

# ISTM NEWS

## July to September 2021



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग /DEPARTMENT OF PERSONNEL & TRAINING

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## **FROM THE DIRECTOR**

ISTM has been bringing out this quarterly newsletter with glimpses of activities and programmes undertaken during every quarter. This quarter particularly remained active after a long lull owing to pandemic. Hon'ble Minister of Personnel paid two visits, new initiatives with far flung implications were kick started and many more.

You will be happy to know that ISTM has emerged as a front runner among all other Central Training Institutes in development of e-content for 'Mission *Karmayogi*'. ISTM also remained the leading institute in experimenting delivery of training learning modules through pre-production platform of iGOT Karmayogi.

During this quarter, ISTM has been able to make several important achievements viz. inauguration of a digital learning lab, launch of Restructured ASO foundation programme and a Restructured Orientation Course for Dy. Secretaries/ Directors of Central Staffing Scheme. A new application namely 'TRACK' to capture Roles, Activities and competencies of DOPT officers has also been launched by Secretary DOPT on 26.8.2021.

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.

(S.D. Sharma)  
Director, ISTM

## SINCERELY YOURS

It is our pleasure to present to you the July to September 2021 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, officers / staff and trainees to exercise their creative faculties.

In this quarter ISTM was visited upon by MOS(PP) on 28<sup>th</sup> August 2021 in connection with the inauguration of Karmayogi Digital Learning Lab. This lab is the first of its kind under DOPT. It will provide state-of-the-art system, latest hardware and software tools to create, alter and upload multi-media based electronic content in any Learning Management System (LMS). On this occasion a Special issue on Mission Karmayogi of ISTM Journal was released by MOS(PP).

This Institute was visited upon by Capacity Building Commission led by Mr. Adil Zainulbhai, Sh. Praveen Pardeshi, Dr. Ramaswami Balasubramaniam Members alongwith Sh. Hemang Jani Secretary visited ISTM on 1st September 2021. They inspected the various facilities available in the ISTM.

MOSP(PP) again visited this Institute for the inauguration of the ASO(P) Foundation Training Programme on 20<sup>th</sup> September 2021 and interacted with the Probationer Assistant Section Officers.

This Institute celebrated the Hindi Pakwada during the period 1<sup>st</sup> to 15<sup>th</sup> September 2021. Many competitions were conducted. The faculty members and the staff took part in these competitions enthusiastically. Prizes were given for the winners.

This Institute lost one of its old staff member Ms. Anju Bala Verma, Library Attendant. She passed away after long illness. This Institute pays its homage to the departed soul.

We at ISTM remain committed to provide quality training to public servants and thus contribute towards an efficient and effective public service delivery mechanism. We are constantly upgrading our capacity through faculty development and use of latest technology. This enables us to cater to the training needs of a wide range of organizations ranging from Central Government Ministries and Departments, State Governments and Union Territories, Constitutional, Statutory and Autonomous Bodies and Public Sector Undertakings to almost all other types of Government offices.

During this quarter the Institute conducted 41 courses, through online, which were attended by 2047 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. –

Col. Sanjay Kumar Sharma	-	Additional Director
Shri Moloy Sanyal	-	Deputy Secretary
Shri Vadali Rambabu	-	Deputy Secretary
Shri Deepak Kumar Bist	-	Joint 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, in letter and spirit. The celebrations started with hoisting of national flag by the Director, ISTM followed by the rendition of national anthem. Cultural programmes showcasing the talent of children of faculty and staff of ISTM were held with abundant caution due to restrictions on gatherings. Prizes were given to the artists and children who performed in the function.



## **Tabulation of Roles, Activities and Knowledge Resources** **(TRACK)**

As Centre of Excellence in competency mapping ISTM has initiated a digital activity among all officers up to the level of Under Secretaries working in DOPT to capture their roles, activities and choices of competencies to perform those roles and activities. This is an extension of charter of entries initiated by ISTM in collaboration with NIC and inaugurated by the then Secretary, DOPT on 26<sup>th</sup> August, 2021. The simple, online and menu-driven activity is called Tabulation of Roles, Activities and Knowledge Resources (TRACK) and more than two hundred officers of DOPT are taking part in this activity.

## **INAUGURATION OF KARMAYOGI DIGITAL LEARNING LAB (KDLL)**

A Digital Learning Lab was inaugurated by the Hon'ble Minister of State (Personnel & PMO) Dr. Jitendra Singh at ISTM, on 27 August 2021. This Lab known as *Karmayogi* Digital Learning Lab has been installed by DoPT with support of the Asian Development Bank (ADB) in line with the Civil Service reform initiatives of Government of India towards capacity building of civil servants.

The Lab is located at Institute of Secretariat Training and Management (ISTM), Old JNU Campus, New Delhi. It covers an area of about 1000 square feet, in which there is a server room and video recording facilities. It has fifteen (15) workstations with state-of-the-art system, latest hardware and software tools to create, alter and upload multi-media based electronic content in any Learning Management System (LMS).

The Lab is compatible to be integrated with any audio / video input produced in any futuristic digital classrooms, from any part of the world. Similarly, it is capable of capturing classes held physically and video-graphed at any Central or State Training Institute for the purpose of making training learning material to be used in asynchronous manner.

The Lab is a first of its kind facility, under Department of Personnel & Training to be utilized by ISTM and other Ministries / Departments. It is scalable to cater to the needs of Ministries and Departments of Central government – who require producing a quality audio-visual, especially the domain content in respect of their flagship programmes.



In his inaugural address, Dr. Jitender Singh, Hon'ble Minister stated that Mission *Karmayogi* has been envisioned by the Hon'ble Prime Minister so that the capacity of the implementation machinery gets enhanced in all spheres and the benefits of welfare and other schemes can reach right to the doorstep of the citizens. He stated that this digital lab will be able to produce world class e – Learning programs that would enhance the vision of 'Atmanirbhar Bharat' reducing our dependence on foreign institutions and the launch of digital lab in the 75th year of Independence, during which 'Azadi Ka Amrit Mahotsav', has assumed special importance.

Sh. Deepak Khandekar, Secretary DoPT Smt. Rashmi Chowdhary, Additional Secretary (Training), Sh. S. D. Sharma, Director, ISTM; Sh. Rahul Singh Joint Secretary (Training), Shri Adil Zainulbhai Head of Capacity Building Commission and Shri S.N Tripathi, Director General, Indian Institute of Public Administration also graced the occasion.



## SPECIAL ISSUE ON MISSION KARMAYOGI OF ISTM JOURNAL

A Special issue of ISTM Journal of Training, Research & Governance was released by Hon'ble Minister of State Personnel & PMO Dr. Jitendra Singh on 27th August 2021. This issue is a comprehensive tool to understand philosophy and concept behind the newly Launched National Programme on Civil Service Capacity Building new wave of Civil Service reforms in India. Encapsulated "Mission *Karmayogi*" the reform aim to create the new India as Visioned by one of the greatest *Karmayogis* India has ever produced, Sardar Vallabhbhai Patel. This special Edition is a tribute to his idea of competency-based capacity building of our Civil Servants.

Sh. Deepak Khandekar, Secretary DoPT Smt. Rashmi Chowdhary, Additional Secretary (Training), Sh. Rahul Singh Joint Secretary (Training), Shri Adil Zainulbhai Head of Capacity Building Commission and Shri S.N Tripathi, Director General, Indian Institute of Public Administration also graced the occasion.





## VISIT OF CAPACITY BUILDING COMMISSION (CBC) DELEGATES

The full Capacity Building Commission (CBC) consisting of Mr. Adil Zainulbhai, Sh. Praveen Pardeshi, Dr. Ramaswami Balasubramaniam accompanied by the Secretary of the Commission Sh. Hemang Jani visited ISTM on 1st September 2021.

The objective of the visit was understanding training facilities offered by ISTM, including features of Digital Learning Lab. The delegates visited *Karamyogi* Digital Learning Lab (KDLL), Library Block and ICT lab of ISTM. They were briefed by the concerned officers about the facilities available in respective places. The delegates interacted with the participants of Cash and Accounts course and discussed issues faced by them as trainees. A brief presentation about the role and responsibility of ISTM was given to the delegates where all faculty members of ISTM were present.



## हिंदी पखवाड़ा

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में इस वर्ष 01 15 सितंबर 2021 तक हिन्दी पखवाड़ा आयोजित किया गया। हिन्दी पखवाड़ा के दौरान पांच प्रतियोगिताओं का आयोजन किया गया। अनुवाद एवं प्रशासनिक शब्दावली प्रतियोगिता हिन्दी टिप्पण व प्रारूप लेखन हिन्दी निबंध प्रतियोगिता हिन्दी स्लोगन प्रतियोगिता तथा बहु कार्य कर्मियों के लिए हिन्दी सुलेख प्रतियोगिता का आयोजन किया गया। निदेशक महोदय की अध्यक्षता में संस्थान के प्रशासनिक ब्लॉक के लॉन्ज में दिनांक 21 अक्टूबर 2021 को दोपहर 3 बजे हिन्दी पखवाड़ा 2021 पुरस्कार वितरण समारोह का आयोजन किया गया।



**ORIENTATION COURSE FOR DEPUTY SECRETARIES**  
**AND**  
**DIRECTORS ON CENTRAL STAFFING SCHEME**

23rd Orientation Course for Deputy Secretaries & Directors was Held in ISTM from 13th to 16th September 2021. This course was conducted in hybrid mode in which 52 officers were physically present and 10 attended online. The Orientation Course aimed at equipping participants who are under Central Staffing Scheme with necessary knowledge and skill required for functioning in Central Secretariat. The course covered topics like Preparation of Cabinet Note, Policy Making in Central Secretariat, Cyber Security, Effective Staff Supervision, Financial Concurrence, Delegation of Powers for e-Procurement and Monitoring of Project. The course was very well taken by the participants.



## **Foundation Training Programme for Assistant Section Officers**

Based on the recommendations of the High Powered Committee led by the then Joint Secretary (Training) and presently Director, ISTM the Foundation Training Programme for the Assistant Section Officers was modified from 12 weeks to 104 weeks with 4 different phases i.e. Pre-foundation Course (2 weeks), ISTM Phase I (12 weeks), On-the-Job Training -1 (46 weeks), ISTM Phase II (4 weeks) and On-the-Job training-2 (42 weeks). The inaugural session of the ISTM Phase-I training was held on 20<sup>th</sup> September with MoS(PP) as the Guest of Honour. He interacted with the probationers who were present on the occasion. In all 884 Officers are undergoing the ISTM Phase I Training.

In the pre-foundation training the participants were exposed to the functioning of Government and its ethos. During the two phases of training at ISTM coverage includes office management, parliamentary procedures, rules orientation, financial management, attachments with select Institutions and Organisations, Bharat Darshan, NGO attachment, module on e-Governance tools (e-office, GeM, PFMS, e-HRMS, RTIMIS, LIMBS), etc. with the aim of delivering specific competencies. During the on-the-job phases, the training/learning will continue through online modules such as cluster functional competency development module, domain competency development module (recommended by the concerned Ministry), project work (on topic recommended by the Ministry), certification programme, mandatory modules on understanding policy and legislations, book review, organisational awareness, augmenting communication skills, differentiating competencies, etc.



## Obituary

One of the long serving employees of ISTM Ms. Anju Bala Verma, Library Attendant went to the heavenly abode on 13<sup>th</sup> September 2021. She had put in a service of more than 37 years. She was a cheerful, kind hearted person and always ready to help those in need. Her zest for life could not be easily matched. She is survived by her daughter. Her untimely death shook every one near and dear. This Institute pays its humble homage to the departed soul. Her services to ISTM will be ever remembered.



**Online Courses conducted during  
JULY to SEPTEMBER 2021**

CSSS-Cadre Training Courses - 5 Courses as under:

S.No.	Name of the course	Duration		Course Director	No. of participants
		From	To		
1	Level I-29	19.07.2021	06.08.2021	PR	35
2	Level I-30	02.08.2021	020.08.2021	BP	37
3	Level II 58	09.08.2021	20.08.2021	AJ	40
4	Level I-31	06.09.2021	24.09.2021	RJS	37
5	Level I-32	27.09.2021	14.10.2021	BP	34
Total No. of Participants					183

CSS-Cadre Training Courses -25 Courses as under: -

S.No	Name of the course	Duration		Course Director	No. of participants
		From	To		
1.	Level A-108	05.07.2021	30.07.2021	AKB	41
2.	Level B-108	05.07.2021	06.08.2021	AA	59
3.	Level B-109	26.07.2021	27.08.2021	RJS	52
4.	Level B-110	09.08.2021	10.09.2021	AKB	54
5.	Level B-111	16.08.2021	17.09.201	YD	59
6.	Level B-112	31.08.2021	01.10.2021	AJ	57
7.	Level B-113	06.09.2021	08.10.2021	PKJ	60
8.	Level A-109	13.09.2021	08.10.2021	PR	28
9.	ASO DR-280	20.09.2021	10.12.2021	RK	88
10.	ASO DR-281	20.09.2021	10.12.2021	RK	88
11.	ASO DR-282	20.09.2021	10.12.2021	RKK	89
12.	ASO DR-283	20.09.2021	10.12.2021	RKK	88
13.	ASO DR-284	20.09.2021	10.12.2021	RJS	87
14.	ASO DR-285	20.09.2021	10.12.2021	RJS	88
15.	ASO DR-286	20.09.2021	10.12.2021	PR	86
17	ASO DR-287	20.09.2021	10.12.2021	PR	89
18.	ASO DR-288	20.09.2021	10.12.2021	AKB	88
19.	ASO DR-289	20.09.2021	10.12.2021	AKB	90
20.	Level B-114	29.09.2021	29.10.2021	YD	61
Total No. of Participants					1,352

**Organisation Specific Programmes (OSP)/ Cadre Specific Programmes (CSP) –**

**4 Course as under: -**

S.No	Name of the course	Duration		Course Director	No. of participants
		Form	To		
1	OSP-DGAQA	26.07.2021	30.07.2021	PKJ	15
2	OSP-CVC-1	25.08.2021	27.08.2021	VR	35
3	OSP-CVC-2	08.09.2021	10.09.2021	DKB	21
4	OSP-ED	06.09.2021	17.09.2021	AA	30
Total No. of Participants					101

**Calendar Courses other than CSS/CSSS CTP- 12 Courses as under:**

S.No	Name of the Course	Duration		Course Director	No. of Participants
		Form	to		
1	MS-EX-08	12.7.2021	14.07.2021	PR	18
2	OTP-PFMS-04	15.07.2021	16.07.2021	BP	37
3	Posh-14	19.07.2021	20.07.2021	RG	51
4	WeO-10	22.07.2021	23.07.2021	AA	60
5	C&A=173	26.02.2021	24.09.2021	DB	28
6	WOM-05	02.08.2021	04.08.2021	BP	20
7	OBG-09	02.08.2021	06.08.2021	MS	28
8	RIS-21	02.08.2021	05.08.2021	RG	35
9	MSS-05	02.09.2021	04.08.2021	VR	27
10	WPF 24&25	01.09.2021	03.09.2021	YD	25
11	RTI-PIO-28	01.09.2021	03.09.2021	VR	32
12	OCD-23	13.09.2021	16.09.2021	DKB	50
Total No. of Participants					411

## Miscellany

### काँटे और जीवन

जीवन . . .

कुछ सुंदर फूलों सा,

कुछ बदसूरत काँटो सा।

सुंदर फूलों की क्या बात करूँ!

बात करूँ उन काँटो की,

वे काँटे . . .

जिन्हें नहीं मिलता स्थान

किसी पूजा,

किसी प्रेम प्रस्ताव में,

किसी वरमाला,

किसी श्रद्धांजली में।

केवल डालियों तक ही

फूलों के साथ रहना,

है भाग्य उनका।

फूल तोड़ने वाले हाथ

बचना चाहते हैं इनसे।

ये भी तत्पर हैं

चुभ रक्त बहाने को।

नहीं करता कोई भेंट

काँटे किसी को।

पर उन्हीं काँटो की

बढ़ जाती है महत्ता,

जब नागफनी बन उग आते।

क्योंकि मरुभूमि जिसमें

मुश्किल से आती है



छिटपुट हरियाली,  
वहाँ यही फूल खिलाते हैं।  
नागफनियों को रेतों के बीच  
जीना यही हैं सिखाते।  
अगर न होते ये काँटे,  
नागफनी एक क्षण न टिक पाते।  
चूस लेते नीर इसका  
उष्णता और ताप या  
भोजन बन जाते किसी का।  
इसलिए सोच रही  
गले लगाती चलूँ काँटो को।  
क्या पता!  
मरुभूमि से बनते जीवन में,  
ये काँटे मुझमें भी  
प्राण फूँकते रहें।

- कृष्णा कुमारी गुप्ता  
कनिष्ठ अनुवाद अधिकारी  
आई. एस. टी. एम.

**Award Winning Slogans in the Hindi Pakwada**

है अमृत महोत्सव आजादी का  
आओ मिलकर इसके रस में गोता लगाएं।  
भारत को ले जाएं उन्नति के उस शिखर पर  
जहाँ अपना देश विश्वगुरू कहलाए।।

महेश चंद

जन जन की अब यही पुकार  
सुरक्षित नारी समृद्धि का आधार।  
नारी सुरक्षा की ले हम जिम्मेदारी  
हर नागरिक ले इसमें स्वेच्छिक भागीदारी।।

सुशील कुमार

माँ शारदे की मैं वीणा हूँ  
माँ काली की कटारी हूँ।  
अबला नहीं मैं सबला हूँ  
मैं भारत की नारी हूँ।।

नितेश बंसल