



ISTM NEWS



Newsletter of Institute of Secretariat Training and Management

July - September 2022



FROM THE DIRECTOR

By S. D. Sharma, Director, ISTM

ISTM has been bringing out this quarterly newsletter with glimpses of activities and programmes undertaken during every quarter. I welcome all readers to the activities undertaken during July to September 2022, in the present issue. The various training programmes and workshops in this quarter are focused on such relevant areas as competency building, need based training, etc. The various in-house faculty members along with external experts from reputed organizations delivered the sessions.

During this quarter, ISTM launched and conducted several important training programme such as Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration (DAKSHTA) Programme for Officials of PMO under capacity building curriculum' etc. The Minister of State (MoPPG&P) Shri Jitendra Singh Ji visited ISTM and interacted with the participants of ASODR 2019 Batch. They also released "Transforming India-Governance for Aatmanirbhar Bharat" and "Adhigam-ISTM Journal of Training Research and Governance". The Rajbhasha Section organised Hindi Pakhwada and several Library activities conducted by Library Team.

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

NEWSLETTER HIGHLIGHTS



Story inside - The Hon'ble Minister of State (MoPPG&P) Shri Jitendra Singh visited ISTM to interact with the ASODRs.

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



ENKINDLE

It is our pleasure to present the July to Sep 2022 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - From the **DIRECTOR**; **ENKINDLE** - which provides an

outline of activities of the Institute; **TRAILBLAZE**- which gives a glimpse of major activities of the Institute during the period; and **YEARNING** which is a forum for our faculty members, officers / staff and trainees to share their creative thoughts & ideas.

Multiple programmes and several events were conducted during this quarter which includes visit of Minister of State (MoPPG&P) Shri Jitender Singh Ji, Release of Book and Journal, Inauguration of FTP for ASODR 2019 Batch, DAKSHTA Program as a part of Capacity Building Curriculum for the Officers of PMO and different Ministries. The programmes under Hindi Pakhwada and the Library were most of the attraction during the quarter.

During this quarter, the Institute conducted 66 courses, online and offline, which were attended by 2961 officers/participants.

The editorial team has tried to encapsulate various activities held in the Institute during this period. We will also request to log in to our website www.istm.gov.in to know more about our ensuing programmes.

Editorial Board

- | | |
|---------------------------|---|
| Capt. (IN) Y. P. Sharma | - Additional Director, Chairman |
| Smt. Namita Malik | - Joint Director, Member |
| Shri Rajesh Singh | - Deputy Director, Member |
| Shri Puneet K Sharma | - Deputy Director, Member |
| Shri Pandey Rakesh | - Assistant Director, Member |
| Shri Pawan Kr. Shrivastav | - Assistant Library and Information Officer, Member Secretary |



INTERACTIVE SESSION OF MOS(PP) WITH ASO PROBATIONERS OF 2019 BATCH



On 17th Aug 2022, Hon'ble Minister of State (MoPPG&P) Dr. Jitendra Singh visited ISTM to interact with ASO Probationers of 2019 Batch under going training at this Institute under Foundation Training Programme. His visit encouraged the newly joined employees and familiarized them with the work culture of Government departments. The Hon'ble Minister enlightened the probationers with the vision of Government and gave insights about work ethics, commitment to the organization, etc. Many participants from the audience discussed their career goals with the hon'ble minister. All the senior officers including Director, ISTM shared the dice with the Hon'ble Minister.



Release of Book "Transforming India-Governance for Aatmanirbhar Bharat" and "Adhigam-ISTM Journal of Training Research and Governance" by Hon'ble Minister Dr. Jitendra Singh



On 17th Aug 2022, during the visit of Hon'ble Minister Dr. Jitendra Singh, Minister of State for MoPPG&P released book "Transforming India - Governance for Aatmanirbhar Bharat" and June 2022 issue of "Adhigam - ISTM Journal of Training Research and Governance". Many of the renowned authors from different top level management portfolios of various Ministries and Universities contributed in the book and journal both. The Hon'ble Minister congratulated ISTM for its significant contribution in the Hon'ble Prime Minister's goal of Aatmanirbhar Bharat.



Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration (DAKSHTA) Programme for Officials of PMO

Another round of DAKSHTA programme with effect from 22nd Aug to 24th Aug was 2022 conducted for the officers of Prime Ministers Office. The Capacity Building Commission, as part of National Programme for Civil Service Capacity Building (NPCSCB) is responsible to take initiative for building capacity of various categories of civil servants. After conducting detailed Gap Analysis and Training Need Analysis, the CBC came out with certain Behavioural, Functional and Domain Competencies which are required at the level of ASOs/SOs/USs/DSs level officers posted in different Ministries/Departments. To fill the gap by introduction of necessary training intervention, ISTM was approached. ISTM devised a detailed capacity building programme for this purpose which are called DAKSHTA (Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration) Programme.



The DAKSHTA programmes have following features:-

- (a) These are highly interactive and trainee centered programmes in which focus is more on experiential learning techniques including case studies and role plays;
- (b) The learning takes places both online and offline. The participants are provided 10 hours of e-learning contents prior to commencement of the programmes followed by twenty hours of classroom training at ISTM;
- (c) As all participants belong to a single Ministry/Department, examples and cases are specific to that Ministry//Department.
- (d) An impact assessment exercise is carried out after 45 days of completion of DAKSHTA programme in the form of Post Training Seminar to know impact of the learnings at performance level

So far, ISTM has conducted five DAKSHTA Programmes covering seven Ministries/Departments in which 265 officials, both Group A and Group B, have been covered. The Post Training Seminar results show 'Marked Improvement' in the performance of the trainees after attending the DAKSHTA Programme.

Activities of FTP Cell

VISIT TO PARLIAMENTARY RESEARCH AND TRAINING INSTITUTE FOR DEMOCRACIES (PRIDE)

On 01st and 02nd Sep 2022, approximately 145 Assistant Section Officers (Probationers) of 2019 Batch visited Parliamentary Research and Training Institute for Democracies (PRIDE) to attend a 2-days workshop on 'Parliamentary Work Management' during the Foundation Training Programme.

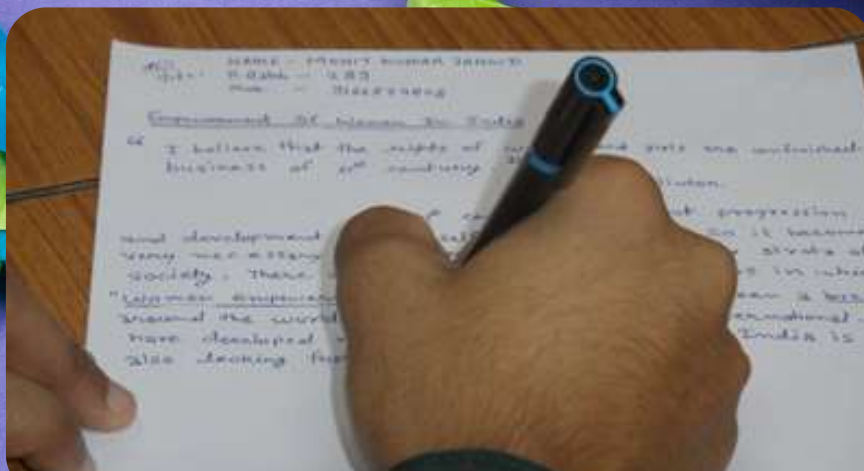


ESSAY / PRECIS WRITING COMPETITION ON 14TH SEP 2022

TRAINING



On 14th Sep 2022, approximately 149 Assistant Section Officers (Probationers) of 2019 Batch participated in essay/precis writing competition. The main objective of the competition was to hone the writing skills of the trainee officers by offering extra-curricular activities in order to make their Foundation Training interesting, engaging & competitive.





AZADI KA AMRUT MAHOTSAV - INDEPENDENCE DAY CELEBRATION 2022

On 15th Aug 2022, ISTM celebrated the "Azadi ka Amrut Mahotsav" - Independence Day 2022 with great patriotic fervour. The celebrations started with hoisting of national flag by the Director, ISTM followed by the rendition of national anthem. The Guard of Honour was presented by the Guards of CRPF. The cultural programmes showcasing the talent of ASO probationers were organised and prizes were distributed to the artists and trainees who performed in the function.



BLOOD DONATION CAMP



Donating blood is an act of solidarity & generosity. Therefore, under the aegis of 'Azadi Ka Amrit Mahotsav', on 14th and 28th of Sep 2022, Blood donation camps were organized with the help of AIIMS, New Delhi inside the campus of ISTM Admin Block and Hostel Block. Around 100 participants, along with the officers and staff of ISTM donated blood and contributed in this divine cause.

On the day of National Librarians' day (12th August, 2022), the Director, Institute of Secretariat Training and Management inaugurated the Little Open Library (LOL) in the campus by pulling the ribbon off. He also gave few books for LOL and took one for his use. The LOL is placed in the corridor of seminar halls. At the event, all the faculty members, staff members, and trainees of different courses from different ministries and departments were present. It became a centre of attraction and many people took selfie with the LOL. All looked very excited on the event.



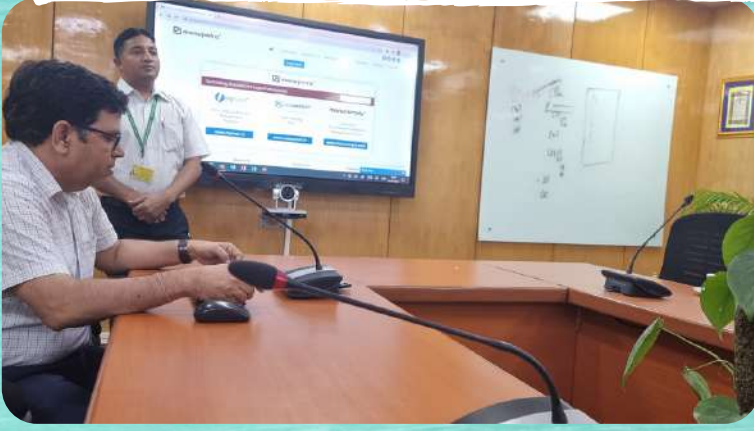
First Meeting of Library Policy Review and Development Committee



First Meeting of Library Policy Review and Development Committee held on 05-Jul-2022 in the Committee Room, of ISTM administrative Block. The meeting was chaired by Shri Vadali Rambabu, Deputy Secretary, ISTM. The other members, Shri Nabi Hasan, Head Librarian, IIT Delhi, Shri Niraj Kumar, ALIO, CSL, Shri Rajesh Singh, Deputy Director, ISTM and member secretary Shri Pawan Kumar Shrivastav, ALIO, ISTM attended the meeting. All members reviewed the present Library Policy of ISTM Library and discussed the steps further. The subject expert members shared their valuable inputs and resources to

study before designing the Modern Library Policy for ISTM Library. The subject experts i.e. Shri Nabi Hasan, Head Librarian, IIT Delhi, Shri Niraj Kumar, ALIO, CSL promised to provide their services during the entire process of development of Library Policy. Shri Vadali Rambabu, Deputy Secretary, ISTM and Chairman of the Committee directed Shri Pawan Kumar Shrivastav, ALIO to note down the value added points and initiate the work as soon as possible. The meeting ended on a positive note and all members congratulated ISTM Library for its step towards the betterment of Library and its users.

LIBRARY ORGANISES A SESSION ON THE USES OF MANUPATRA DB



A refresher session on the uses of Manupatra was conducted by the Library, ISTM and Manupatra team jointly in the Committee Room, of Administrative Block, on 14-Sep-2022. Many Officers and faculty members, including Shri Vadali Rambabu, Ms. Namita Malik, Shri Rajesh Singh, Shri Sanjeev Gupta, Shri Sandeep Kumar etc. attended the session apart from the Training associates and Library Interns. The officers appreciated the efforts of the library for organising such useful session.

हिन्दी कार्यशाला का आयोजन



जुलाई-सितंबर तिमाही के लिए दिनांक 02 अगस्त, 2022 को दो सत्रों में "कार्यालयी हिंदी" (टिप्पण एवं प्रारूपण) संबंधी हिंदी कार्यशाला का आयोजन किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों, कर्मचारियों एवं डेटा एंट्री ऑपरेटर्स (डीईओ) के लिए आयोजित की गयी थी। हिंदी कार्यशाला में कुल 53 प्रतिभागी उपस्थित थे। कार्यशाला के विषय विशेषज्ञ एवं अतिथि वक्ता केंद्रीय अनुवाद ब्यूरो के पूर्व निदेशक (सेवानिवृत्त) डॉ. बिचार दास थे। अतिथि वक्ता महोदय ने कार्यशाला में कार्यालयी हिंदी की प्रकृति, प्रयोग, हिंदी में टिप्पण एवं प्रारूपण लिखने के विषय में विस्तृत चर्चा की। इस दौरान प्रतिभागियों ने बड़े उत्साह से हिस्सा लिया और अपनी शंकाएं भी बताईं, जिसका समाधान अतिथि वक्ता महोदय द्वारा बहुत ही अच्छे ढंग से किया गया। इस कार्यशाला का उद्देश्य कार्यालय में हिंदी में कार्य करना सरल बनाकर हिंदी का अधिक से अधिक प्रयोग सुनिश्चित करना था।

हिंदी दिवस वार्षिक कार्यक्रम में स.

प्र. तथा प्र. संस्थान की उपस्थिति

प्रत्येक वर्ष की तरह इस वर्ष भी संस्थान में 14 सितंबर, 2022 को हिंदी दिवस मनाया गया। राजभाषा विभाग के निदेशानुसार संस्थान में इस वर्ष हिंदी दिवस के दिन से ही हिंदी पखवाड़ा, 2022 का प्रारम्भ किया गया। हिंदी दिवस के शुभ अवसर पर माननीय राज्यमंत्री (स्वतंत्र प्रभार), कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय, डॉ. जितेंद्र सिंह एवं सचिव (कार्मिक) श्रीमती एस. राधा चौहान द्वारा जारी अपील का परिचालन संस्थान में किया गया।



राजभाषा विभाग द्वारा सूरत, गुजरात में माननीय गृह एवं सहकारिता मंत्री श्री अमित शाह जी की अध्यक्षता में 14 सितंबर, 2022 को आयोजित हिंदी दिवस समारोह 2022 एवं द्वितीय अखिल भारतीय राजभाषा सम्मेलन में अवर सचिव (प्रशासन) श्रीमती शेफाली सराफ एवं सहायक निदेशक (राजभाषा) श्रीमती सुजाता मट्टू द्वारा सचिवालय प्रशिक्षण तथा प्रबंध संस्थान का प्रतिनिधित्व भी किया गया, जो राजभाषा विभाग के निदेशानुसार संस्थान के हिंदी दिवस का शुभारंभ माने जाने का प्रतीक है।



हिन्दी पखवाड़ा 2022 का संस्थान में आयोजन

संस्थान में 14 सितंबर से 28 सितंबर, 2022 तक हिंदी पखवाड़ा, 2022 मनाया गया। इस वर्ष हिंदी पखवाड़े का प्रारंभ राजभाषा विभाग, गृह मंत्रालय के निदेशानुसार दिनांक 14.09.2022 (बुधवार) को राजभाषा विभाग द्वारा सूरत, गुजरात में माननीय गृह एवं सहकारिता मंत्री श्री अमित शाह जी की अध्यक्षता में आयोजित हिंदी दिवस समारोह, 2022 एवं द्वितीय अखिल भारतीय राजभाषा सम्मेलन से हुआ, जिसमें संस्थान की अवर सचिव (प्रशासन) श्रीमती शेफाली सराफ एवं सहायक निदेशक (राजभाषा) श्रीमती सुजाता मट्टू द्वारा सचिवालय प्रशिक्षण तथा प्रबंध संस्थान का प्रतिनिधित्व किया गया। हिंदी पखवाड़े के दौरान कुल 06 प्रतियोगिताओं का आयोजन किया गया। दिनांक 19.09.2022 (सोमवार) को राजभाषा संबंधी ज्ञान प्रतियोगिता, दिनांक 20.09.2022 (मंगलवार) को हिंदी टिप्पण एवं आलेखन प्रतियोगिता, दिनांक 21.09.2022 (बुधवार) को हिंदी निबंध प्रतियोगिता, दिनांक 22.09.2022 (बृहस्पतिवार) को हिंदी स्वरचित कविता लेखन प्रतियोगिता, दिनांक 23.09.2022 (शुक्रवार) को हिंदी श्रुतलेखन प्रतियोगिता तथा दिनांक 26.09.2022 (सोमवार) को हिंदी वाद-विवाद प्रतियोगिता का आयोजन 11 बजे (पूर्वाह्न) से 12 बजे (अपराह्न) तक किया गया। उक्त प्रतियोगिताओं में संस्थान के सभी अधिकारियों एवं कर्मचारियों को मिलाकर कुल 38 प्रतिभागियों ने उत्साहपूर्वक हिस्सा लिया। सभी प्रतियोगिताएं सुचारू रूप से संपन्न हुईं। इन प्रतियोगिताओं का उद्देश्य संस्थान के सरकारी कामकाज में व्यावहारिक रूप से हिंदी के प्रयोग को बढ़ावा देना है।



farewell

Two Senior Officers Say Sayōnara To Government Service



After serving Government of India for more than 30 years Smt. R. Gayathri, Director (FTP) & Faculty and Shri V. Srinivasaragavan, Deputy Secretary said sayōnara to the ISTM family due to their health issues and family commitment, respectively in the month of September 2022. Both the officers served Government of India in different rolls while working with various departments. They have been a great resource for ISTM as an organisation. They have always been dedicated towards their work and kept motivating other officers and staff members. ISTM wishes them health and prosperity for their new innings of life.



ONLINE & OFFLINE COURSES CONDUCTED

DURING JULY TO SEPTEMBER 2022

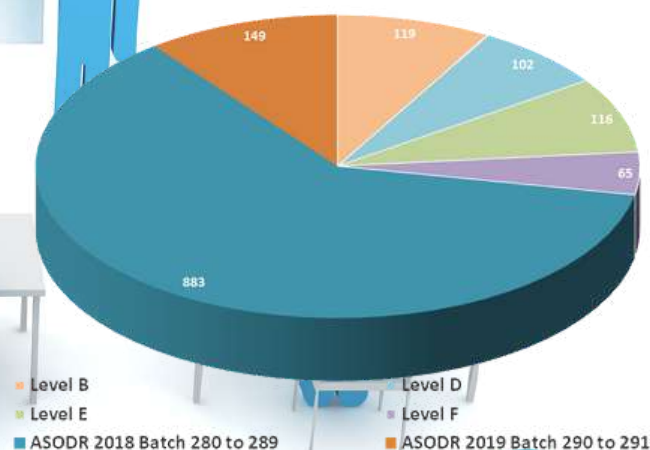
CSS - CADRE TRAINING COURSES - 14 COURSES AS UNDER:-

Total 14 courses of Level B, D, E, F, FTP for ASODR 2018 and ASODR 2019 conducted during this quarter (Jul to Sep 2022). The duration of these courses ranges from two to six week long except FTP for ASODR. Total of 1434 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL B: ASSISTANT SECTION OFFICERS OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SECTION OFFICERS OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL E: UNDER SECRETARIES OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL F: DEPUTY SECRETARIES OF CSS WITH 4 YEARS OF APPROVED SERVICE

CSS - Cadre Training Courses No. of Participants



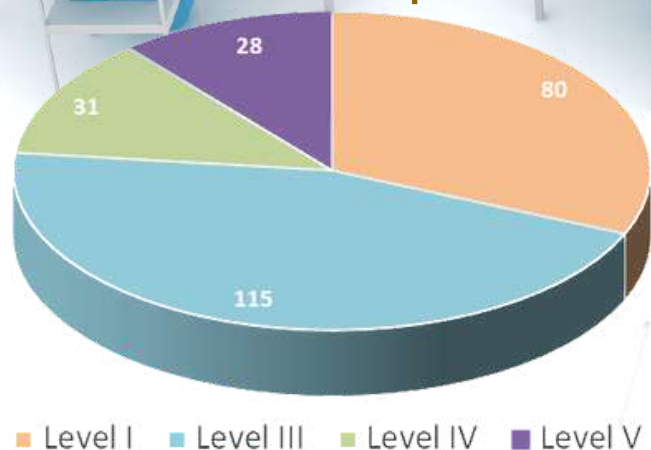
CSSS - CADRE TRAINING COURSES - 9 COURSES AS UNDER:-

CSSS - Cadre Training Courses No. of Participants

Total 8 courses of "Level I, III, IV & V" conducted during this quarter (Jul to Sep 2022). The duration of these courses is three weeks long. Total of 254 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL I: STENOGRAPHERS GRADE D OF CSSS WITH 7 YEARS OF REGULAR SERVICE
- LEVEL III: PRIVATE SECRETARIES OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL IV: PERSONAL PRIVATE SECRETARIES OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL V: STENOGRAPHERS GRADE D OF CSSS WITH 7 YEARS OF REGULAR SERVICE



R/CBP - REFRESHER CAPACITY BUILDING PROGRAMME NOW DAKSHTA - 7 COURSES AS UNDER:-

Total 4 courses of DAKSHTA Programme conducted during this quarter (Jul to Sep 2022). The duration of these courses was 3-5 days long. Total of 114 participants attended the training.

DESCRIPTION:

- PMO: PRIME MINISTERS OFFICE
- MOSDE: MINISTRY OF SKILL DEVELOPMENT AND ENTREPRENEURSHIP
- MOH&FW: MINISTRY OF HEALTH & FAMILY WELFARE
- MOLE: MINISTRY OF LABOUR AND EMPLOYMENT
- MOEF&CC: MINISTRY OF ENVIRONMENT FOREST & CLIMATE CHANGE

DAKSHTA Programme No. of Participants



CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 22 COURSES AS UNDER:

| S.No | Name of course | Course Code | Duration From | Duration To | No. of participants |
|---------------------------|--|---------------|---------------|-------------|---------------------|
| 1 | Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place | POSH-17 | 04.07.2022 | 05.07.2022 | 22 |
| 2 | Workshop on Pay Fixation | WPF-26 | 04.07.2022 | 06.07.2022 | 33 |
| 3 | Administrative Vigilance Role of IO/PO | AV1-15 | 18.07.2022 | 20.07.2022 | 58 |
| 4 | Record Management - Right to Information | RM-RTI-13&14 | 18.07.2022 | 20.07.2022 | 28 |
| 5 | Training of Grievance Redressal Officers (GROs) of Central Ministries Departments | ToT GR - 01 | 20.07.2022 | 20.07.2022 | 20 |
| 6 | -do- | ToT GR - 02 | 22.07.2022 | 22.07.2022 | 24 |
| 7 | -do- | ToT GR - 03 | 23.07.2022 | 23.07.2022 | 15 |
| 8 | -do- | ToT GR - 04 | 25.07.2022 | 25.07.2022 | 35 |
| 9 | Preparation of Roster | POR-02 | 25.07.2022 | 27.07.2022 | 88 |
| 10 | Workshop on Noting & Drafting | WND-42 | 25.07.2022 | 26.07.2022 | 34 |
| 11 | Workshop on Preparation of Expenditure Finance Committee/ Standing Finance Committee | EFC/SFC-01 | 03.08.2022 | 05.08.2022 | 22 |
| 12 | Workshop on Mentoring | WOM-06 | 10.08.2022 | 12.08.2022 | 12 |
| 13 | Government e-Marketplace (GeM) | GeM-01 | 16.08.2022 | 17.08.2022 | 77 |
| 14 | Workshop on e-Office | WEO-12 | 16.08.2022 | 17.08.2022 | 23 |
| 15 | Programme on Pensions & Other Retirement Benefits | PRB-01-10 | 22.08.2022 | 26.08.2022 | 43 |
| 16 | Purchase Management in Government | PMG-1-11 | 22.08.2022 | 24.08.2022 | 12 |
| 17 | Training Programme on Computer Applications under SCTP | SCTP-CA-03 | 22.08.2022 | 24.08.2022 | 23 |
| 18 | Workshop for Liaison Officers (SC/ST) | WLO SC/ST-21 | 29.08.2022 | 30.08.2022 | 30 |
| 19 | Facilitation Skills | FS-01 | 12.09.2022 | 14.09.2022 | 19 |
| 20 | Reservation in Services for SC/ST/OBC/ExSM/PWDS | RIS-25 | 19.09.2022 | 22.09.2022 | 30 |
| 21 | Online Training of Trainer (ToT) programme on Vigilance and Disciplinary Matters for officers dealing with Disciplinary Proceedings against AIS officers | ToT-Vigilance | 19.09.2022 | 24.09.2022 | 13 |
| 22 | Trainer Development Programme for CPGRAMs | TDP-CPGRAM | 29.09.2022 | 30.09.2022 | 25 |
| Total No. of Participants | | | | | 686 |

ORGANISATION SPECIFIC PROGRAMMES (OSP) – 18 COURSE AS UNDER: -

| S.No. | Name of Ministry/Department | Course Code | Duration From | Duration To | No. of participants |
|---------------------------|--|-------------|---------------|-------------|---------------------|
| 1 | National Statistical Office, New Delhi on DFPR and GFR | OSP-NSO-01 | 04.07.2022 | 06.07.2022 | 22 |
| 2 | Delhi Development Authority on 'Seniority, Promotion, Reservation and Roster Management' | OSP-DDA-02 | 11.07.2022 | 13.07.2022 | 31 |
| 3 | Ministry of Environment Forest & Climate Change | OSP-MoEFCC | 13.07.2022 | 15.07.2022 | 23 |
| 4 | National Highways Authority of India | OSP-NHAI-01 | 15.07.2022 | 15.07.2022 | 25 |
| 5 | Government of Nagaland on Vigilance and Disciplinary proceedings | PT-NL-01 | 18.07.2022 | 19.07.2022 | 25 |
| 6 | National Health Authority, New Dlehi on Drafting of Note-sheers, letter, memorandums and other modes of communications in Government, etc. | OSP-NHA-01 | 18.07.2022 | 18.07.2022 | 22 |
| 7 | Indian Institute of Management, Calcutta on Noting & Drafting | OSP(O)-IIMC | 25.07.2022 | 26.07.2022 | 25 |
| 8 | National Statistical Office, New Delhi on DFPR and GFR | OSP-NSO-02 | 27.07.2022 | 29.07.2022 | 25 |
| 9 | Online Organisation Specific Programmes for National Highways Authority of India | OSP-NHAI-02 | 29.07.2022 | 29.07.2022 | 25 |
| 10 | National Capital Region Transport Corporation | OSP-NCRTC | 01.08.2022 | 04.08.2022 | 24 |
| 11 | Gujarat Vidyapith on GFR, Conduct, LTC, Disciplinary, Pay Fixation, Medical, MACP, Leave and Pension and Retirement | OSP-GV | 01.08.2022 | 05.08.2022 | 25 |
| 12 | Ministry of Skill Development and Entrepreneurship | OSP-MoSDE | 03.08.2022 | 05.08.2022 | 33 |
| 13 | S.N. Bose National Centre for Basic Sciences, Kolkata on Organisational Behaviour and Interpersonal Effectiveness | OSP-SBNSBC | 04.08.2022 | 05.08.2022 | 25 |
| 14 | Life Insurance Corporation of India, Mumbai | OSP-LIC-02 | 17.08.2022 | 18.08.2022 | 31 |
| 15 | Delhi Development Authority on 'Seniority, Promotion, Reservation and Roster Management' | OSP-DDA-3 | 22.08.2022 | 24.08.2022 | 33 |
| 16 | Central Vigilance Commission, New Delhi on Administrative Vigilance for IP/POs | OSP-CVC-01 | 22.08.2022 | 26.08.2022 | 29 |
| 17 | Ministry of Textile, Office of the Development Commissioner(Handicrafts), on Budget, Accounts & Administrative Matters | OSP-M/o T-2 | 29.08.2022 | 09.09.2022 | 24 |
| 18 | Central Vigilance Commission, New Delhi on Administrative Vigilance for IP/POs | OSP-CVC-02 | 12.09.2022 | 14.09.2022 | 26 |
| Total No. of Participants | | | | | 473 |

मानव संस्कृति क्या है सोच में पड़ गया मैं

(हिंदीतर भाषी)

सुना है मानव ने बहुत तरक्की की है,
संस्कृति की हर आसमान छू लिया है।

भीमबेटका की गुफाओं से लेकर
चांद पे झंडा गाड़ने तक।

मां, बाप, भाई, बहन, बंधु के साथ ज्वाइंट
फैमिली में रहने से लेकर-

चार बेड रूम की आलीशान बंगले में
अकेले अकेले रहने तक।

फल, चावल, गेहूं की रोटी, सब्जी, अचार
के स्वादिष्ट खाने से लेकर-

रेस्टोरेंट की पिज्जा, बर्गर, नूडल्स, कांटे
छूरी से खाने तक।

रोज दोस्तों के साथ

खेलकूद में मस्त रहने से लेकर-
दुनिया की चूहा दौड़ (रेट रेस) दौड़ते
दौड़ते थक जाने तक

मानव संस्कृति बहुत तरक्की की है ॥

दादी, दादा, नानी और नाना के मुंह से
सुंदर सुंदर कहानियां सुनते सुनते

सपनों की दुनिया में खो जाने से लेकर-

कान फाड़ने वाली ट्रैफिक की काकोफोनी में

रस्ता भटक जाने तक

मानव संस्कृति बहुत तरक्की की है ॥

भूल गया मैं अपने आप को जानना,

भूल गया मैं अपने अस्तित्व को पहचानना

भूल गया मैं अपनी मानवता,

भूल गया मैं अपने अपनों को

क्या यही संस्कृति की तरक्की है?

क्या यही संस्कृति की गरिमा है?

क्या यही मानव का गमन है?

क्या यही मानव का पहचान है?

सोच में पड़ गया मैं, क्या यही

मानव संस्कृति का गंतव्य है?

वडली रामबाबू,
उप-सचिव,
स.प्र.एवं प्र.सं.

समुद्र के साथ मेरा अनुभव

(हिन्दी भाषी)

बचपन से सुना या, पढ़ा था,
समुद्र के बारे में।

अथाह, विशाल, एवं सकल,
लेकिन देख पाई मैं उस को केवल कल।

प्रथम दर्शन हुआ पुडुचेरी के तट पर,
बाग-बाग हुआ हृदय मेरा गद गद।

जो भी दूरदर्शन पर देखा, सुना, सोचा और पढ़ा था
सागर तो सचमुच उससे बहुत बड़ा था।

तनिक भी न सोचा न समझी,
तुरन्त समुद्र में उतरी और उलझी।

अभी तो केवल टखने तक ही था पानी,
अचानक एक लहर आई मतवाली।

सारी की सारी भीग गई मैं अंदर और बाहर
जाना कि मेरा अस्तित्व है एक कण बराबर।
कितना विशाल, कितना बड़ा और कितना अनन्त,
हे जलधि, हे रत्नाकर, अनगिनत जीवों का घर।

श्रीराम ने जब लंका पर की चढ़ाई,
वैदेही को लाने को जलधि पर पुल बनवाई।
स्वयं भगवान थे फिर भी तुम से की विनती,
हम जैसे जनमानुष की तो क्या है गिनती।

मेरी तो बस एक छोटी सी है अभिलाषा,
अब तुम को देख पाऊँ हर वर्ष यही है आशा।
अथाह, गहरा, शान्त, सरल रहे रूप तुम्हारा
जीवन-दाता, जल राशि के स्वामी दूषित न करे तुम्हें कोई जरा सा।

नमिता मलिक,
संयुक्त निदेशक,
स.प्र.एवं प्र.सं.

समुद्र के साथ मेरा अनुभव

(हिंदीतर भाषी)

वह विशाल वह महान वह सर्वव्यापी
मैं बहुत भाग्यवान
मैं इसके पास रहता हूँ
ना केवल मैं इसके पास रहता हूँ
मेरी पहचान समुद्र के साथ है
लोग बोलते हैं वह समुद्र किनारे वाला
मेरा यह जनम भूमि है
मेरा ये पहला दोस्त है
मेरा ये समुद्र पहले बात मानता है
मैं समुद्र में नहाने जाता हूँ, तो मेरे ऊपर
खेलते हुए अपना विशाल लहरों से
पानी फेकता है।
मेरा चप्पल समुद्र के अंदर रह जाता है
तो लाके बाहर फेंक देता है
मैं जब छोटा था इसको
समु कहके बुलाता था
जब बड़ा हुआ अभि मैं इसका किनारे
बैठता हूँ और इसको देखता हूँ तो
बोलता हूँ तुम कर तुम्हारा क्षमता है
तुम सक्षम हो, मैं तुम्हारे साथ हूँ
यह आश्वासन मेरे लिए एक उर्जा वर्धक
जैसे काम करता है
और मैं काम में विजय प्राप्त कर लेता हूँ
इसलिए मैं अभी निर्भय हूँ, क्योंकि
मेरा साथी समु (समुद्र)
मेरा चिरंतन साथी
मेरा साथ मदद के लिए निरंतर
मौजूद है
हे समुंद्र तुमहि अमर तुमहि अटूट
तुमहि निरंतर तुमहि निराली
तुमको मेरा सत नमन

भगवान पाठी,
उप-निदेशक,
स.प्र.एवं प्र.सं.

स्मृतियां

(हिन्दी भाषी)

सुना था कभी बचपन में,
क्रांति की लहर आती है,
किताबों में पढ़कर,
भगत, सुखदेव के किस्से,
एक दिन उस ओर,
अपना बोरिया, बिस्तरा बांध,
क्रांति की खोज में निकल पड़ा,
ढूँढने उस समुद्र को,
जहां से लहरें निकलती हैं।
कहते है जवानी का खून, हां खून।
गरम होता है,
क्रांति को ढूँढते, ढूँढते,
वो सब ठंडा हो गया,
पता भी नहीं चला।
रोज खबर पढ़ते थे,
अपने किशोर बंधुओं के कम्प्यूटर पर,
पर अपनी खबर तब हुई,
जब कपकपाते हाथों से,
क्रांति को कविता-स्मृति में ढूँढा,
और पता चला की,
क्रांति की लहरे कब की सीमित कर,
दबी-कुचली स्मृतियों में खो गई हैं।

अक्षय जैन,
सहायक अनुभाग अधि.,
स.प्र.एवं प्र.सं.

पहाड़ जो मैंने देखा

(हिंदीतर भाषी)

धरती तर तर की
कहां उथल कहां नीच
क्या कहना है
ये धरती मां की
कहां पहाड़
कहां वन गिरि
लेकिन वह था सुन्दर
पहाड़ जो मैंने देखा।
समुन्द्र से निकला
अति सुन्दर मनोहर
चटाण से बनि लेकिन है कोमल
तभी तो उस पर बन गिरि सुन्दर
है मनोहर
पहाड़ जो मैंने देखा।'
आशय दाता है वन लता की
आशय दाता है प्राणी जगत की
बहुत मनोहर है खूब दूर से
बहुत सुन्दर वो है
पहाड़ जो मैंने देखा।
ऊंचा पहाड़ वो जो दूर से मनोहर सा
कहां व्याध्र कहां सरिस्रिप है
अति सुंदर ही है
पहाड़ जो मैंने देखा
पहाड़ निलगिरि है
पहाड़ धवलगिरि है
पहाड़ कंचनजंगा है पहाड़ नन्दा देवी
लेकिन वो था सुन्दर
पहाड़ जो मैंने देखा।

अर्जुन जेना,
सहायक-निदेशक,
स.प्र.एवं प्र.सं.

जो बीवी से करे प्यार वो

PRESTIGE से कैसे करे इंकार ।

(हिन्दी भाषी)

सुबह-सुबह बीवी ने बड़े प्यार से उठाया,
चाय के साथ शानदार नाश्ता भी खिलाया।
इस प्यार भरे अंदाज से मेरा शक गहराया,
कुछ तो है आज जो मैं मंदबुद्धि समझ न पाया।
बहुत जोर लगाने पर दिमाग की जली बत्ती,
समझ गया उनके जन्मदिवस पर लानी होगी केक और मोमबत्ती।
पर फिर भी काली बदली सा एक प्रश्न था छाया,
उपहार क्या दूं बीवी को इस मुद्दे ने उलझाया।
पिछले वर्ष साड़ी दी थी, उसका रंग नहीं था भाया,
उसके ताने सुन-सुन कर ही बीता वर्ष बिताया।
थर-थर कांप रहा हूं, सोच-सोच कर अबकी क्या लाऊं,
खोई हुई अपनी प्रतिष्ठा को कैसे वापस पाऊं?
तभी टी.वी. पर विज्ञापन जगमगाया,
ऐश्वर्या संग अभिषेक ने मुझे मार्ग दिखलाया।
मुस्कराती-लजाती ऐश्वर्या को अभिषेक ने बतलाया,
जो बीवी से करे प्यार Prestige से कैसे करे इंकार गुणगुनाया।
खुशी-खुशी फिर शाम को मैं कुकर घर लाया,
उपहार की जगमग Packing देखकर बीवी का चेहरा भी जगमगाया।
जल्दी-जल्दी Packing उतरी, चमकता कुकर बाहर आया,
जाने क्यों देखते ही खिला चेहरा तमतमाया।
जाने क्यों, उसके बाद अब तीन दिन बाद होश है आया,
अस्पताल तक किसने छोड़ा, ये भी अब तक न जान पाया।
दो दांत आगे के टूटे बजाते हैं कुकर सी सीटी।
बीवी-बच्चे गये मायके, किस्मत अब पूरी फूटी।
जो कूकर ऐश्वर्या को था इतना भाया,
उसने मुझको कैसे अस्पताल पहुंचाया?
बस इसी प्रश्न का उत्तर खोज रहा हूं,
अभिषेक को उसके सुझाव पर बारम्बार कोस रहा हूं।

संजीव गुप्ता,
उप-निदेशक,
स.प्र.एवं प्र.सं.

MY COVID MUSINGS

The Covid-19 pandemic is truly an epochal event. Its impact on human life can only be compared to perhaps the discovery of fire and the invention of the wheel. All our systems and advancement seem puny in front of this virus. Generations to come will be amazed in the way new this one virus brought the entire human race to a standstill.

2 Professionally and personally these were very challenging times for me. I was ISTM's head of Office when the pandemic struck. It had come unannounced and without there being any Standard Operating Procedure(SOP) to fall back on, we were thrown on a very rude learning curve. As per Government guidelines, all trainings had to be stopped immediately. This included a large number of Direct Recruit Assistant Section Officers(ASO) who were undergoing training at ISTM, New Delhi and at Hyderabad, Gurgaon and Chandigarh locations. All were instructed to go back to their residences and await for further instructions.

3 The institute had to be run with a very skeleton staff decided on a roster basis. It also had to be ensured that chances of infection spreading in the premises were minimised. I must up my hat to the entire housekeeping staff who toiled endlessly to sanitize the entire sprawling campus and kept us all safe. Special mention also for the administration and cash unit which through their efforts kept the vital functions running and also ensured the timely payment of salaries and wages to all.

4 The situation presented to us a dilemma. How do we conduct our trainings, our very raison d'être? With physical classes not on the anvil, the challenge was to continue with the training cycle. There was added pressure from the cadre controlling authorities who feared an increasing backlog of personnel to be trained in order to have eligible people for promotion. Many a deliberation and brain storming led us to some reverse engineering — take the water to the horse and it will drink. With MP3 videos on various subjects and online webinar platform, we were ready with virtual classes and online training, which was very well received by successive batches of trainees albeit with the sad tinge of missing out on the study tour. In fact, with the benefit of hindsight, it can be said that the development of online modules and web based classes in a way helped us in further development of iGOT portal.

5 On the home front, I had a severe and traumatic run in with Covid. I survived those harrowing days with the support of my family, friends and colleagues. On the brighter side, there was an opportunity to develop some power point skills which I used in my e module on leave rules. My home during those days resembled (and still does) a school with each one of us attending or delivering online sessions. These two years were also wonderful in the sense that I relived my kindergarten years While accompanying my daughter in her online classes.

Note: The above is a desperate attempt to overcome writer's block. The triviality of the to pic may loudly be overlooked.



Mr. Agam Aggarwal,
Deputy Director, ISTM



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

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