भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2023-24

प्रशासनिक ब्लॉक, जे ऍन यू पुराना परिसर

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

ओलोफ पालमे मार्ग नयी दिल्ली - 110067

OLOF PALM MARG, NEW DELHI – 110067

TELEPHONE – 011-26737603   FAX – 011-26104183

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Chapter 1
Introduction

The Institute of Secretariat Training and Management (ISTM) is an Attached Office of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 of this document.

Chapter 2
Description of Organization, Functions and Duties

Objectives

Secretariat Training School, as was originally set up in May 1948, had the following objectives to start with:

(i)   Training of new entrants to the Grade of Assistants recruited through Federal (now Union) Public Service Commission

(ii)   Training of Assistants and Lower Division Clerks in English Typewriting and

(iii)   Providing refreshers courses for Assistants and Assistant-in-charge (later called Section Officer)

Though the aforesaid objectives served the requirements of the Central Secretariat reasonably well for quite a time, the school found itself overrun by new and more exacting demands year by year. It was in recognition of the vastly enlarged scope of the activities that it came to acquire in November 1971 its present name – Institute of Secretariat Training and Management (ISTM). The ranges of courses now cover practically the entire gamut of administration from secretariat rules and procedure to modern discipline of management and training of trainers. The objectives of ISTM as redefined in the context of its enlarged activities have been as follows:

  i. To plan design and conduct post-entry foundational, and in-service courses for different grades of officers of Central Secretariat Service and Central Secretariat Stenographers Service up to the middle management level to enable them to perform their duties, work effectively and to prepare them for greater responsibilities in future by increasing their professional competence;

 ii. To plan, design and conduct training programmes on specialized skills for officers of Central and State Government, UT administration and other public bodies;

iii. To plan design and conduct Organisation Specific Courses on the basis of request from the various organisations;

 iv. To assess training needs at various levels in the Secretariat as well as the related field organizations and organize training programmes to meet those needs;

  v. To create and foster among the participants a positive and innovative outlook to work, and sense of fraternity and team-spirit;

vi. To provide peripatetic faculty support to State Governments and Union Territory Administrations in areas like Office Management, Rules and Procedure, Organization Behavior, Financial Management, Training of Trainers and Right to Information;

vii. To produce monographs and other training literature/ material relevant to the training courses designed and conducted by the institute;

viii. To assist Ministries/Departments and other public bodies by providing consulting services in various areas of administration and management.

During 1974, the Institute was christened by the then Prime Minister who was the Minister- in-charge of Department of Personnel with an Emblem "Efficiency and the Public Good". The Institute is an Attached Office of the Department in organizational set up of the Government of India.

Vision

To be a centre of excellence in secretariat learning and management by encouraging learning and creativity leading to "Efficiency and the Public Good".

Mission

i.   Inculcate in the trainees the commitment to service and professional competence;

ii.   Provide leadership in the frontier and potential areas in the field of training;

iii.   Undertake research, consultancy and system analysis for capacity building;

iv.   Collaborate with client organization with continued interface for enhancing the quality of training;

v.   Be a centre of excellence by providing opportunity to the faculty and staff to grow, develop and promote best practices in training.

Functions and Activities

In order to achieve its objectives, the functions of ISTM, as an institute of public administration, are placed under following headings:

I.   Major functions

a) Training
b) Research
c) Consultancy

II.   Complementary functions

a)   Documentation, including creating and maintaining a specialized Library in Public Administration

b)   Publication of periodicals and reference books

c)   Serving as an information Centre and disseminating literature in public administration

d)   Promoting the organizations and activities of professional association of civil servants and sharing skills

III.   Other activities

a)   Organizing conferences and seminars

b)   Maintaining good liaison with government departments, other Central and State Training Institute in India and training institutes in public administration in other countries

c)   Collaborating with Non-government organizations providing services related to various delivery schemes of government.

Chapter 3
Powers and Duties of Officers and Employees

Director

Director, ISTM is an officer of the level of Senior Administrative Grade of Central Services, same as that of a Joint Secretary to the Government of India. Being the Head of the Department, the Director exercises all administrative and financial powers as contained in the Delegation of Financial Power Rules, 1978. ISTM being an Attached Office of Department of Personnel & Training, all important policy matters in respect of training are decided in consultation with Training Division of DoP&T and with approval of Secretary (Personnel).

In respect of functioning of the Institute, the Director's functions are two-fold, viz. (1) Training, Research and Consultancy and (2) Personnel, Administration & Housekeeping.

Additional Director

Additional Director, ISTM primarily functions as a faculty member and looks after Administrative and Infrastructure activities of ISTM. He also shares the responsibilities of Director as and when required during the presence as well in absence of the Director.

Joint Directors (4)

Joint Directors function as Wing Heads of their respective Wings of Office Management and Peripatetic Training, Financial Management, Behavioural Training & Coordination and Management Services. They guide and coordinate training functions of Deputy Directors and Assistant Directors assigned to the Wing, besides imparting training in their respective specialization areas.

Deputy Directors (14) and Assistant Directors (8)

Deputy Directors and Assistant Directors are primarily imparting direct training to various Courses in their respective subject specialization. In addition, supervision of functions of Training Coordination, Administration and House Keeping are also assigned to individual faculty members from time to time by the Director.

Deputy Director (Official Language) (1)

1.   राजभाषा हिंदी के कार्यान्वयन का पर्यवेक्षण

2.   हिन्दी एकक के समस्त अधिकारियों एवं कर्मचारियों के द्वारा किए गए समस्त कार्यों का पर्यवेक्षण एवं पुनरीक्षण (Vetting)।

3.   ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का पुनरीक्षण।

4.   वार्षिक रिपोर्ट के हिंदी अनुवाद की प्रूफ रीडिंग।

Assistant Director (Official Language) (1)

1.   राजभाषा हिंदी के कार्यान्वयन का पर्यवेक्षण

2.   हिन्दी एकक के समस्त अधिकारियों एवं कर्मचारियों के द्वारा किए गए समस्त कार्यों का पर्यवेक्षण एवं पुनरीक्षण (Vetting)।

3.   ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का पुनरीक्षण।

4.   वार्षिक रिपोर्ट के हिंदी अनुवाद की प्रूफ रीडिंग।

Senior Hindi Translator (1) / Junior Hindi Translator (1)

1.   राजभाषा हिंदी कार्यान्वयन कार्य।

2.   विभिन्न प्रकार के प्रश्न पत्रों का हिंदी अनुवाद

3.   विभिन्न प्रकार के पाठ्यक्रमों की अध्ययन सामग्री का हिंदी अनुवाद।

4.   विभिन्न प्रकार के रिक्ति परिपत्रों का हिंदी अनुवाद।

5.   विभिन्न प्रकार के पाठ्यक्रम परिपत्रों का हिंदी अनुवाद।

6.   विभिन्न प्रकार के रिक्ति परिपत्रों का हिंदी अनुवाद।

7.   वार्षिक रिपोर्ट का हिंदी अनुवाद (वार्षिक)।

8.   समय-समय पर वेबसाइट को द्विभाषी बनाने से संबंधित कार्य।

9.   संकाय सदस्य/अतिथि संकाय सूची को अद्यतन करना।

10.   संकाय प्रोफाइल को अद्यतन करना।

11.   आरटीआई हैंडबुक (वार्षिक)।

12.   ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का हिंदी अनुवाद।

Training Associate (1)

Training Associates provide support to the ISTM's training coordination related activities.

Section Officer (7)

(i)   A Section Officer is the in-charge of a Section who has to ensure efficient and expeditious disposal of work, recording and weeding out indexing and digitization.

(ii)   Distribution of work among the staff as evenly as possible;

(iii)   Training, helping and advising the staff;

(iv)   Management and co-ordination of work;

(v)   Ensuring maintenance of order and discipline in the section;

(vi)   Maintenance of a list of residential addresses of the Staff

(vii)   Submit receipts which should be seen by Branch Officer/ Higher Officer at dak stage;

(viii)   Dispose of routine cases issue reminders, obtain or supply factual non-classified information;

(ix)   Take intermediate routine action;

(x)   Keep a track of all judicial/quasi-judicial matters where the issues being dealt with by the section are involved;

(xi)   Record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer

Assistant Section Officers (4)

(i)   Opening, maintenance and custody of files;

(ii)   Put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts;

(iii)   Go through the receipts and ensure that the receipts, with urgency grading, are dealt with first;

(iv)   Move the receipt to a file;

(v)   If a file exists for this receipt, add the receipt to the existing file;

(vi)   In case a file does not exist, a file will be opened;

(vii)   ASO will add the data/metadata required for creating a new file. A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file;

(viii)   Reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt.

(ix)   ASO will have to give a serial number and page number to all the letters received and issued.

Junior Secretariat Assistant (1)

Handles routine office works such as dairy/ dispatch

Private Secretary (2) / Steno Grade C (4) /Steno Grade D (9)

(i)   Taking dictation in shorthand and its transcription and assisting in drafting
and issue of all correspondences as may be directed by the officer;

(ii)   Managing of appointments/engagements;

(iii)   Attending to the telephone calls and receiving visitors;

(iv)   Maintaining the papers required to be retained by the officer;

(v)   Destroying by shredding/burning the stenographic record of the confidential and secret letters; and

(vi)   Assisting the officer in such a manner as she/he may direct

Draftsman (1)

Preparation of transparencies, Preparation of Certificates, Preparation of Banners, Preparation of Indication Boards, Preparation of Name Plates, Preparation of lay-outs etc, preparation of diagrams, illustrations and art work, Design and preparation of Lay-out of Annual Calendar of the Institute, preparation of graphical charts etc.

Assistant Library and Information Officer (1)

In-charge of books (acquisition of books, technical procession, circulation-issue and return etc.), procurement and renewal of journals/ magazines, newspaper and maintenance of

stock registers, volume numbering works, Preparation of list of books to be purchased for the Library ever year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury/ Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Auction sale of old newspapers/ magazines and other works allotted to the official by the Institute from time to time.

Library Attendant (1)

Handles routine activities of Library and assists ALIO

Training Equipment Operator (1)

1.   To control, maintenance and upkeep of all training aid equipment like OHP, LCD projectors, white board and flip charts etc,; ensure that LCD projectors and OHP are in working condition by scheduling through systematic inspection.

2.   Servicing of all training aid equipment's through suppliers and AMC holders maintaining their lists and keeping track of faults and their repair.

3.   Inventory maintenance of all training aid equipment.

4.   To ensure that white board markers, dusters, flip chart boards, OHP are available in training rooms and are in working condition.

5.   Assisted by Farash of Seminar Halls to get computers, the keyboard and allied attachments

cleaned with sort brushes.

6. Assistance to faculty during training courses in respect of the above items of work.

7. Any other duty assigned by Director.

Staff Car Driver (3)

Multi-Tasking Staff (27)

DoPT vide its OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 has issued the following duties & responsibilities of the M.T.S:

- Physical maintenance of records of section.

- General cleanliness & upkeep of the Section/Unit.

- Carrying of files & other papers within the building.

- Photocopying, sending of FAX etc.

- Other non-clerical work in the Sections/Unit.

- Assisting in routine office work like diary, dispatch etc. including on computer.

- Delivering of Dak (inside & outside the building)

- Watch & ward duties.

- Opening & closing of rooms.

- Cleaning of rooms.

- Dusting of furniture etc.

- Cleaning of building, fixture etc.

- Work related to his ITI qualification, if it exists

- Driving of vehicles, if in possession of valid driving license

- Upkeep of parks, lawns, potted plants etc. Any other work assigned by superior authority

Chapter 4

Procedure Followed in the Decision Making Process

Training Courses and Programmes Functions

1. **Training Calendar** is prepared and decided on the basis of inputs given by concerned faculty members through Joint Director (Coordination) with approval of Director, at the beginning of every training calendar year i.e. 1st April – 31st March. The Training Calendar with necessary details for inviting nominations from various organization is published and uploaded on ISTM's website.

2. **Cadre Training Courses for officers of CSS and CSSS -** Based on the Schedule of training for different levels of courses, nomination of officers is made by the CS Division of the Department of Personnel & Training. The course coordinator or the Director, ISTM has little role to play except in isolated cases of unforeseen situations. While course content and duration is as laid down in the Cadre Training Plan of respective Service, Schedule of input on different parts of the content, and faculty is decided by the Institute with the approval of the Director.

3. **Specialized (Skills) Courses -** Based on the calendar schedule, nominations are invited from Ministries / Departments and other organization by the designated Course Coordinator ten (10) weeks before the beginning of the Course. Sponsoring organization can nominate their officers on-line on ISTM's website, four weeks before commencement of the course. Only those nominations are accepted which are forwarded by the sponsoring/ employing organizations (Ministry/ Deptt./State govt./ PSU/ Autonomous bodies). Nominations for each is decided on first-cum-serve basis from each organization upto 2-3 nominations of eligible officers and who had applied within the stipulated date are accepted.

4. **Organisation Specific Courses-** Nominations of the candidates are decided by the Organisation, subject to final approval of the Director, ISTM on eligibility conditions and number in each course. Course content is decided by the Course coordinator in consultation with the Organisation and the training need with approval of the Director, ISTM.

5. **Peripatetic Faculty Assistance to State Government:** Schedule and faculty to conduct Peripatetic training is decided by the Institute with the approval of the Director on specific request received from the State /UT Governments, subject to availability of in-house faculties (or former faculties of ISTM).

Administrative and Personnel Functions

Administrative Functions-

Being an Attached Office of the Department of Personnel & Training, Ministry of Personnel, PG and Pensions, Government of India, all administrative and financial rules are applicable to the employees and faculty of the Institute. All powers of Head of the Department is exercised by the Director, ISTM and those of Head of Office by a Under Secretary /Deputy Director (Admn.) designated for this purpose.

Personnel Functions –

1)   The Director and the Faculty members are selected and appointed by the Department of Personnel & Training, Government of India for a specified period.

2)   Officers and staff in respect of Library are selected and appointed by the Institute. Other staffs and officers belonging to CSS and CSSS are posted by the Department viz. Department of Personnel & Training.

3)   For members of CSS (other than faculty members), respective Wing Head (Joint Director) are the controlling officers. For the members of CSSS, the officer with whom he/she is posted is the concerned controlling officer, subject to normal rules of Government of India.

4)   Director is the controlling officer for all members of training faculty through the respective Wing Heads (Joint Directors).

Chapter 5

Norms set for Discharge of Functions of ISTM

Transcript from Citizen's/Client's Charter 2023-24 Main Services / Transactions and Service Standards

S. No.	Services / transaction	Service Standards	Responsible Person (Designation)	Email	Mobile Phone No.
1	Preparation of Annual Training Calendar by 31st Jan.	By January 31st of each year	DD (Coord)	coordunit-istm@gov.in	9968305763
2	Issuance of circulars of courses	90 days before commencement of course	Concerned course Director	As per list on ISTM website	As per list on ISTM website
3	Acceptance/ non-acceptance of nominations before the start of the course	30 days before the start of the course	- do-	As per list on ISTM website	As per list on ISTM website
4	Hostel facilities [Housekeeping & Lodging]	≥ 3.5 (on the scale of 1 to 5)	Hostel Warden	bpadhy@nic.in	9868449436
5	Catering services & Security	≥ 3.5 (on the scale of 1 to 5)	US (Admn)	vijay.kumar81@gov.in	9289244368
6	Time taken to provide hostel room	20 minutes	Hostel Warden	bpadhy@nic.in	9868449436
7	Grievance Redressal		Public Grievance Officer	sk.soni@gov.in	8447487340
7.1	Average time taken to acknowledge grievance received electronically through CPGRAMS portal	3 working days			
7.2	Average time taken to acknowledge grievance received through registered post	7 working days			
7.3	Average time taken to send communication for additional information	15 working days			
7.4	Average time taken for grievance settlement	60 working days			

Chapter 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

For Discharging Administrative, Personnel & Financial Functions

Being an Attached Office of the Government of India, the Institute follows all such rules, regulations, instructions and manual issued by the concerned departments of government from time to time and applicable to it such as:

Central Secretariat Manual of Office Procedure	https://darpg.gov.in/sites/default/files/CSMOP-13.pdf
Notes on Office Procedure	http://www.istm.gov.in/home/rti_disclosure/95
General Financial Rules	https://doe.gov.in/sites/default/files/GFR2017_0.pdf
Delegation of Financial Power Rules	https://www.finmin.nic.in/circular-links/delegation-of-financial-powers?page=2
Central Civil Service (Pension) Rules	http://persmin.gov.in/pension/rules/ccspen1.htm
Central Civil Service (Leave) Rules	https://dopt.gov.in/acts/central-civil-services-leave-rules-0
Central Civil Service (Leave Travel Concession) Rules	https://dopt.gov.in/ccs-ltc-rules
Central Civil Service (Conduct) Rules	https://dopt.gov.in/ccs-conduct-rules-1964
Central Civil Service (Classification, Control and Appeal) Rules	https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf
Fundamental Rules and Supplementary Rules	https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf
Receipt and Payment Rules	http://cga.nic.in/DownloadPDF.aspx?filenameid=2
General Provident Funds Rules	http://persmin.nic.in/pension/rules_new/gpf_rules_1960_230913.pdf
Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters	Websites of the Ministries concerned
Staff Car Rules	https://doe.gov.in/order-circular/staff-car-rules
CS (MA) Rules	https://main.mohfw.gov.in/documents/csma
Transfer policy as per Department of Personnel & Training Order and Rules regarding it	https://dopt.gov.in/transfer-policy-and-transfer-orders

Chapter 7
List of Documents held or under Control of the Institute

Broad classification of documents	Name of the document and its introduction	Category of document	Procedure to obtain the document	Held by /under control of
Establishment and Service Matters documents	Allocation of work among officials/staff in ISTM and filling up of post of faculties in ISTM	**Official**	By making written request	**Section Officer (Establishment)**
	Personal Files of all officials/staff.			
	Service Books of all Officials/ Staff.			
	Pension papers of retiring/retired Officials/staff.			
	APAR of officials/staff			
	Medical Bills of officials/staff			
	Orders, Circulars, O.Ms, Notifications relating to Establishment and Service Matters documents			
General Administration Matters	Procurement of Stationary and Training Material	**Official**	By making written request	**Section Officer (Administration)**
	Annual Maintenance Contract of Horticulture, Catering, Housekeeping etc.			
	Budgetary matters of ISTM.			
	Stock Register of stationary and non-stationary items.			
	Orders, Circulars, O.Ms, Notifications relating to these Matters			
Scheme related documents	Details of projects undertaken in scheme.	**Official**	By making written request	**Deputy Director (Infrastructure)**
	Documents related to rooftop water harvesting system			
Financial Documents	Pay Bills and Pay Bill Registers.	**Official**	By making written request	**Draw and Disbursing Officer**
	Contingency Bills and Registers.			
	Appropriation Registers.			
Training Related Documents	Annual Training Calendars	**Official**	By making written request	**Deputy Director (Coordination)**
	Faculty Development Initiatives			

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its Policy or Implementation thereof

a)   Being an Attached Office of Department of Personnel & Training, in policy matters relating to training, research and consultancy, the Training Division of the Department is consulted.

b)   As the primary function of the Institute is to conduct training courses for officers of Central /State Governments and Public Sector Enterprises, beneficiary organizations are consulted wherever necessary and useful for designing training courses.

c)   For a training institute the participants of various courses are public, who are consulted through immediate reaction feedback with a view to modify the content and design of training courses and learning facilities for future participants.

Chapter 9

Boards, Councils, Committees and other Bodies Constituted

With a view to facilitate intra-institutional discussions and decision making on various matters of ISTM, following committees have been in existence:

A.   **Policy Advisory Committee:** All decisions on matters of policy on training programmes, training methodology and course content etc. are within the purview of the Policy Advisory Committee comprising the Director as the Presiding officer and faculty members of the level of Deputy Director and above as members.

B.   **Library Committee:** The decisions regarding maintenance and development of library facilities for the participants and faculty are taken by this Committee. The Director as Chairperson, and all JDs, DD (Admn.) and Library and Information Officer of the Institute are members.

C.   **Hostel and Catering Committee:** All matters pertaining to hostel and catering facilities are within the purview of the Committee.

D.   **Official Language Committee:** This is an obligatory Committee for implementation of official language policy of the government in training.

E.   **Weekly Faculty Meeting:** Like every training institute, faculty meetings of ISTM convened by the Training Coordination Unit is the most important as well as informal forum for free discussions on various administrative training & functional matters raised and suggested by faculty members. Important decisions are taken in the interest of one and all.

F. **Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 Committee:**

I.	Name of Boards, Council Committee etc.	Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)
II.	Composition	1. Smt. Namita Malik, Joint Director (Presiding Officer) 2. Shri Naresh Bhardwaj, Joint Director (Member) 3. Smt. Sujata Mattu, Deputy Director (Member) 4. Smt. Shimla Meena, Section Officer (Member Secretary) 5. Zarina H Bazliel, Representative of YWCA, (External Member)
III.	Date from which constituted	03th October, 2023 (re-constituted)
IV.	Term/ Tenure	The committee will remain in existence till further dissolution.
V.	Power and functions	The committee shall enquire into all types of cases relating to Sexual Harassment at Workplace submitted by women employees of ISTM and will dispose complaints for redressal of the grievance made by a women employee in a time bound manner. A women employee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
VI.	Whether their meetings are open to the public?	-NO-
VII.	Whether the minutes of the meetings are open to the public?	-NO-
VIII.	Place where the minutes if open to the public are available?	-NO-

Chapter 10

Directory of Officers and Employees

Name of the office: Institute of Secretariat Training and Management JNU (Old)

campus, Olof Palme Marg, New Delhi-110067

https://www.istm.gov.in/home/directory

Chapter 11
The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation
(As on 31.03.2024)

The system of compensation including the Basic Pay and allowances is as per the 7th Central Pay Commission. The employees are paid following allowances:

Dearness Allowance: Paid to all employees as per the prevailing rates monthly

House Rent Allowance: 30% of basic pay monthly (X class City) paid to employees as applicable

Dress Allowance: Paid to Multi-Tasking Staff once a year.

Honorarium: Paid to non-teaching staff once a year.

Training Allowance: Paid to faculties at 12% of basic pay monthly

For further ease of record maintenance; the employees in ISTM are divided in following categories:

GO-GPF: Gazetted Officers under General Provident Fund Scheme

GO-NPS: Gazetted Officers under New Pension Scheme

NGO-GPF: Non- Gazetted Officers under General Provident Fund Scheme

NGO-NPS: Non-Gazetted Officers under New Pension Scheme

MTS-GPF: Multi-Tasking Staff under General Provident Fund Scheme

MTS-NPS: Multi-Tasking Staff under New Pension Scheme

GO-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	Remarks
1.	SUMITA SINGH	DIRECTOR	14(4)	₹ 223792/-	Upto Sept 2023
2.	CAPT. YOGENDRA PRAKASH SHARMA	ADDITIONAL DIRECTOR			
3.	NARESH BHARDWAJ	JOINT DIRECTOR (MS)	13(1)	₹210222/.	
4.	DEEPAK KUMAR BIST	JT. DIRECTOR (PT)	11(14)	₹ 198507/-	
5.	NAMITA MALIK	JT. DIRECTOR (BT)	11(13)	₹ 167292/-	
6.	PUNEET KUMAR SHARMA	DY. DIRECTOR (FC)	10(16)	₹ 152388/-	

7.	BISWAJIT BANERJEE	DY. DIRECTOR (VC)	11(13)	₹ 167292/-	
8.	BHAGABAN PADHY	DY.DIRECTOR(MS)	11(12)	₹ 162756/-	
9.	P K JAISWAL	DY.DIRECTOR(OM)	11(13)	₹ 167292/-	
10.	SANJEEV GUPTA	DY.DIRECTOR(OM)	11(13)	₹ 193374/-	
11.	NILMANI	DY.DIRECTOR(ACC.)	10(12)	₹ 104931/-	
12.	JITENDER BHATTI	DY.DIRECTOR(PT)	11(4)	₹ 130680/-	
13.	SUJATA MATTU	DY.DIRECTOR(OL)	11(11)	₹ 174780/-	
14.	KAVITA SHARMA	ASST. DIRECTOR	8(9)	₹ 126979/-	
15.	MAHESH CHAND	PPS	11(12)	₹ 151500/-	
16.	JITENDER CHUGH	SECTION OFFICER	8(12)	₹ 122896/-	

GO-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	SHAILESH KUMAR SONI	DY. DIRECTOR (FC)	11(5)	₹157104/-	
2.	VIPIN KUMAR BHARGAVA	DY.DIRECTOR(FM)	10(9)	₹ 147312/-	
3.	VIJAY KUMAR	UNDER SECRETARY	10(14)	₹ 127232/-	
4.	SHIKHA SINHA	SECTION OFFICER	10(9)	₹ 117450/-	
5.	SANDEEP KUMAR	SECTION OFFICER	10(9)	₹ 117450/-	
6.	SHIMLA MEENA	SECTION OFFICER	10(5)	₹ 124380/-	
7.	PUNEET CHATURVEDI	SECTION OFFICER	10(5)	₹ 124380/-	
8.	PAWAN KUMAR SHRIVASTAV	ALIO	7(3)	₹ 91958/-	
9.	ANJALI RANA	ASST. DIRECTOR	10(8)	₹ 143280/-	
10.	RIZWANA BANO	ASST. DIRECTOR	10(7)	₹ 139440/-	
11.	VINAY KUMAR	ASST. DIRECTOR	10(9)	₹ 147312/-	
12.	ROOSHAN KUMAR MISHRA	ASST. DIRECTOR	8(9)	₹ 103248/-	

NGO-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	SHISHIR KUMAR	ASSTT. SECTION OFFICER	7(9)	₹ 91450/-	
2.	RAKESH KUMAR TOKAS	ASSTT. SECTION OFFICER	7(6)	₹ 99000/-	
3.	BINAY KUMAR SINGH	JSA	4(18)	₹ 81360/-	

NGO-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	AKSHAY JAIN	ASSTT. SECTION OFFICER	7(5)	₹ 96300/-	
2.	NIDHI	ASSTT. SECTION OFFICER	7(2)	₹ 88560/-	
3.	BHAVNA SINGH	ASSTT. SECTION OFFICER	7(1)	₹ 72750/-	
4.	VIMALESH KUMAR	TRG. ASSOCIATE	7(14)	₹ 104400/-	
5.	NEHA THAKUR	P.A.	7(3)	₹ 76800/-	
6.	SUSHIL KUMAR	P. A.	7(3)	₹ 76800/-	
7.	AVINASH KUMAR	STENO GR 'D'	6(3)	₹ 61880/-	
8.	NITESH BANSAL	STENO GR 'D'	6(3)	₹ 61880/-	
9.	ASHUTOSH KR. CHORASIYA	STENO GR 'D'	6(2)	₹ 71100/-	
10.	SARVESH KUMAR	P.A.	7(2)	₹ 74700/-	
11.	PREETI KUSHWAHA	SENIOR TRANSLATION OFFICER	7(1)	₹ 72750/-	
12.	KRISHNA KUMARI GUPTA	JUNIOR TRANSLATION OFFICER	6(3)	₹ 73080/-	
13.	RAJ KUMAR	STAFF CAR DRIVER	5(9)	₹ 60900/-	
14.	ROHIT	TEO	5(6)	₹ 60900/-	

MTS-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
2.	NARENDER SINGH	MULTI TASKING STAFF	4(18)	₹ 68700/-	
5.	RAJENDER SINGH	MULTI TASKING STAFF	2(23)	₹ 74340/-	
7.	ATTAR CHAND	MULTI TASKING STAFF	2(22)	₹ 69612/-	Retd. On 30-11-2023
8.	NARESH KUMAR	MULTI TASKING STAFF	2(23)	₹ 62850/-	
9.	VINOD KUMAR	MULTI TASKING STAFF	2(23)	₹ 61174/-	VRS on 15th March
10.	RAVI SHANKAR	MULTI TASKING STAFF	2(23)	₹ 74340/-	
11.	PRAKASH CHAND	MULTI TASKING STAFF	2(23)	₹ 62850/-	
12.	SURAM SINGH	MULTI TASKING STAFF	2(23)	₹ 62850/-	
13.	R.S. RAWAT	MULTI TASKING STAFF	2(23)	₹ 62850/-	
14.	VIJAY KUMAR	MULTI TASKING STAFF	1(24)	₹ 69120/-	

MTS-NPS

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	PANKAJ SINGH	MULTI TASKING STAFF	1(5)	₹32475/-	
2.	AMIT ANTIL	MULTI TASKING STAFF	1(10)	₹ 46350/-	
3.	SARASWATI	MULTI TASKING STAFF	2(15)	₹ 50700/-	
4.	DEEPIKA YADAV	MULTI TASKING STAFF	1(3)	₹ 36405/-	
5.	MOUSAM CHAUHAN	MULTI TASKING STAFF	1(3)	₹ 30675/-	
6.	AJAY	MULTI TASKING STAFF	1(3)	₹30675/-	
7.	DEEPAK RAJ	MULTI TASKING STAFF	1(1)	₹ 34425/-	
8.	MADHAV KUMAR JHA	MULTI TASKING STAFF	1(1)	₹ 34425/-	

9.	KUNAL MAHAJAN	MULTI TASKING STAFF	1(1)	₹ 34425/-	
10	BHARAT ENANI	MULTI TASKING STAFF	1(1)	₹ 34425/-	
11	VIJAY SHANKAR VARMA	MULTI TASKING STAFF	1(1)	₹ 34425/-	

Academic Pay Structure

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL inthe PAY MATRIX	MONTHLY REMUNERATION
1.	RAJESH SINGH	DY.DIRECTOR(MS)	Academic pay structure(Basic Pay 77500/-	₹ 136350/-

Chapter 12
Institute of Secretariat Training and Management Expenditure Statement for the Year 2023-24
(As on 31-03-2024)

	Institute of Secretariat Training and Management					
	Expenditure Statement for the Year 2023-24					
	(As on 31.03.2024)					
MAJOR HEAD			**2070**			
Minor Head			00.003(Training)			
Institute of Secretariat Training and Management			04-			
Mandatory Training of CSS/CSSS Officers			04.03-			
HEAD	**PARTICULARS**	**RE 2023-24/Final Allocation**	**Amount authorized to CPWD**	**L& DO,MOHUA**	**Expenditure RE upto 31.03.2024**	**% of Expenditure**
2	3	4	5		6	7
04.03.09	Training Expenses	140000000			101660000	72.6
04.04.01	Salary	42000000			39512000	94.1
04.04.05	Rewards	600000			378000	63.0
04.04.06	Medical Treatment	1700000			1586000	93.3
04.04.07	Allowances	31500000			28514000	90.5
04.04.08	LTC	500000			446000	89.2
04.04.09	Training Expenses	1000000			0	0.0
04.04.11	Domestic Travel Expenses	4500000			3736000	83.0
04.04.12	Foreign Travel Expenses	0			0	0.0
04.04.13	Office Expenses	39200000			32428000	82.7
04.04.16	Printing and Publication	700000			260000	37.1
04.04.19	Digital Equipment	1355000			1185000	87.5
04.04.24	Fuel and lubricants	500000			59000	11.8
04.04.27	MCE	500000			0	0
04.04.28	Professional Services	650000			650000	100
04.04.29	RM	1000000			0	0
04.04.39	Bankand Agency Charges	300000			0	0
04.04.49	Other Revenue Expenditure	1500000			421000	28
	Non-Scheme	267505000			210835000	79
04.05.13	Office Expenses	10000000			2483000	24.8
04.96.13	SAP Office Expenses	300000			125000	41.7
04.05.27	Minor Civil and Electric work	12800000	8336000		8070000	63.0

04.05.29	Repair and Maintenance	10000000			1829000	18.3
04.05.49	Other Revenue Expenditure	16500000			2252000	13.6
04.96.13	Office Expenses	300000			140000	46.7
42.01.71	Information, Computer, Telecon	5000000			4975000	99.5
42.01.72	Building and Structure	0			0	0
42.01.74	Furniture and Fixture	2000000			32000	1.6
42.01.77	Other Fixed Assets	0			0	0
42.01.78	Land	0			0	0
42.02.71	Information Computer Telecom	0			0	0

Head	Particulars	RE	Amount auth		Expenditure	%
42.02.72	Building and Structure	50000000	50000000		49975000	100.0
42.02.74	Furniture and Fixture	5000000			0	0
42.02.77	Other Fixed Assets	5000000			0	0
42.02.78	Land	30000000		20000000	25222000	84.07333333
31.32.51	Motor Vehicles	1100000			0	
31.32.52	Machinery & Equipments	4000000			3354000	83.9
31.32.71	Information, Computer, Telecom	6000000			3452000	57.5
31.32.74	Furniture and Fixture	1000000			136000	13.6
31.32.77	Other Fixed Assets	100000			59000	59.0
	Total Plan	148800000			99496000	66.9
	Grand Total (Non-Plan)+Total(Plan)	**416605000**			**310456000**	**74.5**

TOTAL BUDGET FOR THE PUBLIC AUTHORITY

	RE 2023-24/ Final Allocation	Amount authorized to CPWD	Expenditure upto 31.03.2024	% of Exp.
GRAND TOTAL (Scheme+ Non Scheme)	416605000	58336000	368792000	89

BUDGET FOR PROGRAMME

	RE 2023-24/ Final Allocation	Amount authorized to CPWD	Expenditure upto 31.03.2024	% of Exp.
TOTAL (Scheme)	416605000		99496000	23.9

BUDGET OF DOMESTIC TOUR-DTE HEAD

Head	Particulars	RE 2023-24/Final Allocation	Amount authorized to CPWD	Expenditure upto 31.03.2024	% of Exp.
04.04.11	D.T.E	4500000		3736000	83.0

BUDGET OF FOREIGN TOUR

Head	Particulars	RE 2023-24/Final Allocation	Amount authorized to CPWD	Expenditure upto 31.03.2024	% of Exp.
04.04.12	F.T.E	0	0	0	0.0

Chapter 13
Details of Information available in Electronic Form

S.No	Details of information available in electronic form	Name/title of the document/record/other information	Location where available
1.	Training Programmes of ISTM	Annual Training Calendar	https://www.istm.gov.in/home/view_annual_calendar
2.	Online Registration for Directly Recruited ASOs/Stenographers	Online Form	https://www.istm.gov.in/home/online_form_details
3.	Contact No. of all officers/employees	Telephone Directory	https://www.istm.gov.in/home/directory
4.	Decision making and work distribution	Organisation Chart	https://www.istm.gov.in/home/cms/32
5.	Citizen Charter	Citizen Charter	https://www.istm.gov.in/home/cms/30
6.	Reading material	Knowledge Portal	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/4
7.	Annual Report of ISTM(bilingual)	Annual Report/Hindi Report	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/24
8.	RTI Handbook	Information Handbook 2019-20	https://www.istm.gov.in/home/rti_disclosure_download/
9.	Notification/Circular/ Opportunity	Other Circulars	https://www.istm.gov.in/home/other_circular

Chapter 14
Particulars of Facilities Available for obtaining Information

The Facilitation Center in ISTM is a part of Reception Counter. On all working days, any information pertaining to all the sections is available at the Reception Counter from 9.00 A.M- 5.30 P.M.

S.No.	Name and Location of the Facility	Details of information made available	Working hours of the facility	Contact person and contact details
1.	ISTM Reception Desk, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	09.00-17.30 on all working days	Shri Asminder Khari, Section Officer 9718977977
2.	R&I Unit, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	09.00-17.30 on all working days	Shri Asminder Khari, Section Officer 9718977977

Chapter 15
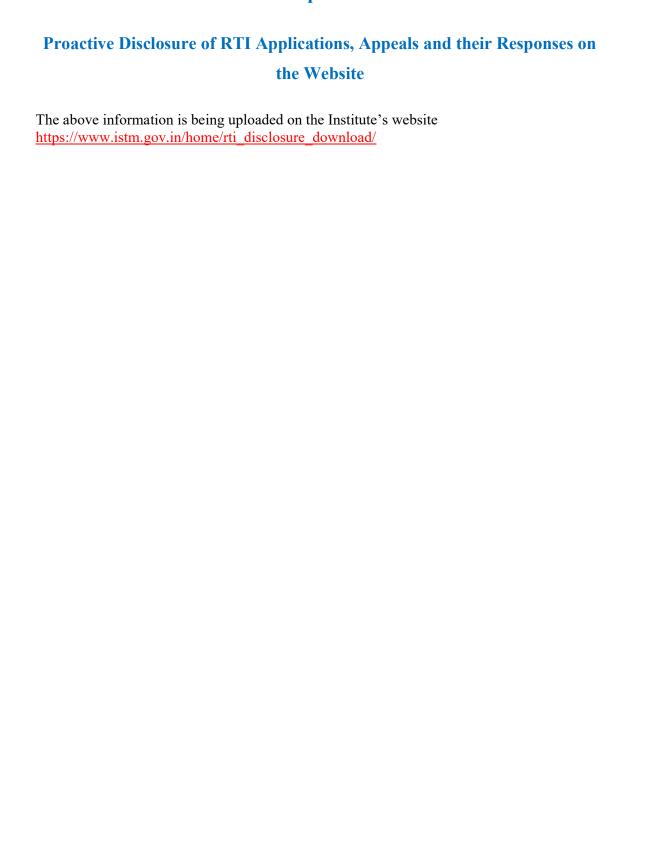## Information related to Procurement made by this Institute since 01.04.2023 to 31.03.2024

Procurement made by System Administration Section since 01.04.2023

S. No.	Type of Procurement	Tender Notice dated/ Procured through	Tender Awarded to	Award/ Extension letter dated	Total Amount (Including GST)
1.	CAMC of Computers and its Peripherals (CAMC period from 01.03.23 to 06.11.23)	Extension of Contract	M/s OA Compserve	21.02.2023	15,71,079.00 (Including GST)
2.	CAMC Contract for Computers, Printers, UPS and other Infrastructure installed at ISTM from 07.11.23 to 06.11.24.	Through Tender/Through GeM	M/s BIPS Systems	31.10.2023	13,78,000.00 (including GST)
3.	CAMC of LCD Projector, PA System, Visualizer and VC System (CAMC period from 01.03.23 to 29.02.2024)	Extension of Contract	M/s Mincy Enterprises	07.02.2023	13,36,291.00 (Including GST)
4.	Hiring of Software Developers (Senior & Application)	Through Tender/Through GeM	M/s ADG Solutions Pvt. Ltd.	07.12.2023	15,15,120.00
5.	Plastic motor fans	Through GeM	20/11/23	N/A	12,208/-
6.	Digital signature Certificate class-2 for 2 years	Through GeM	13/10/23	N/A	23,590/-
7.	Anti-plagiarism software for library for 01 years	Through GeM	06/10/23	N/A	57,000/-
8.	Duracell 1.5 Ah Nickel cadmium portable rechargeable single cell	Through GeM	21/09/23	N/A	6,292/-
9.	VGA cable length 1.5 meter	Through GeM	12/09/23	N/A	875/-
10.	Audio Video male to male 20 meter	Through GeM	12/09/23	N/A	3,400/-
11.	HDMI 1.2,1.3,1.4 CAT 5 & CAT 6 HDMI extender	Through GeM	12/09/23	N/A	10,520.00
12.	HDMI 1.2 cat 6.2 HDMI extender	Through GeM	12/09/23	N/A	3720/-
13.	Real time Power of surveillance window -7 biometric system	Through GeM	03/08/23	N/A	12495.00

14.	Cisco device L-3 Switch with 03 years warranty	Through Tender/ Through GeM	M/s Takyon Networks	06/10 /23	27,15000/-
15.	D-link Blue CAT6 U/VTP cable 610 meters	Through GeM	25/04/23	N/A	21,350.00
16.	LG LCD infrared optical 3840X2126 infrared panel 86A	Through GeM	April,23	N/A	2,99,930.00
17.	Blended Classroom Solutions	Through Tender/ Through GeM	M/s Info India Solution	20/12 /23	19,65,000.00
18.	Articulate Storyline 360 Software for KDLL	W/O GeM	14/12/23	N/A	7,51.783.00
19.	Renewal of Cisco Webex Suite Licenses (01.12.23 to 30.11.24)	W/O GeM	30/11/23	N/A	2,47,800.00
20.	TMIS SMS charges(for 1 Lakh SMS) from (01.07.23 to 31.12.23) or till utilization of SMS	With outGeM	12/07/23	N/A	10,152.00
21.	1 Gbps bandwidth line from Shastri Park (01.03.23 to 31.03.24)	With outGeM	20/07/23 & 19/01/24	N/A	16,81,500.00
22.	Samsung LCD Infaared Panel ICT Lab 2 & 4	Through GeM	14/02/24	N/A	4,69,960.00
23.	Samsung 65" Television for Reception	Through GeM	07/02/24	N/A	1,02.499.00
24.	MS Office 17 licenses	Through GeM	12/01/24	N/A	39,134.00
26.	HP Pen Drives 32 GB	Through GeM	18/01/24	N/A	11,200.00
27.	KDLL Software 05 types	Without GeM	19/03/24	N/A	4,05,330.00
28.	Multifunction Printers	Through GeM	22.03.24	N/A	4,72,983.00
29.	Uniline Online UPS 2 KVA	Through GeM	26/03/24	N/A	4,91,820.00
30.	DSCs	Through GeM	05/03/24	N/A	23,590.00
31.	All-in One Computers	Through Tender/ Through GeM	M/s BIPS Systems	28/03 /24	49,75,400.00
32.	2 TB Portable Hard Disk	Through GeM	22/03/24	N/A	1,26,160.00
33.	Mobile Network Signal Booster	Through GeM	26/0/.24	N/A	1,59,000.00
34.	HDMI 10 meters Cables	Through GeM	19/03/24	N/A	4,998.00

Procurement made by Administration Section since 01.04.2023

SL. NO.	Type of Procurement	Tender Notice dated	Tender Awarded to	Award/ Extension letter dated	OAE/ OE	Approx. Yearly Expenditure (Rs.)
1.	BUS SERVICES	12.10.2023	ARORA TRAVELS	13.10.2023	TE	5,93,700.00
2.	CANTEEN SERVICES	11.10.2023	THAKUR CATERERS	18.10.2023	TE	55,27,737.00
3	DTH/CABLE SERVICE	02.02.2024	ANIL COMMUNICATION	10.02.2024	OE	2,51,930.00
4.	DEO/MTS	17.10.2023	PARV PROJECT (OPC) PRIVATE LIMITED	18.10.2023	OE	64,26,708.81
5.	GYM TRAINER	26.07.2023	EAGLE SECURITY & HOUSE KEEPING SERVICE	27.07.2023	Prof	4,40,999.52
6.	PHOTOGRAPHER SERVICE	01.08.2022	KALKA STUDIO	01.08.2022	TE	8,45,180.00
7.	SANITATION SERVICE	24.08.2023	DIGNUS SERVICES	01.09.2023	OE	1,12,91,742.12
8.	SECURITY SERVICES	04.06.2024	WINGS SECURITY SERVICES	11.01.2024	OE	1,10,62,415.93
9.	TAXI SERVICES	11.10.2023	MUKHIJA TRAVELS	12.10.2023	OE	7,93,800.00
10.	YOGA THERAPIST	02.11.2023	SAFEGAURD AND MANPOWER SERVICES	03.11.2023	Prof	22,869.00
11	ANNUAL MAINTENANCE OF AIR CONDITIONER	19.03.2024	AVC SYSTEM SOLUTION PRIVATE LIMITED	01.04.2024	RM	4,71,200.00

Chapter 16

Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website

The above information is being uploaded on the Institute's website
https://www.istm.gov.in/home/rti_disclosure_download/

Chapter 17
Foreign Tours of Official of the rank of Joint Secretary to the Government of India and above and Heads of Departments since 01.04.2023

Director, ISTM is the only officer of the rank of Joint Secretary in ISTM and he has not undertaken any foreign tour since 01.04.2023.

Chapter 18

The Names, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

Central Public Information Officer, ISTM since 01.01.2015:

S. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Period since CPIO	Address
		Office	Home	FAX			
01	Shri.H. Govind, Deputy Director	26105592	-	26104183	govind.h13@nic.in	01.01.2015 Till 21.01.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Shri. Rajeev Kumar Jha, Assistant Director	26737625	-	26737625	Rajeevjha.edu@nic.in	22.02.2019 to 18.06.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.
03	Shri. Vinod Kumar, Deputy Director	26737607	-	26737607	vinod.k70@gov.in	19.06.2019 To 06.01.2021	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.
04	Shri. Agam Aggarwal, Deputy Director	26737603	-	26737603	agam.aggarwal@nic.in	07.01.2021 to 22.12.2022	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.
05	Shri Pramod Kumar Jaiswal	26737501	-	26737501	pk.jaiswal@nic.in	23.12.2022- 23.05.2024	Room No.201, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.
06	Shri Jitender Bhatt, Deputy Director	26737502		26737502	jbhatti.edu@nic.in	24.05.2024 to till date	Room No.202, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.

First Appellate Authority (FAA), ISTM since 01.01.2015:

S. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Period since FAA	Address
		Office	Home	FAX			
01	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	01.01.2015 to 08.10.2015	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Col. Ashwinin Salaria, Additional Director	26164182	-	23104183	ashwini.salaria@gov.in	09.10.2015 to 10.03.2016	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
03	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	11.03.2016 to 04.08.2016	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palme Marg, New Delhi – 67.
04	Col. Sanjay Kumar Sharma, Additional Director Nodal Officer (Suo Motu)	26164182	-	23104183	sanjaysharma.148p@gov.in	05.08.2016 to 09.05.2018	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
05	Shri Vadali Rambabu, Joint Director (First Appellate Authority)	26737606	-	26737606	ram.vadali@nic.in	10.05.2018 06.01.2021	Room No. 106, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67
06	Shri Deepak Bist, Joint Director (First Appellate Authority)	26737604		26737604	deepakkumar.bist@gov.in	07.01.2021 to till date	Room No. 104, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi –

Chapter 19

Details of employees against whom Disciplinary Action has been pending or finalised for Minor penalty and Major penalty proceedings

It is certified that no disciplinary action has been pending or finalised for Minor and Major Penalty on any employees currently working in ISTM as on 31.03.2024.

Chapter 20
Programmes to advance understanding of RTI

ISTM, being a Training Institute; conducts numerous training programmes to advance understanding of RTI. The details of Training may be found in the Annual Training Calendar. The link to the same is http://www.istm.gov.in/home/view_annual_calendar.

The employees and officials of the Institute are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops in the Institute and outside. The CPIOs are also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by Public Authorities concerned.

Chapter-21

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both Houses of Parliament

ISTM is an attached office of DoPT. The Action Taken Report on CAG and PAC paras is compiled and sent to Department of Personnel and Training which is the nodal agency for sending the final ATRs which is laid on the table of both houses of Parliament. Therefore, the above is not applicable in respect of ISTM.

Chapter-22

Details of third-party audit of voluntary disclosure

The last transparency audit of voluntary disclosures in respect of ISTM was conducted by IIPA.
https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf

<p align="center">**Chapter-23**</p>

<p align="center">**Details of questions asked in the Parliament**</p>

ISTM is an attached office of DoPT. Any questions pertaining to ISTM are compiled and answered by DoPT. So the details may be seen from the website of DoPT at the following link:
https://dopt.gov.in/imp-links/parliament-qa

<p align="center">**Chapter-24**</p>
<p align="center">**Details of STQC certification**</p>

The process of obtaining of STQC certification is under process.

<p align="center">**Chapter 25**</p>
<p align="center">**Information related to Procurement made by this Institute**</p>
<p align="center">**since 01.04.2023 to 31.03.2024**</p>

Projects/Schemes/Programmes Completed or Underway- INFRASTRUCTURE Section.

Construction of a New Building having integrated facilities of office, Training Complex for ISTM and Office Accommodation for DoPT (Training Division) behind administrative building of ISTM by CPWD.

(i). Land and Development Office, Ministry of Housing and Urban Affairs has allocated 6.09 acres of land to DoPT for ISTM for construction of a New Integrated Building. Cost of the land amounting to Rs.40,52,66,540/- has already been paid to L&DO, MoHUA (copy attached).

(ii). The tender was allotted to PNSC Infrastructure Pvt. Ltd.. The tender amount is of Rs. 1398408387.02 (One hundred Thirty Nine Crore Eighty Four Lakh Eight thousand Three Hundred Eighty Seven point Zero Two.

Projects/Schemes/Programmes Completed or Underway- System Admin Unit

1. **Application Development Related activities:**

(iii). A system has been developed where any organization can request for OSP or CSP courses through ISTM Website, these requests will be displayed in the coordination section in TMIS and the coordination section can manage the requested courses completely electronically such as reply to the request, request for payment from the organization, payment confirmation and assignment of courses to Course Coordinator etc.

(iv). A "Faculty Incumbency Statement" and "Contract Incumbency Statement" module have been developed from where the concerned section/unit can see their date of relieving or contract expiry so that the concerned section can initiate the file 3 or 6 months before the contract expiry as well as may update the details and the system also alerts them 3 to 6 months prior through SMS.

(v). Collection of questions from faculty member and uploading of questions in TMIS question bank and maintenance of TMIS question bank.

(vi). Online examination system has been developed and managed where examination of all the courses like CSS, CSSS, ASODR and DAKSHTA are conducted.

(vii). The total number of online examinations conducted since 01st April 2023 to 31st March 2024 is 284 and 7261 candidates (Including ASO Probationers) have appeared successfully in the examination through ISTM e-LMS.

(viii). Development and management of course completion e-certificates as well as regenerating the duplicate certificates of particular participants in case there is a problem with the certificate of any participant on the request of the course director.

(ix). Course completion e-certificates are being issued digitally through TMIS, so far certificates for 195 courses have been issued for the financial year 2023-24.

(x). Designing and Development of a separate website for ISTM Library (Going On).

(xi). SSL (Secure Sockets Layer) implementation for ISTM Website.

(xii). Development and management of Knowledge Portal for ISTM Internal faulty/Staffs.

(xiii). Develop e-content delivery system for DAKSHTA programme through ISTM e-LMS.

(xiv). Developed a e-content delivery system to enable the citizen where the citizen can consume the courses.

2. Development & Maintenance of e-LMS Portal

(xv). Online registration module for e-LMS portal.

(xvi). Management of e-LMS course participant's through TMIS.

(xvii). Creation of e-LMS courses & session plan for each courses.

(xviii). Online feedback system for e-LMS courses.

(xix). Development of Quiz & Assessment module for e-LMS courses.

3. Development & Maintenance of an application for ASO Probationers, for two years Implementation Modalities:

(i). A model has been developed for the participants of ASOPs, from where the participants can upload their certificates and any kind of reports, which will be visible to the FTP cell and the concerned Course Co-ordinator.

(ii). A module has been developed for ASOPs where Course Co-ordinator and FTP Cell can provide marks for Assessment, NIFM, IT Skills etc. on manual basis and marks will be visible to the participants after approval of marks by Course Co-ordinator / FTP Cell.

(iii). ASOPs online registration module.

(iv). Dashboard for ASOPs participants and profile management system.

(v). Task Management system for FTP cell and course director.

(vi). Design & Developed a content delivery system for ASOPs Pre-foundation course and Foundation course.

(vii). Manage Notifications system for FTP cell and Course Co-ordinator.

(viii). System for Manage Course Participants from Course Co-ordinator's dashboard.

(ix). System for Manage Query / Suggestions for both FTP Cell and Course Co-ordinator panel.

(x). Assignment Management system for both FTP Cell and Course Co-ordinator panel.

Chapter-26

List of materials available at (i) Free of Cost and (ii) Reasonable Cost of Medium

(i)   Free of Cost

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at **istm.gov.in** free of cost are:-

    I.   Annual Training Calendar
   II.   Annual Report
  III.   Citizen Charter
  IV.   RTI Handbook
   V.   Organisation Chart
  VI.   Telephone Directory
 VII.   Reading Material
VIII.   Notifications/Circular/Opportunity
  IX.   Any other document which is not available on the website and is open to public.

(ii)   At a reasonable cost of medium

No information is made available at a cost.