

# ISTM NEWS

July to September 2020



**INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT**

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

**कार्मिक एवं प्रशिक्षण विभाग/ DEPARTMENT OF PERSONNEL & TRAINING**

**प्रशासनिक ब्लॉक ,ज.ने.वि .परिसर(पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),**

**ओलोफ पाल्मे मार्ग ,नईदिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067**

**दूरभाष / TELEPHONE – 011-26185314; टेलीफैक्स / FAX – 011-26104183**

**Website:www.istm.gov.in**



## **FROM THE DIRECTOR**

This is the first quarterly edition of the ISTM's newsletter since my taking over the charge of 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 2020., in the present issue

We at ISTM remain steadfast to provide quality training to public servants and thus contribute towards an efficient and effective public service delivery mechanism. We are constantly upgrading our skills through faculty development and use of latest technology. This enables us to cater to the training needs of organizations ranging from Central Government Ministries and Departments, State Governments and Union Territories, Constitutional, Statutory and Autonomous Bodies and Public Sector Undertakings. Although this quarter witnessed a harrowing time in terms of opportunities, lot of training were still delivered on online mode.

As a training institute we are alive to the demand and need for specialized programmes on emerging areas in addition to constantly improving the traditional programmes based on the participant feedback. Orientation Programme for Retiring Government officials, programmes on Emerging Technologies, tailor made programmes for various Government agencies are testimony to this. You may keep visiting ISTM website to know about our recent offerings.

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

(S.D. Sharma)  
Director, ISTM

## SINCERELY YOURS

It is our pleasure to present to you the July-September, 2020 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - **From the Director** wherein Director, ISTM outlines the vision and objectives of the Institute; in **Sincerely Yours** (the section you are currently reading) the Editorial Board introduces the issue; **Happenings** which gives a glimpse of major activities of the Institute during this period; and **Miscellany** which is a forum for our faculty members, staff and trainees to exercise their creative faculties.

During this quarter the Institute conducted 18 courses, which were attended by 552 participants. The editorial team has tried to encapsulate various activities in the Institute during this period. Please feel free to call us to provide your candid feedback and suggestions for further improvement and for any specific information you may want.

Please log on to our website [www.istm.gov.in](http://www.istm.gov.in) to know more about our ensuing programmes.

SANJAY KUMAR SHARMA, Additional Director  
MOLOY SANYAL, Deputy Secretary  
VADALI RAMBABU, Joint Director  
K. GOVINDARAJULU, Deputy Director

## Happenings

### Independence Day Celebrations

As always, ISTM celebrated the Independence Day this year with great patriotic fervour. The event was celebrated duly following the social distancing norms of wearing masks, in letter and spirit. The celebrations started with the hoisting of national flag by Additional Director, ISTM followed by the rendition of the national anthem. Unlike earlier years, cultural programmes showcasing the talent of children of faculty and staff of ISTM could not be undertaken this year due to restrictions on gatherings.



## **Sadbhavana Diwas Pledge**

Twentieth August is observed as "Sadbhavana Diwas" every year. The theme of Sadbhavana is to promote national integration and communal harmony among people of all religions, languages and regions. The idea behind observance of "Sadbhavana Diwas" is to eschew violence and to promote goodwill among the people. Additional Director, ISTM administered the oath on occasion to the Faculty and Staff Members of ISTM



## **Release of Volume I Issue 2 of ISTM Journal of Research and Governance**

Dr. C. Chandramouli, Secretary, Department of Personnel & Training released, the Issue 2 of Volume I of “ISTM Journal of Training Research and Governance” on 18<sup>th</sup> September, 2020. This Journal is a bi-annual compilation that covers various articles and discussions in the field of Governance, Policy, Training, Research and Management. The contributions to this Journal span writings, articles, and compilations from senior government officers, scholars, industry experts and academia. The issue comprises of four articles viz. Transparency Mechanism in RTI: Bringing Publicness in Indian Governance, Effective Implementation of Training, Gandhian Philosophy and Modern Business and Change Management in Government Organizations. AS & EO, Shri Srinivas Ramaswamy Katikithala, AS (Trg.) Smt. Rashmi Chowdhary and Shri S.D. Sharma, Director ISTM were also present on this occasion.



### **FRACing Workshop held on 18/8/2020 at 4.00 PM**

A workshop on the process of developing a Framework of Roles, Activities and Competencies (FRACing) was conducted by Integrated Government Online Training (iGOT) Team for all Faculty Members of ISTM in which ISTM's evolving as the National Centre of Excellence in FRACing and undertaking FRACing exercise, etc. were discussed.

### **Hindi Pakhwada 14<sup>th</sup> September, 2020**

Hindi Pakhwada was celebrated at ISTM in which various competitions were organized for the Faculty Members, Officers and Staff of ISTM.

## e-Learning Management System ( e-LMS) of ISTM

1. The COVID 19 pandemic resulted in discontinuation of class room training. To meet this challenge, the System Administration Unit in ISTM had taken an initiative to develop an e-Learning Management System (e-LMS) for providing online training. The e-LMS of ISTM is a fully indigenous effort by the ISTM System Administration Unit. The training is being conducted through the ISTM e-LMS and through third party software for conduct online classes.
2. ISTM e-LMS is not only equipped to deliver content, but it also handles creating courses, registering & managing participants, sending email & SMS, obtaining feedback during the training period and at the end of training, etc. The ISTM e-LMS enables the participants to attend the training programmes, anywhere and at any time.
3. e-LMS of ISTM has the following features for course management: -

### Online Registration

As per the eligibility criteria defined in the course circular, Govt. employees from Central / State, PSUs, Autonomous Bodies are able to submit the online nomination form. Course Director concerned is able to shortlists the nominations and send confirmation email & SMS through the e-LMS platform along with the details of the course.

### Email & SMS

Course Director can send customized emails & SMSs to the participants.

### e-LMS dashboard

On registration and acceptance of nomination, participant is given a unique Application Number. They can access the ISTM e-LMS course through their Application Number. Once they are successfully logged in, they will be routed to the e-LMS dashboard page. In that page, the session plan is displayed along with the topics to be covered during the course would be displayed, day wise. On clicking the specific topic, in the right panel, related resources viz. videos, reading materials, presentations, reference URL, etc. would be displayed. On each page, option is available for sending query to the Course Director concerned / Faculty through the e-LMS platform and the reply will also be displayed in the same platform. Provision for sharing documents (PDF, Word, MP3) along with reply for further clarification is also

### Webinar Page

Separate webinar page is designed along with each topic and the faculty details along with webinar links are linked to that page. On clicking the link by the participants, they will be redirected to the webinar session page and can join the session by filling up their name & email, which is mandatory for attendance purposes.

### Feedback

Provision has also been made for obtaining feedback from each participants online during the training period (Day Wise / Week Wise) and also at the end of training. The collected feedback will be used for further improvement of the Training Programme. In addition to this, participants can provide suggestions anytime through the SMS made and that will be sent to the Course Director concerned for taking necessary action immediately.





## Question Bank

A Question Bank for the topics covered during the Training Programmes can be developed, which can be used for self-assessment and online examination.

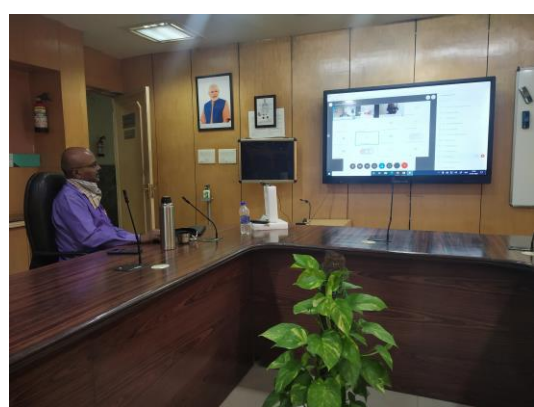
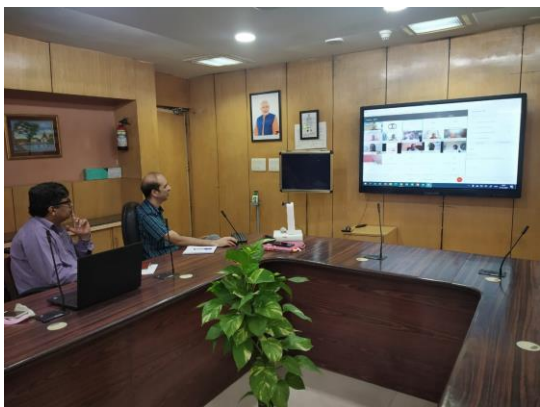
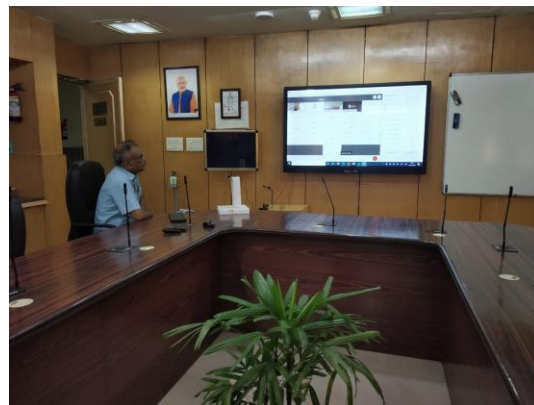
4. Till now, 8 courses have been completed successfully through ISTM e-LMS platform. Resources on 33 topics are available on e-LMS, which can be used for various upcoming programmes / courses.

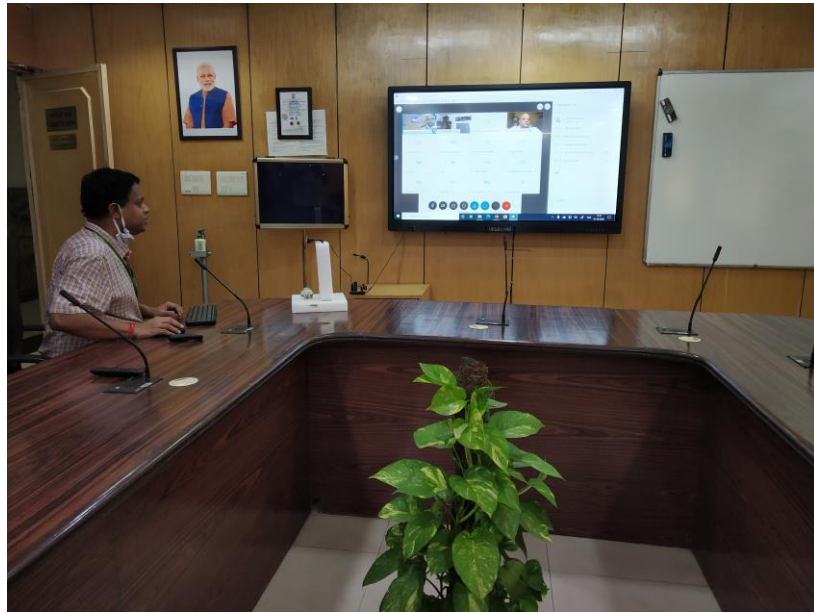
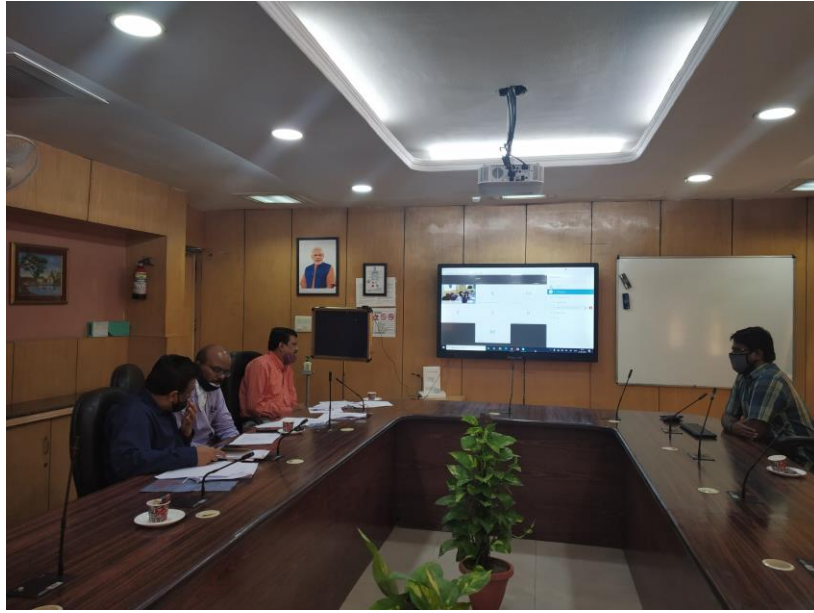
5. Future plans for ISTM e-LMS are as follows: -

- i) Assignment Module along with evaluation provision
- ii) Assessment Module with answer sheet for self-assessment
- iii) Online Certification Module
- iv) Tracking of Course Participants online

## **Launch of Cadre Training Programmes on iGOT and eLMS platforms**

The training programmes which were postponed due to Covid 19 pandemic were resumed from the month of July, 2020 through online mode. Various Cadre Training Programmes (CTP) for Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) were launched online by ISTM through iGOT and eLMS Platforms. Level A Training programme for SSAs, Level B for ASO, Level-I for Stenographers (Grade D), Level-II for Personal Assistants and Level-III for Private Secretaries were conducted online through these platforms.





लघु कथा

## कड़वी सच्चाई

अन्जु बाला वर्मा

पुस्तकालय परिचर,

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान,

नई दिल्ली

ऑफिस से आते-जाते मैं रोज़ उस व्यक्ति को देख रही थी, बहुत-सी भगवान की मूर्तियां और फोटो लिए कम्बल ओढ़े पांव फैलाए, बड़ी हुई सफेद दाढ़ी, सफेद बाल, बस स्टैंड के पास बैठे हुए। एक दिन सोचा कि कुछ पैसे दे देती हूं और उसकी तरफ हाथ बढ़ा कर बोली, 'बाबा, यह ले लो कुछ पैसे'। उसने मुझे देखा और बोला, 'क्या उम्र है आपकी? मुझे बाबा बोल रही हो।' मैं बोली 50 साल, क्यों, क्या हो गया?' मैं थोड़ा घबरा गई, मैं बोली, 'कोई गलती हो गई क्या?' वह बोला, 'नहीं माँ, मेरी उम्र सिर्फ 32 साल है।' उसकी बात सुनकर मैं एकदम अचम्भित हो गई, शायद झूठ बोल रहा होगा, ऐसा मन मे विचार आया। सोचा कि पैसा देकर कहीं गलती तो नहीं की। वह बोला, 'आपकी तरह मेरी भी माँ है, लेकिन अब नहीं।' जैसे वह अपनी आप बीती बताने के लिए आज आतुर हो गया और बोला, 'माँ-बाप के बढ़ते झगड़े, दादा-दादी का झगड़ा, नाना-नानी का झगड़ा, कुछ समझ में नहीं आता था, लेकिन दस वर्ष का होने पर जब कुछ समझ आया, तब पाया कि माँ ने चुपचाप दूसरा विवाह कर लिया है। वह कई दिन तक नाना नानी के घर रही और उसके दूसरे विवाह की सूचना घर पर आई। कुछ दिन के बाद पिता ने भी दूसरा विवाह रचा लिया।'

'दादा-दादी रहे नहीं, नाना-नानी ने कभी पूछा ही नहीं कि जिंदा भी हूँ कि नहीं। माँ का अपना परिवार, अपना सुख, अपने सुख को पाने के लिए वह अपने पेट के जने पुत्र को बिलकुल ही भूल गई। माँ ने अपना सुख पा लिया और पिता ने अपना। अब रहा मैं, जिन्दगी की जंजीरों में जकड़ा हुआ आपके सामने।

'कहते हैं "पूत कपूत सुने हैं पर न माता सुनी कुमाता" इन सब भगवानों से मैं यही पूछ रहा हूँ कि मैं इतना बूढ़ा दिखने लगा कि पचास, साठ, सत्तर वर्ष के व्यक्ति भी मुझे बाबा कहने लगे। इसमें मेरा क्या कसूर था जबाब मांग रहा हूँ इनसे। ना मां का सुख मिला, ना पिता का साया, ना कोई परिवार, पागल भी नहीं हूँ, वक्त का सताया शायद, कुछ समझ नहीं पा रहा हूँ।'

'मैं यहां पर बैठा बहुत कुछ अच्छा और उससे भी ज्यादा गलत होते देखता रहता हूँ, पर सब अच्छा या गलत करके अपने-अपने घर चले जाते हैं और मैं फिर भी यहीं पड़ा रहता हूँ। अपने भविष्य को देखने के लिए।'

मेरे पास उसके सवालों का कोई जवाब नहीं था और न ही बातों की कोई काटा। उसकी आपबीती सुनकर मेरा मुंह कसैला हो आया था। पैसे देने के लिए जो हाथ मैंने उसकी तरफ बढ़ाया था, उसे चुपचाप अपनी चुनरी के अंदर छिपा लिया था।

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