	Joint Director(Behavioral Techniques)
8.	Behavioral Techniques	Joint Director(Behavioral Techniques)
9.	Secretarial/CSSS Training Programmes	Joint Director(Peripatetic Training)
10.	Computer Courses	Joint Director(Behavioral Techniques)
11.	Training of Trainers	Joint Director(Behavioral Techniques)
12.	Peripatetic Training Programmes	Joint Director(Peripatetic Training)
13.	Organisation Specific Programmes/ Cadre Specific Programmes	Joint Director, (Behavioral Techniques)

The salient features of the aforesaid programmes are highlighted in the succeeding paragraphs:

8.1.1 Foundational Programmes (Direct Recruits)

The basic objective of the foundational training programmes being conducted by the Institute is to provide the new entrants to the Government service with requisite professional knowledge and skills with regard to the principles, processes, methods, procedures of policy formulation and programme implementation, rules and instructions followed in the Central Secretariat and its Attached/Subordinate Offices. This programme is for direct-recruit Assistant Section Officers of the Central Secretariat Service (CSS) recruited through competitive examinations conducted by the Staff Selection Commission. The course is designed to give the trainees an exposure to the major principles of socio-economic development, public administration, management and the Constitution of India. The subjects of Indian culture and national integration are also covered. The participants are expected to develop knowledge in interpretation and application of the various Financial and Service Rules and procedures of the Government of India. Inputs in behavioral sciences are also provided to enable them to develop skills in human relations. The course is covered in four modules:

Module – I Covers General Administration;

Module – II Covers Personnel Administration;

Module – III Covers Financial Administration;

followed by a one-week Study Tour;

Module – IV Covers Computers and IT.

8.1.2. CSS Cadre Training Plan

The mandatory cadre training plan for CSS officers was introduced during 2008-09. These mandatory cadre training courses were conducted from the level of Senior Secretariat Assistant to Deputy Secretary. During the year 2018-19, following cadre courses were conducted:

Name of Courses	No. of Courses	No of Participants
ASODR for Section Officers Direct Recruit	6	405
Level A for SSAs of CSCS	6	228
Level B for ASOs	15	638
Level D for SOs	10	276
Level E for USs	7	202
Level F for DSs	1	39
TOTAL	45	1788

8.2 Induction Training of Group 'A' Services

ISTM has been conducting Induction Training for the officers of Group 'A' services like Indian Economic Service (IES) probationers. ISTM conducted one induction training programme during the year 2018-19, as per the details given below:

S.No	Name of Service	Duration		Number of Participants
		From	To	
1	Indian Economic Service (IES) Officers	14.05.2018	25.05.2018	15

8.3 Induction Training Component of Group 'A' Services

ISTM has been conducting induction training component for the officers of various Group 'A' services. The details of such training programmes conducted during the year 2018-19 are given below:

S.No	Name of Service	Duration		Number of Participants
		From	To	
1.	Directorate General of Civil	26.11.2018	07.12.2018	30
2.	Aviation	14.01.2019	25.01.2019	15
3.	Central Vigilance Commission	06.08.2018	10.08.2018	42
		20.08.2018	21.08.2018	15
4.	State Secretariat Service Officers of NER States	04.02.2019	15.02.2019	45
5.	Mizoram State Secretariat Services Junior Grade Officers of Group-A	10.09.2018	14.09.2018	20
6.	Administrative Training Institute Mizoram	11.03.2019	13.03.2019	25

8.4 Management Development Programme

ISTM also conducts Management Development Programmes for officers of various levels upto Deputy Secretary/Director. The courses conducted in this category include Orientation Course for Deputy Secretaries/Directors, Establishment Rules, Reservation in Services, Administrative Vigilance, Workshop on Preparing Cabinet Notes, Basic Management Course, Advanced Management Course, Knowledge Management, Good Governance, Performance Monitoring & Evaluation System and Human Resource Management etc. Under this category, following courses were conducted during 2018-19.

8.4.1 Orientation Course for Directors/Deputy Secretaries posted under Central Staffing Scheme

ISTM conducts three-day Orientation Course for Directors/Deputy Secretaries posted under Central Staffing Scheme. This course enables the officers to learn the structure and functioning of various levels in Govt., to apply rules, regulations and instructions as per Office Procedure in their working, to develop Noting & Drafting Skills, to describe role and function of disciplinary authority and to understand public procurement policy. Three Orientation Courses for Directors/Dy. Secretaries were conducted during the year 2018-19.

8.4.2 Programme on Establishment Rules for Under Secretaries/Section Officers/Administrative Officers

The week long programme has been designed for the Middle Management Level Officers to improve their knowledge of the important provisions of the establishment rules and their applications. Two course was conducted during the year 2018-19.

8.4.3 Programmes on Reservation in Services

The Institute conducts a three-day Orientation Programme on Reservation in Services. This is designed for the officers of the level of Section Officers and Assistant Section Officers in Govt. Offices. Two courses were conducted during the year 2018-19.

8.4.4 Administrative Vigilance Programme

In the context of the increased emphasis on providing a transparent and corruption free administration, the importance of Administrative Vigilance can hardly be over-emphasized. Under this category, the Institute conducts four types of courses.

- (i) One-week programme on administrative vigilance meant for Section Officers/Dealing Assistants (AV-1);
- (ii) Two-week programme on administrative vigilance for Section Officers and above (AV-2);
- (iii) Two-week programme on administrative vigilance for Assistant Section Officers and equivalent (AV-3); and
- (iv) One-week programme on administrative vigilance for Officers of autonomous bodies /PSUs (AV-4).

During the year, three courses (TwoAV-1 and one AV-3) were conducted.

8.4.5. Workshop on Noting and Drafting (WND)

The workshop enables the participants to understand principles of functional approach to Noting, identify the type of note to be recorded in a given situation and develop noting skills through practical exercises. This workshop also enables the trainees to understand the basic principles of

drafting and draft an appropriate form of communication in a given situation. Four Workshops were conducted during the year 2018-19.

8.4.6 Workshop on preparing notes for the Cabinet

The workshop aims at equipping the participants with the skills of preparing notes for the Cabinet/ Cabinet Committee in a given situation. During the year 2018-19, eight one-day workshops on preparing cabinet note were conducted for Deputy Secretaries/Directors and above & Under Secretary & Section Officers.

8.4.7 Knowledge Management

A three-day course on "Knowledge Management" has been designed to enable the participants to understand the concept of knowledge management, its importance and how to create the Knowledge Management culture in the organizations. One course was conducted during 2018-19.

8.4.8 Human Resource Management

One course on Human Resource Management was conducted during 2018-19.

8.4.9 Workshop for Liaison Officers (SC/ST)

A workshop for the Liaison Officers for SC/STs and for OBC, which is of two-day duration, is also conducted by this Institute. Two such workshops were conducted during the year 2018-19.

8.4.10 Workshop on Citizen Centric & Service Delivery Approach

One workshop was conducted during the year 2018-19.

8.4.11 Workshop on E-Office

Three workshops were conducted during the year 2018-19.

8.4.12 Good Governance

A five-day course on 'Good Governance' has been designed to enable Govt. Employees to understand the essence of responsive, citizen-friendly and transparent government. Concept of Good Governance, E-Governance, RTI, Initiatives in Governance, Grievances Redressal Mechanism, Process Re-engineering, Sevottam Project and action plan for reforms. One course was conducted during the year 2018-19.

8.4.13 Big Data Analytics

Three such courses (2 basic and 1 advanced) were conducted during the year 2018-19.

8.5 Secretarial(CSSS) Training Programmes

Based on the recommendations of the taskforce, Cadre Training Plan for CSSS officers/officials is being implemented since 2011. The officers are required to undergo mandatory training for promotion to the next higher grade. Under this category, courses such as Induction Course for Stenographers(SDR), CSSS Cadre Level I, Level II, Level III and Level IV are being conducted.

8.5.1 CSSS Cadre Level I Course

The stenographers Grade D with 07 years of approved service in the grade are eligible for Level I training programme. The duration of the training programme is three-week. Successful completion of the Level-I programme is essential for promotion to the grade of Personal Assistant. Six Level-I course were conducted during the year 2018-19.

8.5.2 CSSS Cadre Level II Course

Personal Assistants with 03 years of approved service are eligible for undergoing CSSS Level II programme. Duration of this training programme is two weeks. Nomination of Personal Assistants is made by CS-II Division of the DoPT giving due preference to the senior Personal Assistants who may be included in the zone of consideration for promotion to the next higher grade. 14 courses were conducted during the year 2018-19.

8.5.3 CSSS Cadre Level III Course

Private Secretaries with 04 years of approved service are eligible for undergoing CSSS Level III training programme. The duration of this training programme is three weeks. Successful completion of Level III programme is essential for promotion to the grade of Principal Private Secretary. The nominations to the course are made by CS II Division of DoPT according to seniority in the grade of Private Secretary. Four courses were conducted during the year 2018-19.

8.5.4 CSSS Cadre Level IV Course

Principal Private Secretaries with 4 years of approved service are eligible for undergoing CSSS-IV training programme and the training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary. The duration of this programme is three weeks and the nominations to the course are made by CS II Division of DoPT according to seniority in the grade of Principal Private Secretary. Two courses were conducted during the year 2018-19.

8.6 Financial Management Courses

Good understanding of fiscal matters is an essential component of Governmental functioning. With a view to equipping the officers of various Governmental organizations with the essential knowledge of financial matters, ISTM conducts Capacity Building and developing programmes on Financial Management such as Analysis of Financial Statement, Formulation of Budget, Outcome Budget, Cash and Accounts, Pension and Retirement Benefits, Financial Rules for Heads of Departments, Workshop on Pay Fixation, Purchase Management, Project Management and Evaluation during the year 2018-19.

8.6.1 Cash and Accounts

The 9-week course is meant for the officials of the level of Senior Secretariat Assistants and Assistant Section Officers. The objective is to meet the continuous demand of various Central and State Govt. Departments for equipping their Staff with thorough knowledge of the basic principles of financial procedures, rules and regulations required for proper accounting in Government expenditure. Three courses were conducted during the year 2018-19.

8.6.2 Pension & Other Retirement Benefits (PRB)

The Institute conducts two types of special programmes on Pension and Other Retirement Benefits. The difference is in the participation level. The Course titled "Pension & Retirement Benefits-1 (PRB-1)" is meant for the Under Secretaries, Section Officers and the equivalent ranks in the Government. The Course titled "Pension & Retirement Benefits-II (PRB-II)" is meant for the Dealing Assistants who may either be Senior Secretariat Assistants or Assistant Section Officers. The objective of the programme is to provide the participants with a sound knowledge of rules and regulations pertaining to pension and other retirement benefits and their applications. One course on PRB 1 and two courses on PRB 2 were conducted during the year 2018-19.

8.6.3 Workshop on Pay Fixation

During the year 2018-19, two workshops on pay fixation were organized for the officers and staff dealing with the subject. The workshop enables the participants to seek solutions to the problems faced by them in dealing with the cases relating to fixation of pay besides reviving their knowledge of the relevant rules, regulations and procedures governing pay-fixation.

8.6.4 Purchase Management in Govt. (PMG)

The workshop enables the participants to prepare comparative statement of tenders in a given situation, list out the essentials of contract management, to describe procedure for disposal of stores, to list out essentials of e-Procurement and to describe essential features of global procurement and procedures. No such course was conducted during the year 2018-19.

8.6.5 Workshop on Formulation of Budget

The workshop enables the participants to list and explain the three funds, explain the various terms used in budget, describe the principles of budgeting in India, and the process of preparation of budget, explain the role of the Ministry of Finance, distinguish between saving and surrender of funds. This also includes sessions on cash management in implementation of budgetary resources allocated. No such workshop was conducted during the year 2018-19.

8.6.6 Workshop on Income Tax

The workshop enables the participants to understand various provisions of income tax act especially relating to salaries, knowledge about various deductions allowed while calculating taxable income and making of various calculations. One workshop was held during the year 2018-19.

8.6.7 Workshop on Project Formulation & Appraisal

This course designed to enable the participants to describe the Project Life Cycle and Project Formulation, to describe the Project Appraisal, to explain the Social Cost Benefits Analysis in Project Appraisal and to describe Project monitoring etc. no such course was conducted during 2018-19.

8.6.8 Workshop on Outcome Budget

The course enables the participants to explain the need of Outcome Budget, distinguish among terms like outlay, output and outcome, state the basis for conversion of outlays into outputs and outcomes, to analyze outcome budget samples of select offices to re-write outcome budget of the given office. One workshop was conducted during 2018-19.

8.6.9 Workshop for Internal Finance Officers

No such workshop was conducted during 2018-19.

8.6.10 Workshop on e-Procurement

Two workshop were conducted during 2018-19.

8.6.11 Workshop on Analysis of Financial Statement

The workshop enables the participants to list and explain various terms like liability, capital, fixed assets, share capital, reserve and surplus, current liabilities, fixed assets, working capital, depreciation, EBITD, PBT, PAT, etc, to describe ratio analysis like liquidity ratio, solvency ratio, etc. It also enables the trainees to describe the salient features of cash flows statement and explain the limitations of Analysis of Financial Statements. No workshop was conducted during 2018-19.

8.6.12 Workshop on Public Private Partnership.

This workshop enables the participants to describe the concept of Public Private Partnership, different models of Public Private Partnership, salient features of concession agreement and to identify likely problems in formulation, appraising, implementing monitoring a PPP project in a given situation. No workshop was conducted during 2018-19.

8.6.13 Workshop on Financial Management in Government.

Four workshops were conducted during 2018-19.

8.6.14 Workshop on Public Procurement Under GFR-2017.

Three workshops were conducted during 2018-19.

8.6.15 Workshop on Goods & Service Tax.

Seven workshops were conducted during 2018-19.

8.6.16 Orientation Training Programme for Retiring Government Officials.

Four workshops were conducted during 2018-19.

8.6.17 Workshop on public policy formulation

Two workshops were conducted during 2018-19.

8.7. Training Techniques

In order to impart quality training, we need good trainers. The Institute of Secretariat Training and Management is committed to developing good trainers. It conducts Capacity Building and Capacity Developing Programmes for augmenting the skills of trainers such as Workshops on National Training Policy, Direct Trainers' Skills (DTS), Design of Training (DoT), Evaluation of Training (EoT), Experiential Learning Tools (ELT) and Training of Trainers on RTI. The Institute has been conducting a number of Training of Trainers Programmes as part of the National Calendar on behalf of the Training Division, Department of Personnel & Training. During the year 2018-19, the Institute conducted 10 Trainer Development Programmes (TDP) and five State Category Training Programmes (SCTP) as per following details :-

8.7.1 Direct Trainers Skills (DTS)

One week course of Direct Trainers Skills is meant for the officers who are involved in imparting training. It enhances the skill of the trainer to make the process of training more effective. Three DTS courses were conducted during the year 2018-19.

8.7.2 Design of Training (DoT)

One week course on Design of Training is organized for experienced trainers who have undergone DTS Course. The unique feature of this programme is that the participants are required to undertake to design a project relevant to the organization's needs which is evaluated by the Course Tutor/Recognized Users. The qualities of the design proposals submitted by the participants are of very high order. Three DoT courses was conducted during the year 2018-19.

8.7.3 Management of Training (MOT)

This course is designed for the officers who have been appointed as Training Manager responsible for managing various training related activities in their organizations. The training aims at developing knowledge & skills required to function as a Training Manager. One MOT course was conducted during the year 2018-19.

8.7.4 Workshop on National Training Policy(NTP)

The course aims at familiarizing the participants with the salient features of National Training Policy 2012 and make them understand the role of Ministries/Departments/Organisation and Training Institutions in implementation of NTP. The Course enables them to prepare competency framework and action plan for implementation of National Training Policy. During the year 2018-19, one workshop was conducted.

8.7.5 Master Trainers Development Programme- Direct Trainer Skills (MTDP-DTS)

A MTDP-DTS training programmes was conducted from 20th August to 15th September, 2018 at ISTM. During this training programme 6 Recognized Trainers and 2 master Trainers were developed during the year 2018-19.

8.7.6 Master Trainers Development Programme- Design of Training (MTDP-DoT)

A MTDP-DoT training programmes was conducted from 27th August to 21st September, 2018 at ISTM. During this training programme 4 Recognized Trainers and 2 master Trainers were developed during the year 2018-19.

8.8 Organizational Behaviour

With a view to building desirable Behavioural skills in Government officers, the institute designs and conducts Capacity Building and Capacity Developing programmes on Behavioural Skills which include courses on Stress Management, Team Building and Leadership, Values in Administration and Gender issues. Under this category the following courses were conducted during 2017-2018:

8.8.1 Stress Management

The course aims at making the participants aware of the ways & means of overcoming stress generated due to variety of reasons including the fast changing work environment. During the year 2018-19, one course was conducted for middle management officers of Central and state Governments, PSUs and autonomous bodies.

8.8.2 Workshop on Communication Skills

The two-day workshop is designed to enable the participants understand the value of communication and negotiation skill in work situation. It enables them to identify factors influencing an effective presentation, various nuances of interpersonal behavior in transactions with colleagues in organizations, describe the importance of counselling in problem solving. One workshop was conducted during the year 2018-19.

8.8.3 Workshop on Emotional Intelligence

ISTM organizes three-day workshops on Emotional Intelligence. The participants are involved in various activities like Role-Plays, Management Games, Meditation to bring home the impact of emotional control and management and how these skills can be developed for dealing effectively with day to day situations. No such workshop was conducted during the year 2018-19.

8.8.4 Gender Sensitization

A course on Gender Sensitization is being conducted at this institute since 2002-03. Officers of several Government organizations are sensitized on gender related issues in the light of latest Government orders and Court directives in this area. The objective of the course is to enhance knowledge on gender issues and train them to give due respect and consideration to all genders while formulating and implementing various policies and programmes. One course was conducted during the year 2018-19.

8.8.5 Ethics & Values in Public Governance

Inculcating human values and adhering to them is an important aspect of good governance. Concept of values based on Indian Ethos is brought home and reinforced through various activities like stories, illustrations from day to day life and organizational instances, case-studies and meditation. One course was conducted in the year 2018-19.

8.8.6 Workshop on Team Building & Leadership

This one week course focuses on the organizational Behaviour of individuals, groups and organizations. It enables the participants to identify factors which enhance team building, motivate the subordinates and the basic nature and processes of collaborative and competitive Behaviour. No course was conducted during the year 2018-19.

8.8.7 Organizational Behaviour in Government

The one-week programme on “Organizational Behaviour in Govt. for Senior and Middle Management level” is designed to provide awareness on Behavioural Techniques. The participants are also given an opportunity to sensitize them to different aspects of Behaviour through group activities discussions, role-play and sharing experiences. No course was conducted during the year 2018-19.

8.8.8 Workshop on Sexual Harassment of Women at Workplace

Three courses were conducted during the year 2018-19.

8.8.9 Workshop on Gender Budgeting

No course was conducted during the year 2018-19.

8.8.10 Swachh Bharat Abhiyan

No course was conducted during the year 2018-19.

8.9 Computer Applications

8.9.1 Course on Application of Computers

In order to make the administration responsive and effective, Government of India has decided to computerize the activities of various Departments as a matter of policy. The onus is, therefore, on ISTM to make a large number of government officials computer literate. Courses have been designed to give the participant optimum inputs on knowledge and skill in the use of computer on window platform. During the year under report, four courses were conducted on Microsoft Word, Excel, MS-Excel Advance and MS-Access.

8.10 Orientation Training Programmes

8.10.1 Orientation Training Programme – GFR 2017

Three courses were conducted during the year 2018-19.

8.10.21 Orientation Training Programme on Goods and Service Tax

No course was conducted during the year 2018-19.

8.11 Training Programmes for North Eastern States

As part of capacity building exercises initiated by the Training Division, Department of Personnel & Training to train the Officers of North-Eastern Region (NER) States, ISTM conducts various training programmes from time to time. Total 13 courses were conducted for NER States during the year 2018-19.

Chapter - 9

Progressive use of Hindi in Official work

9.1

The Institute is making concerted efforts for progressive use of Hindi in the official work to ensure proper implementation of the Official Language Policy of the Government and the compliance of Official Language Act, 1963 as amended in 1967 & provisions of Official Language (use for official purposes of the Union) Rules, 1976 as amended 1987 and Annual Programme and various orders/instructions issued from time to time by the Department of Official Language.

9.2 Official Language Policy & Annual Programme – Implementation Machinery

At present, there is an Official Language Unit (OL unit) in the institute which has one sanctioned post each of Deputy Director (OL), Assistant Director (OL), Senior Translation Officer and Junior Translation Officer. Besides the implementation of the Official Language Policy and the Annual Programme issued by the Department of Official Language, OL Unit translate the documents related to routine works of the Institute which are mainly course related and administrative in nature. It also translates the question papers and training material in respect of various training courses in Hindi. At present, the posts of Deputy Director (OL) and Senior Translation Officer are lying vacant. During the year, the post of Assistant Director (OL) was filled by the Department of the Official Language.

9.3 During the year 2018-19 following steps have been taken to increase the use of Hindi: -

- (i) Quarterly reports regarding the progressive use of Hindi were sent regularly to the Department of Personnel & Training.
- (ii) Two meetings of Official Language Implementation Committee were conducted.
- (iii) Training circular/ nomination acceptance letters & nominations forms were sent in Hindi also.
- (iv) Question papers for the examinations in respect of various training courses were prepared in Hindi along with the English version.
- (v) Certificates given to the course participants are prepared both in Hindi and English.
- (vi) Sessions on Official Language Policy of the Government are kept in courses conducted by the Institute, namely Assistant Section Officer (Direct Recruit), Stenographer (Direct Recruit) and level programmes of Central Cadre Training Plan.
- (vii) Training material of the Institute is bilingual. Updation of the same is executed continuously.

- (viii) Training is imparted through a mixed medium of both English and Hindi, as participants speaking diverse languages come here for training from the various parts of the country.
- (ix) Training calendar and Annual Report of the Institute are prepared bilingual.
- (x) Incentive Scheme for doing original work in Hindi is being implemented in the Institute.
- (xi) One officer was nominated for Hindi training 'Prabodh' from Central Hindi Training Institute.
- (xii) Two employees were nominated in Central Hindi Training Institute for five days basic training for doing official work in Hindi.
- (xiii) Two employees were nominated in Central Hindi Training Institute for long-term Training Programme in Hindi Word Processing/Hindi Typing.

9.4 Observance of Hindi Maah

During the year, Hindi Maah was observed from 1st September to 30th September, 2018. During this period five competitions were conducted under the supervision of various faculty members. These included Sulekh competition for Multi Tasking Staff, Hindi Essay Writing, Hindi Slogan Writing, Hindi Noting & Drafting, Translation and Administrative Terminology Competition and Hindi Debate. Prize Distribution Function was also organised. All the participants, especially the Non-Hindi-speaking participants, participated in this competition with great enthusiasm. On this occasion, Dr. Sunil Baliram Gaikwad, Hon'ble Member of Parliament, Member of Parliamentary Committee on Official Language and Hindi Advisory Committee of the Department of Personnel & Training was invited as the Chief Guest. During this, 45 prizes were given to the faculty members/officere/employees of the Institute. Hon'ble MP made an appeal to the present members to dispose their official work maximum in Hindi. Thereafter, Dr. Sunita H. Khurana, Director, ISTM congratulated the prize winners and emphasised on the use of simple and easy words of Hindi in the official language.

Chapter - 10

Training support to other Organizations

10.1 Introduction

Being the premier Institute for training in Government procedures and practices, as also being the lead Institute in the area of training techniques and having emerged as “Center of Excellence” in many other specialized areas, a number of organizations approach ISTM for providing them training support. The Institute provided training support to various organizations by way of:

- (i) Organisation specific programmes;
- (ii) Peripatetic programmes; and
- (iii) Faculty assistance

10.1.1 Organization Specific Programmes, Cadre Specific Programmes and Orientation Programmes

On the basis of requests received from Government departments, Attached/Subordinate Offices, Public Sector Undertakings/ Autonomous bodies, 117 Organisation Specific Programmes (OSPs) including 09 Cadre Specific Programmes (CSPs) / Courses were conducted during the year 2018-19, as per details given below:

Organisation Specific Programme (OSP)				
S. No	Name of Service	Duration		Number of Participants
		From	To	
1.	OSP-ALTTC, BSNL	2.4.2018	2.4.2018	25
2.	OSP-ALTTC, BSNL	9.4.2018	9.4.2018	25
3.	OSP-Cabinet Secretariat	9.4.2018	20.4.2018	24
4.	OSP-M/o Textiles	9.4.2018	20.4.2018	22
5.	OSP-ALTTC, BSNL	16.4.2018	16.4.2018	25
6.	OSP-IRDAI	16.4.2018	16.4.2018	25
7.	OSP-OFIL	16.4.2018	17.4.2018	27
8.	OSP-DCP	16.4.2018	18.4.2018	25
9.	OSP-ALTTC BSNL	23.4.2018	23.4.2018	25
10.	OSP-M/o Railways	23.4.2018	27.4.2018	21
11.	OSP-IIT, Patna	25.4.2018	27.4.2018	25
12.	OSP-ALTTC BSNL	01.5.2018	01.5.2018	25
13.	OSP-ALTTC BSNL	07.5.2018	07.5.2018	25

14.	OSP- AIIMS	09. 5.2018	09. 5.2018	25
15.	CSP-IES	14.05.2018	25.05.2018	15
16.	OSP-ALTTC BSNL	14.05.2018	14.05.2018	25
17.	OSP ICAR	14.05.2018	08.06.2018	29
18.	OSP M/o Railways	14.05.2018	18.05.2018	27
19.	OSP-ALTTC BSNL	21.05.2018	21.05.2018	25
20.	OSP-ALTTC BSNL	28.05.2018	28.05.2018	25
21.	OSP-ALTTC BSNL	04.06.2018	04.06.2018	25
22.	OSP-ICAR	11.06.2018	06.07.2018	30
23.	OSP M/o Commerce	18.06.2018	19.06.2018	57
24.	DoPT-IAS	06.07.2018	06.07.2018	176
25.	OSP M/o Commerce	12.07.2018	13.07.2018	40
26.	OSP-ECI	16.07.2018	27.07.2018	26
27.	OSP M/o Commerce	16.07.2018	17.07.2018	48
28.	OSP-NHSRC	18.07.2018	19.07.2018	25
29.	OSP-IIRS	20.07.2018	20.07.2018	25
30.	OSP-FCI	23.07.2018	24.07.2018	31
31.	OSP-Navy	23.07.2018	27.07.2018	25
32.	OSP-AASC	23.07.2018	23.07.2018	25
33.	OSP-AASC	24.07.2018	24.07.2018	25
34.	OSP-AASC	25.07.2018	25.07.2018	25
35.	OSP-AASC	26.07.2018	26.07.2018	25
36.	OSP-AASC	27.07.2018	27.07.2018	25
37.	OSP-ECI	30.07.2018	30.07.2018	27
38.	CSP-CVC	06.08.2018	10.08.2018	42
39.	OSP-ICAR	06.08.2018	31.08.2018	30
40.	OSP-IIT, Bombay	13.08.2018	14.08.2018	25
41.	OSP-ASI	13.08.2018	07.09.2018	30
42.	CSP-CVC	20.08.2018	21.08.2018	33
43.	OSP-CIPET	05.09.2018	07.09.2018	28
44.	OSP-FCI	05.09.2018	07.09.2018	28
45.	CSP-CVC	10.09.2018	12.09.2018	15
46.	CSP-NER Mizoram	10.09.2018	14.09.2018	20
47.	OSP-AIIMS	10.09.2018	09.11.2018	13
48.	OSP-DMRC	10.09.2018	14.09.2018	25

49.	OSP-M/o Railways	10.09.2018	14.09.2018	19
50.	OSP-FCI	17.09.2018	18.09.2018	26
51.	OSP-FCI	24.09.2018	25.09.2018	28
52.	OSP-IRTS, Lucknow	24.09.2018	28.09.2018	20
53.	OSP-M/o Railways	24.09.2018	28.09.2018	22
54.	OSP-ORGI	01.10.2018	26.10.2018	30
55.	OSP-NPCIL	01.10.2018	01.10.2018	25
56.	OSP-Air, HQ	08.10.2018	12.10.2018	22
57.	OSP-Navy	08.10.2018	12.10.2018	22
58.	OSP-PS(RB)	08.10.2018	02.11.2018	17
59.	OSP-IIT, Bombay	15.10.2018	16.10.2018	25
60.	OSP-FCI	15.10.2018	16.10.2018	28
61.	OSP-DPE	22.10.2018	26.10.2018	36
62.	OSP-FCI	22.10.2018	23.10.2018	24
63.	OSP-M/o Railways	22.10.2018	26.10.2018	24
64.	OSP-ORGI	22.10.2018	16.11.2018	31
65.	OSP-Mizoram	25.10.2018	26.10.2018	25
66.	OSP-NPCIL	25.10.2018	26.10.2018	25
67.	OSP-NADT	29.10.2018	31.10.2018	25
68.	OSP-NADT	29.10.2018	31.10.2018	26
69.	OSP-NADT	29.10.2018	31.10.2018	24
70.	OSP-FCI	29.10.2018	30.10.2018	31
71.	OSP-NHSRC	30.10.2018	01.11.2018	20
72.	OSP-NADT	12.11.2018	14.11.2018	25
73.	OSP-NADT	12.11.2018	14.11.2018	25
74.	OSP-NADT	12.11.2018	14.11.2018	25
75.	OSP-M/o Railways	12.11.2018	16.11.2018	16
76.	OSP-ORGI	12.11.2018	07.12.2018	30
77.	OSP-FCI	19.11.2018	20.11.2018	31
78.	CSP-DGCA	26.11.2018	07.12.2018	30
79.	OSP-DPE	26.11.2018	30.11.2018	31
80.	OSP-KVS	26.11.2018	28.11.2018	24
81.	OSP-HIL	30.11.2018	30.11.2018	25
82.	OSP-NPCIL	10.12.2018	10.12.2018	25
83.	OSP-KVS-2	10.12.2018	11.12.2018	25

84.	OSP-CBSE	12.12.2018	14.12.2018	25
85.	OSP-IIT Patna	17.12.2018	19.12.2018	25
86.	OSP-Cab. Sec.	17.12.2018	15.02.2019	15
87.	OSP-KVS	19.12.2018	21.12.2018	26
88.	OSP-FDDI	20.12.2018	21.12.2018	19
89.	OSP-KVS	26.12.2018	28.12.2018	27
90.	OSP-NAVY	31.12.2018	04.01.2019	24
91.	OSP-NPCIL	03.01.2019	04.01.2019	25
92.	OSP-DGCA	07.01.2019	08.01.2019	15
93.	OSP-NPCIL	07.01.2019	08.01.2019	25
94.	OSP-NAVY	07.01.2019	11.01.2019	25
95.	OSP-ORGI	07.01.2019	01.02.2019	29
96.	OSP-KVS	14.01.2019	18.01.2019	26
97.	CSP-DGCA	14.01.2019	25.01.2019	30
98.	OSP-CPWD	21.01.2019	25.01.2019	25
99.	OSP-OIL Ltd	21.01.2019	22.01.2019	25
100.	OSP-MHRD	21.01.2019	23.01.2019	27
101.	OSP-NAVY	21.01.2019	25.01.2019	24
102.	OSP -KVS	28.01.2019	30.01.2019	25
103.	CSP-NER	04.02.2019	15.02.2019	45
104.	OSP-DMRC	04.02.2019	08.02.2019	25
105.	OSP-NAVY	04.02.2019	08.02.2019	23
106.	OSP-FCI	11.02.2019	12.02.2019	23
107.	OSP-ORGI	11.02.2019	08.03.2019	26
108.	OSP-NAVY- DTS	18.02.2019	22.02.2019	20
109.	OSP-CPCB	25.02.2019	26.02.2019	22
110.	OSP-NPCIL	25.02.2019	26.02.2019	25
111.	OSP-NAVY	25.02.2019	01.03.2019	14
112.	OSP-CPWD	27.02.2019	27.02.2019	50
113.	CSP-Mizoram	11.03.2019	13.03.2019	25
114.	OSP-CPCB	11.03.2019	12.03.2019	25
115.	OSP-MHRD	11.03.2019	13.03.2019	23
116.	OSP-NAVY	11.03.2019	15.03.2019	22
117.	OSP-NPCIL	28.03.2019	29.03.2019	25
			Total	3181

10.1.2 Organisation Specific Programme on Right to Information

During the year 2018-19, on the basis of requests received from Government Departments, Attached/Subordinate Offices, Public Sector Undertakings/ Autonomous Bodies, seventeen Organisation specific programmes on Right to Information Act were conducted.

During the year 2018-19, the Institute has also organized following Workshop and Seminar on Right to Information Act under calendared training programmes for the year 2018-19:

Name of the Training Programme	Duration		Number of Participants
	From	To	
Record Management- Right to Information	06.08.2018	08.08.2018	18
Right to Information-Public Information Officers	07.05.2018	09.05.2018	37
	11.06.2018	13.06.2018	42
	13.03.2019	15.03.2019	32
Right to Information – Appellate Authority	16.11.2018	16.11.2018	27
	25.03.2019	25.03.2019	17
Seminar on RTI	24.09.2018	24.09.2018	38
	25.03.2019	25.03.2019	25
Right to Information – Trainer Development Programme	26.11.2018	30.11.2018	20
OSP on RTI	02.04.2018	02.04.2018	25
	09.04.2018	09.04.2018	25
	16.04.2018	16.04.2018	25
	16.04.2018	16.04.2018	25
	23.04.2018	23.04.2018	25
	01.05.2018	01.05.2018	25
	07.05.2018	07.05.2018	25
	14.05.2018	14.05.2018	25
	21.05.2018	21.05.2018	25
	28.05.2018	28.05.2018	25
	04.06.2018	04.06.2018	25
	20.07.2018	20.07.2018	25
	24.09.2018	25.09.2018	28
	28.10.2018	28.10.2018	24
	20.12.2018	21.12.2018	19
	11.02.2019	12.02.2019	23
28.03.2019	29.03.2019	25	
		Total	65510.2

Peripatetic Programmes

In pursuance of the recommendations made at the Conference of State Chief Secretaries held in New Delhi during May, 1976, the Institute has been assisting the State Governments/Union Territories in running model training courses at the State capital and helping them with the course design, training material, and training their trainers. The Institute has been conducting peripatetic programmes, mainly in the following areas:

- (i) Right to Information Act;
- (ii) Behavioural skills;
- (iii) O&M and work Study;
- (iv) Office Management & Office Procedure;
- (v) Reservation in Service for Scheduled Castes/Tribes;
- (vi) Financial Management; Administrative Vigilance;
- (vii) Establishment rules; Good Governance; and
- (viii) Workshop on Team Building and Leadership.

During the year 2018-2019, peripatetic training programmes on Right to Information, Contract Management, Office Management, Noting Drafting and Record Management, Reservation in Services, Pension, Administrative Vigilance, Pay Fixation, Cabinet Notes, Establishment Rules, Disciplinary Proceedings, Organisation Behaviour, Good Governance were held as per details given below:

Sl. No	Subjects/Topics	Place	Dates	Duration
1.	Right to Information	Andaman and Nicobar Administration	12 th to 13 th Nov, 2018	02 days
2.	Office Management Including Office Procedure, Noting & Drafting and Record Management		14 th – 16 th Nov, 2018	03 days
3.	Resource Mobilization Financial Management with Important Tax Laws including GST and Project Management and Project Monitoring, etc	Arunachal Pradesh	11 th to 12 th Mar, 2019	02 days
4.	Office Procedure and Record Keeping		13 th to 15 th Mar, 2019	03 days

5.	Budgeting & Financial Rules		27 th – 29 th Mar, 2019	03 days
6.	Office Management Including Office Procedure, Noting & Drafting and Record Management	Government of Manipur	13 th to 15 th Dec, 2018	03 days
7.	Establishment Rules including Reservation in Service		26 th to 28 th Dec, 2018	03 days
8.	Vigilance and Disciplinary Proceedings		03 rd to 04 th Jan, 2019	02 days
9.	Reservation in Service of SC, ST, OBC and PWD		28 th to 30 th Jan, 2019	03 days
10.	Public Procurement process, GeM, PFMS and GST		18 th to 19 th Feb, 2019	02 days
11.	Personnel Management		25 th – 26 th Feb, 2019	02 days
12.	Reservation in Service of SC, ST, OBC and PWD	Lakshadweep Administration	05 th to 07 th Sep, 2018	03 days
13.	Pension and Other Retirement Benefits		12 th to 14 th Nov, 2018	03 days
14.	Vigilance and Disciplinary Proceedings		07 th to 08 th Jan, 2019	02 days
15.	Public Procurement process, GeM, PFMS and GST		18 th to 20 th Feb, 2019	03 days
16.	Office Management Including Office Procedure, Noting & Drafting and Record Management	Daman & Diu Administration	28 th to 30 th May, 2018	03 days
17.	Right to Information		31 st May, 2018	01 day
18.	Financial Rules		01 st June, 2018	01 day

10.3 Faculty Assistance

Despite very tight schedule and in house commitments, faculty assistance was also provided to the following organisations in their training courses:

S.No.	Name of the Programme	Duration
1.	Faculty Assistance for Department of Atomic Energy, Mumbai on Right to Information.	27 th Mar, 2019
2.	Providing Faculty Assistance to Union Public Service Commission on TA/LTC	25 th Mar, 2019
3.	Faculty Assistance for National Skill Development Agency, New Delhi on Drafting	19 th Mar, 2019
4.	Faculty Assistance to National Institute of Financial Management, New Delhi on Procurement of Goods and Services	19 th Mar, 2019
5.	Faculty Assistance for National Skill Development Agency, New Delhi on File Management and Noting	18 th Mar, 2019
6.	Department of Internal Security, Narcotics Control Bureau, New Delhi on Accounts related Matter (GFR/FR-SR) Duties of superintendents of NCB	15 th Mar, 2019
7.	Faculty Assistance for NTRO on Communication and Presentation Skills	14 th Mar, 2019
8.	Department of Internal Security, Narcotics Control Bureau, New Delhi on Procurements and e-procurement(GEM)	13 th Mar, 2019
9.	For Department of Internal Security, Narcotics Control Bureau, New Delhi on Establishment, Administrative Matters	12 th Mar, 2019
10.	National Institute of Health & Family Welfare, New Delhi on Training Skills and Methodology: Micro Teaching lab	12 th Mar, 2019
11.	National Institute of Health & Family Welfare, New Delhi on "Systematic Approach to Training, setting training objectives in behavioral terms, Methodology: Discussion & Group Work"	11 th Mar, 2019
12.	National Institute of Health & Family Welfare, New Delhi on Designing Curriculum, Methodology: Discussion & Group Work.	11 th Mar, 2019
13.	Faculty Assistant for Sashastra Seema Bal, New Delhi on Interest Bearing Loans & advances and its admissibility, Leave Rules and Income tax on salary	01 st Mar, 2019
14.	Faculty Assistance for IIPA, New Delhi on RTI & Accountable Administration	20 th Feb, 2019
15.	Providing Faculty Assistance to Union Public Service Commission on Gender Sensitization 30 Jan 2019 16 Faculty Assistance for Central Water Commission, Telangana on Dismissal, Removal & Suspension, CCS (Conduct) Rules and CCS(CCA) Rules	25 th Jan, 2019
17.	Faculty Assistance for Ministry of Rural Development on File Management	18 th Jan, 2019

18.	Faculty Assistance for UGC-Human Resource Development Centre, New Delhi on Purchase Procedure & How to Maintain Stock Registers	18 th Jan, 2019
19.	Faculty Assistance to Rajya Sabha Secretariat, New Delhi on Workshop on Sexual Harassment of Women at Workplace	17 th Jan, 2019
20.	Faculty Assistance for UGC-Human Resource Development Centre, New Delhi on Office Management and Leave Rules'	17 th Jan, 2019
21.	Faculty Assistance for Ministry of Rural Development on Office Noting, Drafting and Communication	11 th Jan, 2019
22.	Faculty Assistance for Kalindi College, New Delhi on Leave Rules	08 th Jan, 2019
23.	Faculty Assistance for Kalindi College, New Delhi on Financial Management	08 th Jan, 2019
24.	Faculty Assistance for Cabinet Secretariat, New Delhi on Qualifying Service, Service Book, Method of Calculation, Practical Sessions	07 th Jan, 2019
25.	Faculty Assistance for National Highways Authority of India on Reservation in Services	21 st Dec, 2018
26.	Faculty Assistance for Cabinet Secretariat, New Delhi on Audit Objections	21 st Dec, 2018
27.	Faculty Assistance for BPST on pay fixation, pension, taxation	21 st Dec, 2018
28.	Faculty Assistance for Cabinet Secretariat, New Delhi on Pay Fixation, MACP & Income Tax	20 th Dec, 2018
29.	Providing Faculty Assistance to Union Public Service Commission on Dealing of RTI Application/Appeals	19 th Dec, 2018
30.	Faculty Assistance for Cabinet Secretariat, New Delhi on Bank Reconciliation Transaction Cheque, salary, Maintenance of register (Imprest all advances etc)	19 th Dec, 2018
31.	FA for BPST on procurement GFR, Financial matters , LTC, TA/DA rules	18 th Dec, 2018
32.	Faculty Assistance for National Highways Authority of India on Good Governance	13 th Dec, 2018
33.	Faculty Assistant for BPST	06 th Dec, 2018
34.	Providing Faculty Assistance to Union Public Service Commission on Organizational Behavior in Government	28 th Nov, 2018
35.	Faculty assistance at CIC on Income tax	08 th Nov, 2018
36.	Faculty assistance at CIC on FR/ SR	05 th Nov, 2018
37.	Faculty Assistance for Directorate of Vigilance on Vigilance Matters	31 th Oct, 2018
38.	Providing Faculty Assistance to Union Public Service Commission on Communication Skills	30 th Oct, 2018

39.	Faculty Assistance for Ministry of Water Resources River Development and Ganga Rejuvenation on Eradicate Corruption – Build a New India	30 th Oct, 2018
40.	Faculty Assistance for Security Printing and Minting Corporation of India Lt.(SPMCIL), New Delhi on Preventive Vigilance	29 th Oct, 2018
41.	Providing Faculty Assistance to Lok Sabha Secretariat, New Delhi on Gender Sensitization	25 th Oct, 2018
42.	Faculty Assistance for NBCFDC on Sexual Harassment of Women at Workplace	25 th Oct, 2018
43.	Faculty Assistance for Central Information Commission on	18 th Oct, 2018
44.	Overview of Reservation in Service Faculty Assistance for Central Information Commission on Pension Rules including the New Pension Scheme and other retirement benefits	17 th Oct, 2018
45.	Faculty Assistance for Central Information Commission on Conduct Rules, CCS(CCA)Rules	15 th Oct, 2018
46.	Faculty Assistance to Technology Information Forecasting and Assessment Council on Technology Information Forecasting and Assessment Council(TIFAC)	12 th Oct, 2018
47.	Faculty Assistance for Indira Gandhi National Open University (IGNOU) on Pay Fixation	12 th Oct, 2018
48.	Faculty Assistance for Indira Gandhi National Open University (IGNOU) on Public Procurement of Works (E-Procurement) (Tendering process and awarding contracts) and GST	11 th Oct, 2018
49.	Faculty Assistance for Indira Gandhi National Open University (IGNOU) on Financial Management as per GFR including Public Financial Management System including PFMS	10 th Oct, 2018
50.	Faculty Assistance for Central Information Commission on Pay Fixation, GFRs, Budget etc, DFPRs	08 th Oct, 2018
51.	Faculty Assistance for Central Information Commission on Use of Space Technology based tools in Governance.	03 th Oct, 2018
52.	Faculty Assistance for Central Information Commission on Handling of Government Litigation(CAT/Court)	01 th Oct, 2018
53.	Faculty Assistance for MHA	01 th Oct, 2018
54.	Faculty Assistance for Central Information Commission on Leave Rules, LTC Rules, TA Rules	28 th Sep, 2018
55.	Faculty Assistance for National Institute of Public Cooperation and Child Development, New Delhi on Financial Rules,	28 th Sep, 2018

	Purchase Procedures, Role of CDPOs as Drawing & Disbursing Officers and Delegation of Powers	
56.	Faculty Assistance for Ministry of Environment ,Forest & Climate Change, New Delhi on Right to Information, Act 2005	27 th Sep, 2018
57.	Faculty Assistance to Lok Sabha Secretariat, Bureau of Parliamentary Studies and Training on Gender Sensitization	27 th Sep, 2018
58.	Faculty Assistance for National Institute of Public Cooperation and Child Development, New Delhi on Office Management, Establishment, Service Rules, Office Procedures, Communication, Right to Information	27 th Sep, 2018
59.	Faculty Assistance for Central Information Commission on Parliamentary Procedure, Administrative Law	26 th Sep, 2018
60.	Faculty Assistance for Ministry of Consumer Affairs, Food and Public Distribution ,New Delhi on Sexual Harassment against Women at Workplace.	25 th Sep, 2018
61.	Faculty Assistance for Central Information Commission on Noting & Drafting Skills	24 th Sep, 2018
62.	Faculty Assistance for Central Information Commission on Service Book	20 th Sep, 2018
63.	Faculty Assistance for Cabinet Secretariat, New Delhi on Right to Information Act 2005	20 th Sep, 2018
64.	Faculty Assistance for Central Information Commission on Office Procedure& e-Office Procedure.	19 th Sep, 2018
65.	Faculty Assistance for Central Information Commission on Government Machinery.	17 th Sep, 2018
66.	Faculty Assistance for Central Information Commission on Income Tax12 Sep 2018 67Faculty Assistance for National Technical Research Organisation on Preparation of Note for Cabinet/ACC	10 th Aug, 2018
68.	Faculty Assistance for National Technical Research Organization on Standing Finance Committee, Expenditure. Finance Committee Memos	09 th Aug, 2018
69.	Faculty Assistance for National Technical Research Organization, New Delhi	09 th Aug, 2018
70.	Faculty Assistance at IGNOU on Public Procurement of Works-e-procurement, tendering, awarding contracts and GST	09 th Aug, 2018
71.	Faculty Assistance for National Technical Research Organization, New Delhi on CCS Conduct Rules	08 th Aug, 2018

72.	Faculty Assistance on Budgeting (preparation of BE/RE, re-appropriation etc. at IGNOU, New Delhi	08 th Aug, 2018
73.	Faculty Assistance at IGNOU on Financial Management including GFR and PFMS	08 th Aug, 2018
74.	Faculty Assistance for National Technical Research Organization, New Delhi on Basic Concept of GFRs & DFP Rs	07 th Aug, 2018
75.	Faculty Assistance for National Technical Research Organisation on Fundamental Rules & Service Rules	06 th Aug, 2018
76.	Faculty Assistance for Ministry of Home Affairs, LWE Division, New Delhi on Official Noting, Types of Letters and Templates, Writing Office Order/Memorandum and Press note writing etc.	02 th Aug, 2018
77.	Faculty Assistance for Union Public Service Commission on CAT/Court Cases	26 th Jul, 2018
78.	Faculty Assistance for Sashastra Seema Bal Academy, Bhopal on Office Procedure and Establishment Rules	25 th Jul, 2018
79.	Faculty Assistance for Union Public Service Commission on Drafting and Office Procedure	25 th Jul, 2018
80.	Faculty Assistance for National Highways Authority of India on Right to Information.	25 th Jul, 2018
81.	Department of Industrial Policy and Promotion on Writing Minutes	24 th Jul, 2018
82.	Faculty Assistance for Indian Institute of Technology Delhi on Drafting	18 th Jul, 2018
83.	Faculty Assistance for Indian Institute of Technology Delhi on Noting	17 th Jul, 2018
84.	Faculty Assistance to Union Public Service Commission, New Delhi on Dealing of RTI Application/Appeals	11 th Jul, 2018
85.	Faculty Assistance to Union Public Service Commission, New Delhi on Ethics & Values in Public Governance	27 th Jun, 2018
86.	Faculty assistance on office procedure and noting drafting at Deptt of Rural Development	21 th Jun, 2018
87.	Providing Faculty Assistance to Directorate General, Sashastra Seema Bal, New Delhi on Stenography Skills	05 th Jun, 2018
88.	Faculty Assistance to Union Public Service Commission, New Delhi on Financial Planning - Tax Management	30 th May, 2018
89.	Providing Faculty Assistance to Directorate General, Sashastra Seema Bal, New Delhi on Responsive Administration	24 th May, 2018

90.	Providing Faculty Assistance to Directorate General, Sashastra Seema Bal, New Delhi on Communication Skills	23 rd May, 2018
91.	Providing Faculty Assistance to Directorate General, Sashastra Seema Bal, New Delhi on Noting & Drafting	22 nd May, 2018
92.	Providing Faculty Assistance to Directorate General, Sashastra Seema Bal, New Delhi on "Role & Functions of Principal Private Secretary and Challenges at Senior Management Level"	21 st May, 2018
93.	Faculty Assistance to Union Public Service Commission, New Delhi on Accounting of Accounts Officers of State PSCs	18 th May, 2018
94.	Faculty Assistance to ICMR-National Institute of Virology, Pune on New Pension Scheme	26 th Apr, 2018
95.	Faculty Assistance to Union Public Service Commission, New Delhi on Right to Information Act, 2005	18 th May, 2018
96.	Faculty Assistance for Union Public Service Commission, New Delhi on Noting & Drafting.	26 th Apr, 2018
97.	Faculty Assistance to National Pharmaceutical Pricing Authority, New Delhi on Drafting & Record Management	26 th Apr, 2018
98.	Faculty Assistance for ICAR-NIO, GOA on Gender Sensitization	26 th Apr, 2018
99.	Faculty Assistance to National Pharmaceutical Pricing Authority, New Delhi on File Management & Noting	25 th Apr, 2018
100.	Faculty Assistance for ESSO -Indian National centre for Ocean Information Services Hyderabad on Sexual Harassment of women at workplace	13 th Apr, 2018
101.	Faculty Assistance at ECI on "Sexual Harassment of Women at Workplace"	06 th Apr, 2018
102.	Faculty Assistance on RTI at CSIR-HRDC Gaziabad	06 th Apr, 2018

Chapter - 11

Faculty Development

11.1 Introduction

One of the major strengths of ISTM is its faculty, consisting of officers drawn from various Central Services on deputation. The proficiency of ISTM lies in providing skill based training. The experienced faculty members share their rich and varied experience (gained in Ministries/ Departments) with the participants. Thus, rotation of faculty from the government departments being a regular phenomenon, planned faculty development is one of the key top management functions. The faculty members are initially given exposure to training/learning process by way of deputing them for Direct Trainer Skills and Design of Training Courses so that in addition to being subject experts they take into account learning/training needs while designing/delivering training. The faculty members are also deputed for professional courses related to their subject areas to other "Centres of Excellence" in the country. The opportunities for observing the training-sessions and processes conducted by senior/experienced faculty members are provided to the new faculty members. The Institute regularly sponsors its faculty members to undergo various training courses both within the country and abroad to gain specialization in the fields allotted to them.

A table showing the areas in which the faculty members were trained during the year 2018-19 is given below:

S. No.	Name of the programme	Duration		Faculty
		From	To	
1.	MTDP_DTS course	20 th Aug, 2018	15 th Sep, 2018	Sh. K Govindarajulu, Joint Director
2.	at ISTM for development as Mater Trainer -DTS			
3.	Level-E course	02 nd Apr, 2018	11 th May, 2018	Sh. Vadali Rambabu, Joint Director
4.	DoT course at ISTM	17 th Sep, 2018	21 st Sep, 2018	
5.	GIZ ,ToT -1 at ATI Mysore	18 th Jul, 2018	22 nd Jul, 2018	Smt. R Gayathri, Deputy Director
6.	GIZ, ToT Module 2-at Shillong	13 th Nov, 2018	17 th Nov, 2018	
7.	Professional Development Programme (PDP) at DHTI	15 th Oct, 2018	22 nd Nov, 2018	Sh B Dhanesh, Joint Director
8.	CSSS- L-IV training programme	19 th Nov, 2018	14 th Dec, 2018	Sh. H Govind, Deputy Director

9.	MTDP_DTS course at ISTM for development as Mater Trainer -DTS	20 th Aug, 2018	15 th Sep, 2018	
10.	Training on GeM 3.0	03 rd Apr 2018	03 rd Apr 2018	Sh. Brahmareddy Desireddy, Deputy Director
11.	Workshop on EFC/SFC at ISTM	6 th Sep, 2018	7 th Sep, 2018	
12.	MTDP-Advanced Public Procurement Programme at NIFM Faridabad	22 nd Oct 2018	26 th Oct 2018	
13.	GIZ,ToT 1 at ATI Mysore	18 th Jul 2018	22 th Jul 2018	Sh. Praveen Prakash Ambashta, Deputy Director
14.	GIZ TRAINING ALEP 1 Module-2 at AASC Guwahati	27 th Sep 2018	30 th Sep 2018	
15.	GIZ, ToT Module 2-at Shillong	13 th Nov 2018	17 th Nov 2018	
16.	Professional Development Programme (PDP) at DHTI	11 th Jun 2018	13 th Jul 2018	Sh. Yogesh Dwivedi, Deputy Director
17.	MTDP-DoT course at ISTM for development as Mater Trainer -DoT	27 th Aug, 2018	21 th Sep, 2018	
18.	MTDP-Public Procurement under FDP at NIFM Faridabad	24 th Sep 2018	29 th Sep 2018	Sh. Agam Agrawal, Deputy Director
19.	FR/SR and Computer MS-Excess,	17 th Dec, 2018	21 st Dec, 2018	
20.	Leave Rules at ISTM	27 th Dec, 2018,	28 th Dec, 2018	Sh. K H Sivarama krishnanan, Assistant Director
21.	Level-D Course Participant	16 th Jul, 2018	05 th Oct 2018	
22.	FR/SR and Computer MS-Excess	17 th December	21 st Dec, 2018	
23.	Leave Rules at ISTM	27 th Dec, 2018	28 th Dec, 2018	
24.	Noting and Drafting course at ISTM	1 st Aug, 2018	3 rd Aug, 2018	Sh. Bhagban Padhy, Assistant Director
25.	Workshop on Mentoring at ISTM	06 th Aug 2018	08 th Aug 2018	
26.	LD-84 training programme	12 th Nov 2018	01 st Feb 2019	
27.	Workshop on Mentoring at ISTM	06 th Aug 2018	08 th Aug 2018	Smt. Anurag Devgan, Assistant Director
28.	DoT course at ISTM	17 th Sep, 2018	21 st Sep, 2018	Smt. Geetha Menon, Asstt. Director
29.	H-CAT course at ISTM	23 rd July, 2018	25 th July, 2018	Sh. Rajeev Kumar Jha, Assistant Director
30.	Workshop on Mentoring at ISTM	06 th Aug 2018	08 th Aug 2018	

31.	CGHS/CSMA Rules at ISTM	9 th & 31 st Jan, 2019	9 th & 31 st Jan, 2019	
32.	Administrative Vigilance Course at ISTM (AV-3)1	8 th Mar, 2019	29 th Mar, 2019	
33.	DTS course at ISTM	10 th Sep, 2018	14 th Sep, 2018	
34.	DoT course at ISTM	17 th Sep, 2018	21 st Sep, 2018	
35.	ETA Module of PFMS at Palika Bhawan R K Puram New Delhi,	16 th Nov, 2018	16 th Nov, 2018	
36.	PROBODH programme at CHTI New Delhi,	10 th Dec, 2018	11 th Dec, 2018	
37.	FR/SR and Computer MS-Excess at ISTM,	17 th Dec, 2018	21 st Dec, 2018	
38.	CGHS/CSMA Rules at ISTM	9 th & 31 st Jan, 2019	9 th & 31 st Jan, 2019	Ms. Parna Sahana, Assistant Director
39.	Workshop on e-Bhavishya	11 th Mar, 2019	11 th Mar, 2019	
40.	Level- B Course at ISTM	25 Mar 2019	26 Apr 2019	
41.	FR/SR and Computer MS-Excel at ISTM,	17 th Dec, 2018	21 st Dec, 2018	Sh. Jitender Bhatti, Assistant Director
42.	Leave Rules at ISTM	27 th Dec, 2018	28 th Dec, 2018	
43.	CGHS/CSMA Rules at ISTM	9 th & 31 st Jan, 2019	9 th & 31 st January, 2019	
44.	Workshop on Pay Fixation	28 th Jan, 2019	30 th Jan, 2019	

11.2 Providing Faculty for National Training Calendar Programmes of Training Division, DoP&T

The Training Division of the Department of Personnel & Training utilizes the services of the Recognized Trainers and Master Trainers of the Institute in conducting DTS, DoT courses and Recognized Trainers Development Programmes which are conducted at selected Training Institutes in the country on behalf of Training Division.

Our faculty during 2018-19

Faculty	Subjects/topics allotted
Dr. Sunita H Khurana	Director
Col. Sanjay Kumar Sharma	Addl. Director
Sh. K Govindarajulu, Joint Director (BT)	All subjects related to Management Services, Management Concepts, Organisational Structure, Job Evaluation, Management of Change, TQM, Project Management, Knowledge Management, Time Management, Performance Appraisal, RFD, e-Governance, Good Governance, RTI, Sevottam, Stress Management, Organizational Development, Conflict Management, Team building & Leadership, Value & Ethics, Emotional Intelligence. DTS, Recognised Trainer-DTS, and National Resource Person on "Leadership Skills"
Sh Vadali Rambabu, Joint Director (MS)	Machinery of Govt, Public Administration, Outcome Budget, Budget, Good Governance, World Trade Organisation, Public Private Partnership, Procurement/Purchase Procedures, Office Procedure, CCS (Conduct) Rules, CCS(CCA) Rules, Administrative Law, Cabinet Note, Record Management, RTI Act, TA Rules, Communication Skills, Stress Management, Official Language Policy, Computer Inputs, Citizen Charter
Smt. R. Gayatri, Deputy Secretary	Office Procedure, Noting and Drafting, Machinery of Govt., Departmental Security Instructions, Establishment Rules including RR, DPC, promotion etc., Reservation in Services, Pension Rules including NPS and Retirement Benefits, Pay fixation, DFPR, LTC Rules, Conduct Rules, H-CAT, Vigilance, Leave Rules
Sh H Govind, Deputy Director (MS)	Office Procedure, Machinery of Govt., Noting and Drafting, Departmental Security Instructions, Secretarial skills(Topics related to enhancement of Professional skills of personal staff), Presentation Skills, Parliament Procedures, RTI Main Features, Computer Inputs, All topics related to MS Wing, Finance, LTC, TA/DA, Income Tax, GPF Rules, CSMA, OB-1, New Areas HRM, Sevottam, RFD & PMES, Competency Mapping
Sh Praveen Prakash Ambashta, Deputy Director (Vigilance)	Parliament Procedure, Pension Rules, Handling of CAT and Court Cases, JCM, CCS(CCA) Rules, CCS (Conduct) Rules, Administrative and Preventive Vigilance, Administrative Laws, Constitution, Establishment Rules, Reservation in Services, Communication Skills, Interpersonal Skills, Motivation, Stress Management, Team Building and Leadership, CSMA/CGHS, FR/SR, Pay Fixation, MACP, Computer,

	APAR, Gender Issues
Sh US Chattopadhyay, Deputy Secretary	CCS(Conduct) Rules, CCS(CCA) Rules, 1965, Office Procedure, Cabinet Note, CGEGIS, Leave Rules, Machinery of Govt, Parliament Procedures, Advances including HBA, Delegation of Financial Rules, FR/SR, GPF Rules, Grievances Handling, Performance Appraisal, TA Rules, Service Book, Establishment Rules, LTC, Record Management, Noting and Drafting, NTP, Citizen Charter, MACP, Pay Fixation, Computer Inputs
Sh Moloy Sanyal, Deputy Secretary	File Management, Office Management, Noting & Drafting, Records Management, Office Procedure, Parliamentary Procedures, Gender Sensitization, Organisation Behavior, Organisational structure, Leadership, Motivational Skills, Team Building, Interpersonal Relationship, Stress Management, Statistics/Statistical Analysis, Advanced Data Analysis, General Management-Terms & Conditions, Financial Management- General Overview, Managerial Economics, Service Marketing, Computer Inputs, RTI, Good Governance, Purchase Management, Material Management, National Training Policy, E-Governance, Performance Appraisal, RFD, Delegation of Financial Power Rules (DFPR), General Financial Rules (GFR), Sevottam Model, Intellectual Property Rights, Public Private Partnership, GPF, Pay Fixation Rules
Sh. Yogesh Dwivedi, Deputy Director (PT)	Financial Management, FR & SR, Pay Fixation, LTC, Central Government Employess Group Insurance Scheme(CGEGIS), CS(MA) &CGHS Rules, Personnel Administration, Pension Rules, Leave Rules, Office Management, Machinery of Govt of India, Office Procedure, Noting & Drafting, Parliamentary Procedure, Record Management, DOT, MOT
Sh. B Dhanesh, Deputy Director (Accounts)	Budget, CCS(Leave) Rules, Central Government Employee Group Insurance Scheme, Children Education Allowance, Classification of Account, Computer Input & Excise, Delegation of Financial Power Rules, Expenditure Management/Economy Instructions, Fundamental Rules/Supplementary Rules, General Financial Rules, LTC Rules, MS -Access, MS-Excel, MS-Office Suite, MS-Powerpoint, MS-Word, Pay Fixation, Purchase Management
Sh. Agam Aggarwal, Deputy Director (OM)	Noting & Drafting , Records Management, Machinery of Government of India, Parliamentary Procedure, MS-PP, MS-W.

Sh. Brahmareddy Desireddy, Deputy Director (Eco)	Budget, Government Employee Group Insurance Scheme, Computer Input & Excise, Delegation of Financial Power Rules, Economic Development & Planning Process, economic Policy, Economic reforms in India, E-governance, General Financial Rules, Good Governance, Income Tax, Office Procedure, Outcome Budget, Pension Rules, Public Finance, Public Policy Analysis, Public Private Partnership, Purchase Management, Public Procurement Policy,
Sh. KH Sivaramakrishnan, Assistant Director (OM)	CCS(Leave) Rules, LTC(Rules), TA(Rules), FR/SR, Office Procedure, Where to Find What, Computer Input.
Sh. Bhagaban Padhy, Assistant Director (OM)	CCS(Leave) Rules, Communication Skills, Computers Input & Exercise, Interpersonal Skills, MS-OS, MS-PP, MS-W, Noting & Drafting, Office Procedure, Pension zRules, Public Policy Analysis, Role of Assistant/SO/US, Secretarial Skills, Stress Management, Vigilance, W2FW, Space Technology.
Smt. Geetha Menon, Assistant Director (OM)	Central Government employee group insurance Scheme(CGEGIS), Fundamental Rules/ Supplementary Rules(FR/SR), Pension Rules, Record Management, Right to Information.
Smt. Anurag Devgan, Assistant Director (OM)	Computer Inputs & Exercise, MS-Asses, MS-EX, MS-OS, MS-PP, MS-W, Pay Fixation, Vigilance, W2FW.
Sh. Rajeev Kumar Jha, Assistant Director (ES&T)	Computer Inputs & Exercise, MS-Asses, MS-EX, MS-OS, MS-PP, MS-W, Noting & Drafting, Office Procedure, File Management Module, Machinery of Government, Parliamentary Procedure, Reservation in Services, Pay Fixation, Handling of CAT / Court cases, Secretarial Skills, Vigilance, W2FW.
Smt. Subhashree A., Assistant Director (Accounts)	Budget, CCS (Leave) Rules, Delegation of Financial Power Rules (DFPRs), Noting & Drafting, Office Procedure, Vigilance, W2FW.
Smt. Parna Sahana, Assistant Director (OM)	Computer-MS-PowerPoint, Pay Fixation, Pension Rules, CCS(Leave Rules)
Sh. K K Pant, Faculty Consultant	Advance & Loans, Bank Reconciliation, Budget (All types), C&AG & CGA, Capital & Revenue Expenditure, Classification of Accounts, CGEGIS, Contingent bills, Court Attachment, Departmentalization of Accounts, Duties and Responsibilities of DDO/HOD, Expenditure Control, GFRs/DPFRs, GPF Rules, HBA(Including Intrest Calculation), Income Tax, LTC Rules, Maintenance of Cash Book, Medical Attendant Rules, Pay and Allowances, Pay Bills, Pension Rules, Personal Claims of

	Govt. Servants, Purchase Management & Inventory Control, Role of Statutory Audits, Service Book, TA Rules, Withdrawal from Govt Account, Central State Financial Relations, Children Education Allowance, Contract and Tendering Procedure & Outsourcing of Service, Leave Rules
Sh. Nafe Singh, Faculty Consultant	Financial Management Budget, GFP, CGEGIS, TA Rules, Income Tax, Financial Management, Classification of accounts, Loans and Advances & HBA, Expenditure Control, Bank Reconciliation, Capita & Revenue Expenditure, Pension Rules, Maintenance of Cash Book, Role of Statutory Audit
Sh Rajesh Singh, Deputy Director	Good Governance, ICT& ICT Policy Analysis, Indian Economy & Globalization, Big Data Analytics, Cyber Security, MS Office Suite (MS-Word/ Power point/ Excel/ Access), Ethics & Values in Public Governance, Public Policy Formulation & Analysis, International Cooperation, Public Private Partnership, Emerging Technology in e-Governance, Public Administration, Communication Skills, Interpersonal Skills, Administrative Reforms, Gem, Management Services topics of BMS/AMS courses, Right to Information
Sh. Jitender Bhatti, Assistant Director	Computer Inputs & Exercise, MS-Asses, MS-EX, MS-OS, MS-PP, MS-W, Noting & Drafting, Office Procedure, File Management Module, Parliamentary Procedure, Leave Rules, Secretarial Skills, W2FW.

ANNEXURE-II

Details of Faculty Members of the Institute

Following faculty members left the Institute on superannuation/on completion of tenure/on promotion during the year 2018-19:

Sl. No.	Name of Faculty	Date of leaving the Institute	Remarks
1.	Sh. Rajesh Kumar Agarwal, Deputy Director	01st Apr, 2018	On Promotion
2.	Smt. R Gayathri, Joint Director	31st Dec, 2018	On promotion to the grade of Deputy Secretary
3.	Sh. Moloy Sanyal, Joint Director		
4.	Sh. Uday Sankar Chattopadhyay, Deputy Director		
5.	Sh. H Govind, Deputy Director		On Promotion to the grade of Sr. PPS
6.	Sh. K H Sivramakrishnan, Assistant Director	01st Jan, 2019	On Promotion the grade of Under Secretary
7.	Smt. Geetha Menon, Assistant Director	07th Feb, 2019	On Promotion the grade of Section Officer

The following faculty members joined the Institute during the year 2018-19

Sl. No.	Name of Faculty	Date of leaving the Institute	Remarks
1.	Sh. Jitender Bhatti, Assistant Director	20th Sep, 2018	Joined as AD(ES&T)
2.	Smt. R Gayathri, Joint Director	31st Dec, 2018	Appointed as Deputy Secretary
3.	Sh. Moloy Sanyal, Joint Director		
	Sh. Uday Sankar Chattopadhyay, Deputy Director		
4.	Sh. Rajesh Singh, Deputy Director	01st Mar, 2019	Joined as DD(MS)

ANNEXURE-III

Courses Planned and Conducted During 2018-19

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
CSS Cadre Training Programme	45	45	ASO (Direct Recruits)	8	6	405
			CSS-A	6	6	228
			CSS-B	12	15	638
			CSS-D	10	10	276
			CSS-E	7	7	202
			CSS-F	2	1	39
Management Development Programmes	42	41	Orientation course for Directors/Dy Secy. of Central Govt. joining Central Secretariat	3	3	49
			Establishment Rules	2	2	73
			Reservation in Services	2	2	72
			Administrative Vigilance-1	1	2	50
			Administrative Vigilance-3	1	1	23
			Handling of CAT/Court Cases	2	3	106
			Workshop on Noting and Drafting	4	4	122
			Good Governance	1	1	28
			Workshop on Preparing Cabinet Notes-1	4	3	23
			Workshop on Preparing Cabinet Notes-2	4	3	43
			Advanced Management Services	1	0	0
			Basic Management Services	1	0	0
			Knowledge Management	1	1	19
			Human Resource Management	1	1	20
			Workshop for Liaison Officers (SC/ST/OBC/PWD)	2	2	48
			Workshop Citizen Centric & Service Delivery Approach	3	1	16
			Workshop on E-Office	3	3	80
			Big Data Analytics (Basic)	2	2	54

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
			Big Data Analytics(Advanced)	0	1	12
			Orientation Training Programme on Preventive Vigilance	2	2	52
			Orientation Training Programme on Drafting in Disciplinary Matters	2	1	34
			Workshop on preparation of EFC/SFC	0	1	42
			Workshop on Public Policy Formulation	0	1	19
			Training Programme on Managerial/ Supervisory Skills	0	1	20
			Financial Management Programme	40	33	Cash & Accounts
Pension & Retirement Benefits-I	1	1				14
Pension & Retirement Benefits II	2	2				40
Workshop on Pay Fixation	2	2				56
Purchase Management in Govt.	1	0				0
Project Formulation & Appraisal	1	0				0
Workshop on Outcome Budget	1	1				19
Workshop on Analysis of Financial statement	1	0				0
Workshop on Income Tax	1	1				36
Workshop on Public Private Partnership	2	0				0
Workshop on Formulation of Budget	1	0				0
Workshop for Internal Finance Officers	1	0				0
Workshop on Financial Management in Government	2	2				54
Special Workshop on Financial Management in Government for PSUs	2	2				33

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
			Workshop on e-procurement	2	2	25
			Workshop on Public Procurement Under GFR-2017	4	3	47
			Workshop on Goods & Service Tax	5	7	224
			Orientation Training Programme for Retiring Government Officials	4	4	126
			Orientation Training Programme –GFR 2017	4	3	75
RTI- Capacity Building in Training Programmes	09	09	Record Management-Right to Information	1	1	18
			RTI-Public Information Officers	3	3	111
			RTI-Appellate Authority	2	2	44
			Seminar-RTI	2	2	63
			Training Development Programme-RTI	1	1	20
Behavioral Training	17	10	Stress Management	1	1	11
			Workshop on Communication Skill	1	1	26
			Ethics and Values in Public Governance	2	1	11
			Gender Sensitization	1	1	43
			Workshop on Emotional Intelligence	1	0	0
			Workshop on Team Building & Leadership	1	0	0
			Organizational Behavior in Govt.	1	0	0
			Inter Personal Effectiveness	1	0	0
			Workshop on Sexual Harassment at Work Place	3	3	70
			Workshop on Gender Budgeting	1	0	0
			Swachh Bharat Abhiyan	4	3	88
CSSS - Cadre Training Programmes	16	14	Induction course for Stenographer Direct Recruits	2	2	69

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
			CSSS Level-I	1	0	0
			CSSS Level-II	6	6	237
			CSSS Level –III	4	4	126
			CSSS Level –IV	2	2	83
			CSSS Level –V	1	0	0
Computer Courses	06	08	MS- Power point	1	2	42
			MS-Office Suits	1	2	61
			MS- Word	1	1	23
			MS-Excel	1	1	20
			MS-Excel Advance	1	2	89
			MS-Access	1	0	0
Training of Trainers	08	12	Management of Training (MOT)	1	1	16
			National Training Policy (NTP)	2	1	10
			Workshop on Mentoring (WOM)	1	1	18
			Direct Trainer Skills (DTS)	1	3	104
			Design of Training (DoT)	1	3	65
			Master Trainers Development Programme-DTS	1	1	3
			Master Trainers Development Programme -DoT	1	1	3
State Category Training Programme (SCTP)	0	5	SCTP-Office Procedure	0	1	28
			SCTP- Establishment Rules	0	2	44
			SCTP-Computer Application	0	1	42
			SCTP- Financial Management	0	1	32
Organisation / Cadre Specific Programmes	0	120	OPSS/CSPs for various organizations	0	120	3264
Peripatetic Training Programmes	0	25	PTs for various organizations	0	18	740
Total	183	313		183	313	9242

ANNEXURE-IV

Details of Calendared Courses conducted during the year 2018-19

I. CSS Cadre Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Assistant Section Officer (Direct Recruits)	01.05.2018	13.07.2018	58
	01.05.2018	13.07.2018	77
	01.05.2018	13.07.2018	77
	01.05.2018	13.07.2018	41
	01.05.2018	13.07.2018	59
	01.05.2018	13.07.2018	93
CSS Level "A" Courses for Senior Secretariat Assistants of CSS with 4 years of Service	02.04.2018	27.04.2018	37
	07.05.2018	01.06.2018	42
	25.06.2018	20.07.2018	38
	06.08.2018	31.08.2018	34
	27.08.2018	20.09.2018	42
	12.11.2018	07.12.2018	35
CSS Level "B" Courses for Assistant Section Officers with 6 years of Service	02.04.2018	04.05.2018	30
	16.04.2018	18.05.2018	39
	07.05.2018	01.05.2018	36
	28.05.2018	29.06.2018	34
	04.06.2018	06.07.2018	32
	09.07.2018	10.08.2018	32
	13.08.2018	14.09.2018	41
	01.10.2018	02.11.2018	26
	08.10.2018	09.11.2018	36
	31.12.2018	01.02.2019	36
	04.02.2019	08.03.2019	43
	18.02.2019	22.03.2019	57
	18.02.2019	22.03.2019	56
	25.03.2019	26.04.2019	70
25.03.2019	26.04.2019	70	
CSS Level "D" Courses for Section Officers with 6 year service	02.04.2018	22.06.2018	27
	23.04.2018	13.07.2018	29
	11.06.2018	31.08.2018	23
	16.07.2018	05.10.2018	25
	30.07.2018	18.10.2018	29

Name of the Training Programme	Duration		No. of Participants
	From	To	
	27.08.2018	16.11.2018	32
	17.09.2018	07.12.2018	28
	12.11.2018	01.02.2019	25
	24.12.2018	15.03.2019	32
	14.01.2019	05.04.2019	26
CSS Level "E" Course for Under Secretaries with 4 year service	02.04.2018	11.05.2018	31
	14.05.2018	22.06.2018	30
	02.07.2018	10.08.2018	32
	08.10.2018	16.11.2018	32
	05.11.2018	14.12.2018	26
	21.01.2019	01.03.2019	28
	25.02.2019	01.03.2019	23
CSS Level 'F' Course for Deputy Secretaries with 5 years of service	12.11.2018	30.11.2018	39

II. Management Development Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Orientation Course for Deputy Secretaries/ Directors joining Central Secretariat	09.04.2018	11.04.2018	14
	25.06.2018	27.06.2018	15
	18.03.2019	20.03.2019	20
Establishment Rules	21.05.2018	25.05.2018	35
	14.03.2019	15.03.2019	38
Reservation in Services for SC/ST/OBC	01.05.2018	04.05.2018	30
	17.09.2018	20.09.2018	42
Administrative Vigilance: Role IO/PO AV1	06.08.2018	10.08.2018	32
	10.12.2018	14.12.2018	18
Administrative Vigilance: Disciplinary Procedure (AV3)	18.03.2019	29.03.2019	23
Handling CAT Cases	23.07.2018	25.07.2018	76
	23.07.2018	25.07.2018	
	07.01.2019	09.01.2019	30
Workshop on Noting and Drafting	02.04.2018	04.04.2018	16
	01.08.2018	03.08.2018	31
	03.10.2018	05.10.2018	32
	25.03.2019	27.03.2019	43
Workshop on preparing Cabinet notes -1	28.09.2018	28.09.2018	02
	21.12.2018	21.12.2018	12
	22.03.2019	22.03.2019	09

Name of the Training Programme	Duration		No. of Participants
	From	To	
Workshop on Preparing Cabinet Notes – 2	12.10.2018	12.10.2018	12
	14.12.2018	14.12.2018	22
	01.02.2019	01.02.2019	09
Good Governance	23.04.2018	27.04.2018	28
Human Recourse Management	29.01.2019	29.01.2019	20
Workshop for Liaison Officers (SC/ST)	16.08.2018	17.08.2018	14
	28.01.2019	29.01.2019	34
Workshop on Citizen Centric & Service Delivery Approach	04.04.2018	06.04.2018	16
Workshop on e-Office	24.09.2018	25.09.2018	39
	15.11.2018	16.11.2018	14
	21.01.2019	22.01.2019	27
Big Data Analytics in Government (Basic)	23.04.2018	25.04.2018	30
	18.06.2018	20.06.2018	24
Big Data Analytics in Government (Advance)	18.07.2018	20.07.2018	12
Orientation Training Programme on Preventive Vigilance	02.11.2018	02.11.2018	31
	08.03.2019	08.03.2019	21
Orientation Training Programme on Drafting in Disciplinary Matters	14.06.2018	15.06.2018	34
Workshop on Preparation of EFC/SFC	06.09.2018	07.09.2018	42
	11.03.2019	13.03.2019	34
Workshop on Public Policy Formulation	10.09.2018	14.09.2018	19
Training Programme on Managerial/ Supervisory Skills	21.01.2019	23.01.2019	20

III. Financial Management Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Cash & Accounts	09.07.2018	07.09.2018	34
	10.09.2018	09.11.2018	31
	19.11.2018	18.01.2019	27
Programme on Pension and Other Retirement Benefits (PRB 1)	16.04.2018	20.04.2018	14
Programme on Pension and Other Retirement Benefits (PRB 2)	09.04.2018	13.04.2018	16
	10.12.2018	14.12.2018	24
Workshop on Pay Fixation	23.04.2018	25.04.2018	26
	28.01.2019	30.01.2019	30

Name of the Training Programme	Duration		No. of Participants
	From	To	
Workshop on Income Tax	26.07.2018	27.07.2018	25
Workshop on e-procurement	27.09.2018	28.09.2018	12
	18.03.2019	19.03.2019	13
Workshop on outcome Budget	12.07.2018	13.07.2018	19
Workshop on Financial Management in Government	06.08.2018	10.08.2018	24
	04.02.2019	08.02.2019	30
Special Workshop on Financial Management in Government	04.06.2018	08.06.2018	21
	18.02.2019	22.02.2019	12
Workshop on Public Procurement under GFR-17	16.05.2018	18.05.2018	08
	17.09.2018	19.09.2018	17
	06.03.2019	08.03.2019	22
Workshop on Goods & Service Tax	23.08.2018	24.08.2018	21
	08.11.2018	09.11.2018	23
	03.12.2018	04.12.2018	13
	07.01.2019	08.01.2019	35
	28.01.2019	29.01.2019	45
	11.02.2019	12.02.2019	48
Orientation Training Programme for Retiring Government Officials	11.03.2019	12.03.2019	39
	10.09.2018	11.09.2019	30
	10.09.2018	11.09.2019	31
	29.10.2018	30.10.2018	18
Orientation Training Programmes – GFR-2017	11.03.2019	12.03.2019	47
	04.10.2018	05.10.2018	15
	14.01.2019	15.01.2019	60

IV. RTI-Capacity Building Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Record Management- Right to Information	06.08.2018	08.08.2018	18
Right to Information-Public Information Officers	07.05.2018	09.05.2018	37
	11.06.2018	13.06.2018	42
Right to Information – Appellate Authority1	13.03.2019	15.03.2019	32
	06.11.2018	16.11.2018	27
	25.03.2019	25.03.2019	17
Seminar on RTI	24.09.2018	24.09.2018	38
	25.03.2019	25.03.2019	25
Right to Information – Trainer Development Programme	26.11.2018	30.11.2018	20

V. Behavioral Training

Name of the Training Programme	Duration		No. of Participants
	From	To	
Stress Management	06.03.2019	08.03.2019	11
Workshop on Communication Skills	07.01.2019	08.01.2019	26
Ethics and Values in Public Governance	25.03.2019	27.03.2019	11
Gender Sensitization	24.09.2018	28.09.2018	43
Workshop on Sexual Harassment at Workplace	11.06.2018	12.06.2018	38
	17.09.2018	18.09.2018	17
	14.11.2018	15.11.2018	15
Swachh Bharat Abhiyan	07.05.2018	07.05.2018	18
	30.07.2018	30.07.2018	56
	12.10.2018	12.10.2018	14

VI. CSSS – Cadre Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Stenographers (Grade 'D')	23.04.2018	15.06.2018	35
Direct Recruit	23.04.2018	15.06.2018	34
CSSS-Level II	16.04.2018	27.04.2018	41
	11.06.2018	22.06.2018	40
	25.06.2018	06.07.2018	37
	06.08.2018	17.08.2018	39
	24.09.2018	05.10.2018	40
	28.01.2019	08.02.2019	40
	14.05.2018	01.06.2018	32
CSSS-Level III	30.07.2018	17.08.2018	38
	17.12.2018	04.01.2019	29
	18.02.2019	08.03.2019	27
CSSS-Level IV	25.06.2018	20.07.2018	42
	19.11.2018	14.12.2018	41

VII. Computer Courses

Name of the Training Programme	Duration		No. of Participants
	From	To	
MS-Excel	26.09.2018	28.09.2018	20
MS-Power Point	28.05.2018	30.05.2018	22
	27.03.2019	29.03.2019	20

Name of the Training Programme	Duration		No. of Participants
	From	To	
MS-Office Suite	09.04.2018	13.04.2018	61
MS-Word	28.01.2019	30.01.2019	23
MS-Excel Advance	18.03.2019	20.03.2019	42
	18.03.2019	20.03.2019	27

VIII. Trainers Development Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
National Training Policy (NTP)	25.03.2019	26.03.2019	10
Workshop on Mentoring (WOM)	06.08.2018	08.08.2018	18
Design of Training (DOT)	25.02.2019	01.03.2019	15
Direct Trainer Skills (DTS)	18.02.2019	22.02.2019	27
Management of Training (MOT)	28.05.2018	28.05.2019	16
Master Trainer Development Programme - Direct Trainer Skills (MTDP-DTS)	20.08.2018	14.09.2018	80
Master Trainer Development Programme - Design of Training (MTDP-DOT)	27.08.2018	20.09.2018	53

IX. State Category Training Programmes (SCTP)

Name of the Training Programme	Duration		No. of Participants
	From	To	
SCTP-Office Procedure	04.06.2018	06.06.2018	28
SCTP- Establishment Rules	09.07.2018	11.07.2018	24
	09.07.2018	11.07.2018	20
SCTP-Computer Application	03.12.2018	05.12.2018	42
SCTP- Financial Management	06.03.2019	08.03.2018	32

X. Orientation Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Orientation Training Programmes – GFR-2017	04.10.2018	05.10.2018	15
	04.10.2018	05.10.2018	
	11.01.2019	15.01.2019	60

ANNEXURE-V

CSS-CTP Programmes

Assistants Section Officers (Direct Recruit) Foundational

Name of the Training Programme	Duration		No. of Participants
	From	To	
Assistant Section Officer(Direct Recruits) At ISTM	01.05.2018	13.07.2018	82
	01.05.2018	13.07.2018	77
	01.05.2018	13.07.2018	77
Assistant Section Officer(Direct Recruits) At State ATIs.	01.05.2018	13.07.2018	41
	01.05.2018	13.07.2018	59
	01.05.2018	13.07.2018	93

CSS-A (Senior Secretariat Assistants of CSCS with 4 Years of Service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSS Level "A" Courses for Senior Secretariat Assistants of CSCS with 4 years of approved Service	02.04.2018	27.04.2018	37
	07.05.2018	01.06.2018	42
	25.06.2018	20.07.2018	38
	06.08.2018	31.08.2018	34
	27.08.2018	20.09.2018	42
	12.11.2018	07.12.2018	35

CSS-B (Assistant Section Officers with 6 Years of Service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSS Level "B" Courses for Assistant Section Officers with 6 years of approved Service	02.04.2018	04.05.2018	30
	16.04.2018	18.05.2018	39
	07.05.2018	01.05.2018	36
	28.05.2018	29.06.2018	34
	04.06.2018	06.07.2018	32
	09.07.2018	10.08.2018	32
	13.08.2018	14.09.2018	41
	01.10.2018	02.11.2018	26
	08.10.2018	09.11.2018	36
	31.12.2018	01.02.2019	36
	04.02.2019	08.03.2019	43

Name of the Training Programme	Duration		No. of Participants
	From	To	
	18.02.2019	22.03.2019	57
	18.02.2019	22.03.2019	56
	25.03.2019	26.04.2019	70
	25.03.2019	26.04.2019	70

CSS-D (Section Officers +6 Years)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSS Level "D" Courses for Section Officers with 6 years of approved service	02.04.2018	22.6.2018	27
	23.04.2018	13.07.2018	29
	11.06.2018	31.08.2018	23
	16.07.2018	05.10.2018	25
	30.07.2018	18.10.2018	29
	27.08.2018	16.11.2018	32
	17.09.2018	07.12.2018	28
	12.11.2018	01.02.2019	25
	24.12.2018	15.03.2019	32
	14.01.2019	05.04.2019	26

CSS-E (Under Secretary + 4 Years)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSS Level "E" Course for Under Secretaries with 4 year of approved service	02.04.2018	11.05.2018	31
	14.05.2018	22.06.2018	30
	02.07.2018	10.08.2018	32
	08.10.2018	16.11.2018	32
	05.11.2018	14.12.2018	26
	21.01.2019	01.03.2019	28
	25.02.2019	01.03.2019	23

CSS-F (Deputy Secretaries with 5 years of service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSS Level 'F' Course for Deputy Secretaries with 5 years of approved service	12.11.2018	30.11.2018	39

ANNEXURE-VI

CSSS-CTP Programmes

Stenographers Gr. "D" Direct Recruit

Name of the Training Programme	Duration		No. of Participants
	From	To	
Stenographers (Grade 'D') Direct Recruit	23.4.2018	15.6.2018	35
	23.4.2018	15.6.2018	34

CSSS – Level – II (Personal Assistants of CSSS with 3 years of regular service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSSS- Level II	16.04.2018	27.04.2018	41
	11.06.2018	22.06.2018	40
	25.06.2018	06.07.2018	37
	06.08.2018	17.08.2018	39
	24.09.2018	05.10.2018	40
	28.01.2019	08.02.2019	40

CSSS – Level – III (Private Secretaries of CSSS with 4 years of regular service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSSS-Level III	14.05.2018	01.06.2018	32
	30.07.2018	17.08.2018	38
	17.12.2018	04.01.2019	29
	18.02.2019	08.03.2019	27

CSSS – Level – IV (Principal Private Secretary with 4 years of regular service)

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSSS-Level IV	25.06.2018	20.07.2018	42
	19.11.2018	14.12.2018	41

ANNEXURE-VII

Summary of Courses Conducted (2018-19)

Sl. No.	Course	No. of Courses	No. of Participants
1.	Calendared (Other than CTP)	116	2935
2.	Cadre Training Plan	59	2303
3.	Organisation Specific Programmes including Cadre Specific Programme	120	3264
4.	Peripatetic Programmes	18	740
	Total	313	9242