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ISTM NEWS



Newsletter of Institute of Secretariat Training and Management

July - September 2023



FROM THE DIRECTOR

- Rajul Bhatt, Director, ISTM

ISTM has proudly been sharing glimpses of activities and programmes undertaken every quarter through this quarterly newsletter. I welcome all the readers to the quarterly window of the activities undertaken from July to September 2023 in the present issue. The various training programmes and workshops in this quarter were focused on important areas such as competency building, need-based training, etc. The various in-house faculty members along with external experts were engaged in the training programmes.

During this quarter, ISTM conducted several important training programmes such as the Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration (DAKSHTA) Programme for Officials of different Ministries under capacity building curriculum' etc. Several other programs such as Independence Day Celebration, Sports Meet, Blood Donation Camp Rajbhasha Workshop and Reading Month 2023 were organised during this quarter.

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

NEWSLETTER HIGHLIGHTS



Story inside - One Day National Level Seminar for Librarians of Central Government Offices

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



ENKINDLE

It is our pleasure to present the July to Sep 2023 quarterly 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. Various training programmes and other events were conducted during this quarter which includes Independence Day Celebration, Sports Meet, Blood Donation Camp and Rajbhasha Workshop for all the officers of ISTM. In this quarter DAKSHTA course was conducted along with the other regular training programmes of CSS and CSSS officers. The quarterly training program of the Official Language section and Reading Month and National Librarian's Day Celebration 2023 Library were important attractions during the quarter. A maiden national level seminar for the Librarians of Central Government offices was organised on 11th Aug, 2023.

During this quarter, the Institute conducted 54 courses, online and offline, which were attended by 1835 officers/participants.

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

Editorial Board

Capt. (IN) Y. P. Sharma

Smt. Namita Malik

Shri Rajesh Singh

Shri Puneet K Sharma

Shri Pandey Rakesh

Shri Pawan Kr. Shrivastav

- Additional Director, Chairperson

- Joint Director, Member

- Deputy Director, Member

- Deputy Director, Member

- Assistant Director, Member

- Assistant Library and Information Officer, Member Secretary



Level - B Training Programmes for Assistant Section Officers of Central Secretariat Service



Total no. of Courses Conducted: 13

No. of Officers attended: 386

Course Directors:

- Shri Pandey Rakesh, Assistant Director
- Shri Vipin Kumar Bhargava, Assistant Director
- Shri Ashwini Kumar Batra, Assistant Director
- Shri Agam Aggarwal, Deputy Director
- Shri S. K. Soni, Assistant Director
- Shri Rajeev Kumar Kundi, Faculty Consultant
- Shri D. P. Manjhi, Faculty Consultant
- Shri Harish Kumar, Faculty Consultant
- Shri Bhagban Padhy, Deputy Director



Level-B training programmes for Assistant Section Officers (ASOs) of the Central Secretariat Service under the CSS Cadre Training Plan were conducted in the ISTM as per training calendar during the quarter. The batches went for study tour to various sectors i.e. North East, Kerala, Tamilnadu, Gujrat etc. They also visited the Saket District Court, Passport office, NAI and Delhi Public Library to learn Citizen State interface.

Study Tour



Level-D Training Programmes for Central Secretariat Service (CSS)



Total no. of Courses Conducted: 07

No. of Officers attended: 206

Course Director:

- Smt. Namita Malik, Joint Director
- Shri Deepak Kumar Bisht, Joint Director
- Shri Naresh Bhardwaj, Joint Director
- Shri Agam Aggarwal, Under Secretary
- Shri Rajesh Singh, Deputy Director
- Shri Bhagban Padhy, Deputy Director
- Pramod Kumar Jaiswal, Deputy Director



Level D Course is a CSS CTP mandatory Course for Section Officers to get promoted as Under Secretary. The course was conducted with 29 Participants and topics like Role and Competencies of Branch Officer, Ethics & Value in Public Governance, Drafting of Legislations & Subordinate Legislation etc. relevant to them were conducted.

A State attachment for two weeks (07.08.2023 to 18.08.2023) with Jharkhand Government through SKIPA Ranchi was also organised as a mandatory component of Level D. The Participants were attached to 5 different districts to study various central Govt. & State Govt. Schemes at ground zero Level D.

Level-III Training Programmes for Central Secretariat Stenographer Service (CSSS)



Total no. of Courses Conducted: 01

No. of Officers attended: 27

Course Director:

- Shri Harish Kumar, Faculty Consultant



The Level-III training programme for PSs of Central Secretariat Stenographers Service under the CSSS Cadre Training Plan was conducted in the ISTM from 17th July to 4th August 2023.

Participants During Study Tour



The participants went on a study tour to Anand, Kevedia and Ahmedabad in Gujarat for their study tour from 28 July to 01 August 2023. The visited The Amul Factory, Statue of Unity and Paryavaran Mitra for Institutional/ NGO visits.



ACTIVITIES OF FTP CELL

STUDY TOUR: VILLAGE ATTACHMENT, BHARAT DARSHAN & NGO ATTACHMENT July to Sep 2023

Study Tours consisting of Village Attachment and Bharat Darshan in collaboration with ATIs/ SIRDs of states, viz., Jaipur, Hyderabad & Telangana, Raipur, Chennai, Vijayawada, Lucknow, were organised for ASO Probationers of CGLE 2019 Batch during their 04 weeks of Phase-II Training at ISTM from 27th August, 2023 to 29th September, 2023 and for ASO Probationers of CGLE 2021 Batch during their 09 weeks of Phase-I Training at ISTM from 27th August, 2023 to 08th September, 2023. During the field training, participants were exposed to ground realities in the social sectors, development administration, welfare and infrastructure sectors with a focus in villages. The participants also interacted with Village and Block Level Administration regarding various schemes implemented in selected villages. The training aims to showcase various developmental activities undertaken for the improvement of conditions of villagers and making it viable for the economic growth of the country. The participants interacted with the villagers too.



VISIT TO NATIONAL ARCHIVES OF INDIA (NAI)

Date of Visit: 16th, 17th & 18th August, 2023

(ASODR 2021 BATCH)

Approximately 181 Assistant Section Officers (Probationers) of 2021 Batch visited National Archives of India, New Delhi to attend a half-day workshop on 'Records Management' during the Foundation Training Programme. The key features of the visit were to educate them about the conservation and preservation of records, archival research, digital initiatives, etc. The visit consisted of lecture by eminent archivist, visit to National Archives Museum, Conservation Research Laboratory, Record room/ storage etc.



ACTIVITIES OF FTP CELL

Sports Meet 2023 25th August 2023

Approximately 175 Assistant Section Officers (Probationers) of 2021 Batch participated in Sports Meet, 2023 during the Foundation Training Programme. The event allows individuals to showcase their physical prowess and skills. Engaging in sports activities not only enhances physical fitness but also boosts mental well-being, concentration, and productivity. It provides a platform for employees to interact, collaborate, and develop strong professional relationships outside the confines of their work environment. Sports Day also instils a sense of unity and pride within the institution, as participants compete in friendly matches, cheering each other on and celebrating collective achievements.

BLOOD DONATION CAMP 11th August, 2023

Blood donation is a selfless act that has a profound impact on saving lives and improving the health of individuals in need. It is a simple yet powerful gesture that embodies compassion, empathy, and humanity. The act of donating blood not only benefits the recipient but also brings a sense of fulfilment and satisfaction to the donor. Therefore, under the aegis of 'Azadi Ka Amrit Mahotsav', blood donation camp was organized with the help of AIIMS, New Delhi. Around 35 participants donated blood and contributed in this divine donation.

ESSAY / PRECIS WRITING COMPETITION 11th August, 2023

Approximately 181 Assistant Section Officers (Probationers) of 2021 Batch participated in Essay & Precis Writing Competition. The main objective of the competition was to hone the writing skills, promote critical thinking, enhance research skills, platform for self-expression and creativity. It was one of the extra-curricular activities organized in order to make the Foundation Training interesting, engaging & competitive.





INDEPENDENCE DAY CELEBRATION 2023

On 15th Aug 2023, ISTM celebrated the Independence Day 2023 with great patriotic fervour. The celebrations started with the hoisting of the national flag by the Director, ISTM Smt. Rajul Bhatt followed by the rendition of the national anthem. The Guard of Honour was presented by the Guards of CRPF. ASO Probationers of 2021 Batch participated in the celebration. More than 50 ASO Probationers showcased their talent through group dance, solo dance, singing, poetry, etc. and later the prizes were distributed to the participants who performed in the function.





The ISTM Library took this initiative to celebrate Reading Month in the campus. The month-long event was inaugurated on 13th July, 2023 by the Director, ISTM in the presence of faculty members and other officers. Several programmes and Competitions were organised during the month to encourage reading and literacy among all the users of ISTM Library.

During the event, competitions and programmes such as Book Exhibition, Book Review, Book Jacket Designing, Story Telling and Family Day, Find my book and Self authored poetry recitation were organised. Many from the Faculty Members, Officers, Staff Members and Trainees from different batches participated in the programme. A total of 195 faculty members, officers and trainees participated in all the competitions.



ISTM Library organised a National Level Seminar for Librarians of Central Government offices on the occasion of National Librarians Day. The seminar was conducted on 11th Aug, 2023 on the topic “Best Practices in Library Services and Latest Trends”. A total of 36 Librarians from all over India Participated in the event. The Seminar was inaugurated and chaired by the Joint Director, ISTM, Shri Naresh Bhardwaj Ji. Shri Rajesh Singh Deputy Director, ISTM introduced participants to the functions of ISTM. The first session was delivered by Shri Pawan Kumar Shrivastav, ALIO, ISTM, where, he shared the best practices being followed in the ISTM Library. The rest of the sessions were delivered by external speakers 1. Shri R.K. Sharma, Ex-Director General, Delhi Public Library, 2. Shri Kumar Sanjay, Director (Library), Niti Aayog, and 3. Dr. Lata Suresh, Head, Knowledge Resource Centre, Indian Institute of Corporate Affairs. All the librarians also visited the ISTM library and explored the rich collection of ISTM Library, they also experienced the OPAC service of the Library. Later, all the librarians were given opportunity to share the best practices they are following in their libraries.

हिन्दी कार्यशाला का आयोजन



जुलाई-सितंबर तिमाही के लिए दिनांक 05 सितंबर, 2023 (मंगलवार) को “ई-टूल्स और राजभाषा हिंदी” विषय संबंधी हिंदी कार्यशाला का आयोजन किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों, कर्मचारियों एवं संविदा पर नियुक्त कार्मिकों (परामर्शदाता एवं डाटा एंट्री ऑपरेटर) के लिए आयोजित की गयी थी। कार्यशाला के अतिथि वक्ता गृह मंत्रालय, राजभाषा विभाग के अधीनस्थ कार्यालय केंद्रीय अनुवाद ब्यूरो के सहायक निदेशक के पद से सेवानिवृत्त श्री राकेश कुमार पाठक थे। अतिथि वक्ता महोदय ने कार्यशाला में सरकारी कामकाज में हिंदी का प्रयोग करने के लिए ई-टूल्स की सहायता लेने संबंधी महत्वपूर्ण जानकारियां दी, जिससे कि संस्थान के सभी कार्मिक कंप्यूटर पर राजभाषा हिंदी में सरलता से कार्य कर सकें। इस दौरान सभी प्रतिभागी कार्मिकों ने बड़े उत्साह से कार्यशाला में हिस्सा लेते हुए अतिथि वक्ता महोदय को अपनी शंकाएं भी बताईं। अतिथि वक्ता महोदय ने बड़ी कुशलता से इनके समाधान पर चर्चा की। इस कार्यशाला का मुख्य उद्देश्य हिंदी भाषा का ज्ञान रखने वाले कार्मिकों की हिंदी में काम करने की झिझक को दूर करना है।

हिंदी दिवस (14 सितंबर, 2023) एवं हिंदी पखवाड़ा

(14 सितंबर, 2023-29 सितंबर, 2023)

संस्थान में 14 सितंबर, 2023 को हिंदी दिवस मनाया गया। इस उपलक्ष्य में संस्थान में माननीय राज्य मंत्री (कार्मिक) द्वारा जारी संदेश एवं सचिव (कार्मिक) द्वारा जारी अपील का परिचालन किया गया। संस्थान में 14 सितंबर, 2023 से 29 सितंबर, 2023 तक हिंदी पखवाड़ा, 2023 भी मनाया गया। हिंदी पखवाड़े का प्रारंभ राजभाषा विभाग, गृह मंत्रालय के निदेशानुसार दिनांक 14.09.2023 अर्थात् हिंदी दिवस, 2023 के दिन राजभाषा विभाग द्वारा पुणे, महाराष्ट्र में माननीय गृह राज्य मंत्री श्री अजय कुमार मिश्रा जी की अध्यक्षता में आयोजित हिंदी दिवस समारोह एवं तृतीय अखिल भारतीय राजभाषा सम्मेलन से हुआ, जिसमें श्रीमती सुजाता मट्टू, सहायक निदेशक (राजभाषा) एवं सुश्री कृष्णा कुमारी गुप्ता, कनिष्ठ अनुवाद अधिकारी सम्मिलित हुईं।



हिंदी पखवाड़े के दौरान कुल 07 प्रतियोगिताओं का आयोजन किया गया जैसे कि हिंदी निबंध प्रतियोगिता, हिंदी टिप्पण एवं आलेखन प्रतियोगिता, हिंदी आशु भाषण (EXTEMPORE) प्रतियोगिता, राजभाषा नीति/शब्दावली संबंधी बहुविकल्प प्रश्नोत्तरी प्रतियोगिता, हिंदी सुलेख एवं श्रुतलेखन प्रतियोगिता, चित्र आधारित हिंदी कहानी लेखन प्रतियोगिता, तथा प्रसिद्ध हिंदी कवि की कविता का वाचन प्रतियोगिता। प्रतिभागियों के उत्साह वर्धन हेतु अतिरिक्त निदेशक महोदय श्री वाई. पी. शर्मा जी ने भी एक प्रतियोगिता में भाग लिया तथा सभी कर्मचारियों को सभी प्रतियोगिताओं में बढ़ चढ़ कर भाग लेने हेतु प्रोत्साहित किया।



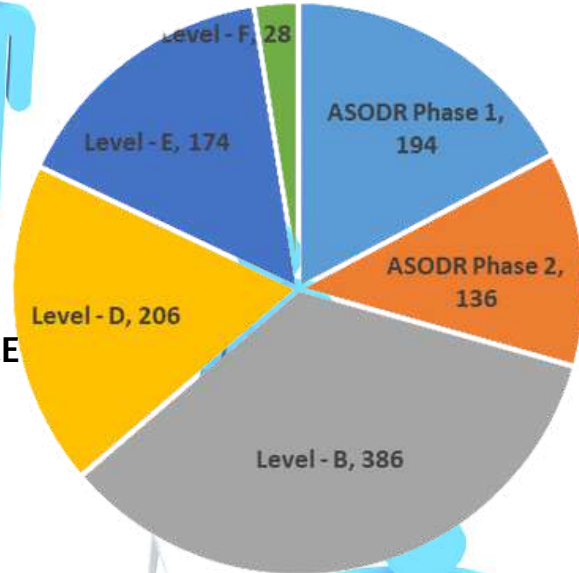
उक्त प्रतियोगिताओं में संस्थान के उच्चाधिकारियों एवं कार्मिकों ने अत्यंत उत्साहपूर्वक प्रतिभागिता की। संस्थान के अपर निदेशक महोदय ने भी हिंदी पखवाड़ा के अंतर्गत आयोजित प्रतियोगिताओं में अधिक से अधिक प्रतिभागिता को प्रोत्साहित करते हुए अपने व्यस्त समय में से समय निकालकर हिंदी निबंध प्रतियोगिता में प्रतिभागिता की। इस प्रकार हिंदी पखवाड़ा के अंतर्गत आयोजित उक्त प्रतियोगिताओं में सभी प्रतिभागियों ने बढ़ चढ़ कर हिस्सा लिया। सभी प्रतियोगिताएं सुचारू रूप से संपन्न हुईं। इन प्रतियोगिताओं का उद्देश्य प्रेरणा, प्रोत्साहन तथा सद्भावना के माध्यम से संस्थान के सरकारी कामकाज में व्यावहारिक रूप से हिंदी के प्रयोग को बढ़ावा देना है।

ONLINE & OFFLINE COURSES CONDUCTED DURING JUL TO SEP 2023

CSS - CADRE TRAINING COURSES - 33 COURSES AS UNDER:-

33 Level B, D, E, F, ASODR Phase-I and ASODR Phase-II courses were conducted during this quarter (Jul to Sep 2023). The duration of these courses ranges from two to twelve weeks. A total of 1124 participants attended the training.

No. of Participants

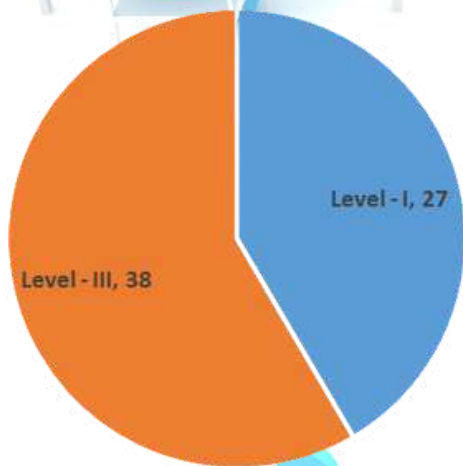


DESCRIPTION OF COURSE NAME:

- ASODR: ASO PROBATIONERS
- LEVEL B: ASO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL E: US OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL F: US OF CSS WITH 8 YEARS OF APPROVED SERVICE

CSSS - CADRE TRAINING COURSES - 02 COURSES AS UNDER:-

No. of Participants



Total 02 courses of "Level I, and Level III were conducted during this quarter (Jul to Sep 2023). The duration of these courses is three weeks long. A total of 65 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL I: STENO OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL III: PS OF CSSS WITH 4 YEARS OF REGULAR SERVICE

DEVELOPMENT OF ATTITUDE KNOWLEDGE & SKILL FOR HOLISTIC TRANSFORMATION IN ADMINISTRATION (DAKSHTA) - 01 COURSE AS UNDER:-

A course of Development of Attitude Knowledge & Skill for Holistic Transformation in Administration (DAKSHTA) was conducted for MOEFCC during this quarter (July to Sep 2023). The duration of this course was 5 days. A total of 20 participants attended the training.

MOEFCC: MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 24 COURSES AS UNDER:

S.No	Name of course	Course Code	Duration From	Duration To	# participants
1	MS Power Point	MS-PP-10	07.07.2023	07.07.2023	24
2	Workshop on Framing/Amendment of Recruitment Rules	WFARR-01	06.07.2023	06.07.2023	30
3	Administrative Vigilance - Role of IO/PO	AV3-11	07.07.2023	07.07.2023	54
4	Cash and Accouns	C&A-178	10.07.2023	08.09.2023	30
5	Big Data Analytics in Government - Basic	BDA (Basic)-06	17.07.2023	19.07.2023	36
6	Workshop on Income Tax	WPF28	24.07.2023	26.07.2023	73
7	Statistical Tools and Techniques	STT-04	24.07.2023	25.07.2023	27
8	Stress Management	SM-10	07.08.2023	08.08.2023	20
9	Workshop on Project Management	WPM-03 (Online)	17.08.2023	18.08.2023	20
10	Workshop for Liaison Officers (SC/ST)	WLO-SC/ST-26 (Online)	17.08.2023	18.08.2023	45
11	Reservation in Services for SC/ST/OBC/ExSM/PWDs	RIS-28	21.08.2023	24.08.2023	36
12	Workshop on Cyber Security	W-CS-03	31.08.2023	31.08.2023	21
13	Facilitation Skills	FS-02	28.08.2023	30.08.2023	14
14	Ethics and Value in Public Governance	EVPG-20	04.09.2023	06.09.2023	20
15	Gender Sensitization	GS-10	04.09.2023	06.09.2023	25
16	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	WCICRSHW-01	04.09.2023	04.09.2023	37
17	Orientation Training Programme for the retiring Government officials	OTP-RGO-14	18.09.2023	19.09.2023	10
18	Right to Information - Public Information Officers	RTI-PIO-35	25.09.2023	27.09.2023	26
Total No. of Participants					626

सामान खोने वाला यात्री

YEARNING

यात्रा के दौरान
सामान छूट जाने पर
किंकर्तव्यविमूढ़-सा हो जाता है यात्री
खाली हाथ, खाली जेब,
जाने क्या सोचता होगा यात्री।
पर तय है कि
जहाँ छूट गया होगा उसका सामान
वहीं रुक गई होगी उसकी यात्रा
वहाँ से आगे
वह यात्रा पर नहीं
खालीपन की ओर बढ़ा होगा।
शायद कुछ भी सोचने का
मन नहीं करता होगा
सिवाय इस मलाल के
कि सामान का ध्यान रख लिया होता काश!
मन तो बहुत करता होगा
कि पीछे लौट चले
किसी से पूछे, किसी से कहें,
शिकायत करें,
खूब ढूँढ़ें, पर...
इतनी दूर आने के बाद
कहाँ मिलता है खोया हुआ सामान!
जाने क्यों शांत-सा बैठ जाता है
सामान खोने वाला यात्री
जैसे सामान में सामान नहीं
सपने, उम्मीदें, उत्साह और
एक युवा मन था रखा हुआ।
अब खाली तो लग रहा है
फिर भी आगे की सोच-सोचकर
पीछे नहीं मुड़ पाता
सामान खोने वाला यात्री।



सोचता है कि किसी तरह
आ जाए कोई पड़ाव
और ले ले दम भर साँस
सामान खोने वाला यात्री।
मन तो मेरा बहुत है
कि रोककर उसे समझा दूँ
कि सामान खोने के बाद
जो शेष रह गया है खालीपन
यही है उसका पहला पड़ाव।
सुस्ता सकता है,
उकता सकता है,
ज़ोर-ज़ोर से चीख-चिल्ला सकता है
सामान खोने वाला यात्री।
पर सोचती हूँ कि
हूँ मैं भी कौन
कहीं मैं ही तो नहीं
वह सामान खोने वाला यात्री।



- कृष्णा कुमारी गुप्ता
कनिष्ठ अनुवाद अधिकारी
राजभाषा अनुभाग
(स.प्र.प्र.सं.)



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