

ISTM NEWS

JANUARY-MARCH 2018



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिकएवंप्रशिक्षणविभाग/ **DEPARTMENT OF PERSONNEL & TRAINING**

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

ओलोफपाल्मेमार्ग ,नईदिल्ली - **110067/ OLOF PALME MARG, NEW DELHI – 110067**

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

Website:www.istm.gov.in



FROM THE DIRECTOR

Citizens of India expect an efficient and effective public service delivery in a transparent manner. This makes it imperative for the public agencies to upgrade their service delivery mechanisms to cater to the rising expectations of their clients which would necessitate fine tuning of procedures, policies and systems. The ultimate objective of governance system is continuous improvement in the quality of life of all citizens in the country.

Inspired by its credo of “Efficiency and Public Good”, ISTM has been making its humble contribution to public service and good governance. Our sincere efforts in imparting quality training in office based as well as behavioural areas have earned us much appreciation and accolades. I am happy to inform that ISTM today has become a preferred choice of not only Ministries and Departments of Govt. of India but also leading autonomous & statutory bodies and Public Sector undertakings. In addition, we are actively pursuing citizen centric activities such as Blood Donation camps, medical aid for poor patients and educating children from unprivileged sections of the society.

We had the privilege of having Dr. C. Chandramouli, Secretary, Department of Personnel & Training at ISTM who shared with us his vision on effective training. I am also happy to inform that from 1st January, 2018, ISTM is on the e-office platform enabling the institute to automate its file management system and transit towards a paperless office.

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

(Dr. Sunita H Khurana]
Director, ISTM

SINCERELY YOURS

It is our pleasure to present to you the January-March, 2018 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.

Statistically speaking, this quarter we organized 83 courses, which were attended by 2020 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 to know more about our ensuing programmes.

SANJAY KUMAR SHARMA, Additional Director

K. GOVINDARAJULU, Joint Director

VADALI RAMBABU, Joint Director

AGAM AGGARWAL, Deputy Director

HAPPENINGS

Blood Donation Camp

ISTM ushered in the new year with a blood donation camp at its premises on 2nd January, 2018. As in the past, the camp drew an enthusiastic response from officers, staff and trainees of ISTM.



National Voter's Day Pledge

25th January, the foundation day of Election Commission of India is commemorated as National Voter's Day every year. The day celebrates the vibrant democracy of India and the right to vote.

Director, ISTM led the faculty and staff of ISTM and trainee officers in reaffirming our faith in our democracy. A pledge to uphold the democratic traditions of our country and commitment towards free and fair election was administered to all.



69th Republic Day

ISTM was awash with patriotic fervor on 69th Republic Day. The celebrations began with the hoisting of the national flag by Director, ISTM. It was followed by a vibrant cultural programme consisting of songs, dance and speeches all celebrating our nationhood presented by the trainee officers, alumni and children of officers and staff members of ISTM.

An attraction this year was a quiz show on freedom struggle, our constitution and general knowledge on Indian geography. It drew a very enthusiastic response from adults and children alike, all clamoring to answer questions and claim prizes.

In her address, Director, ISTM expressed her gratitude to all freedom fighters and paid tributes to our brave soldiers who are defending our freedom in the most difficult circumstances. She urged all government servants to work with utmost dedication and sincerity towards public good.

The programme concluded with distribution of prizes followed by refreshments.



Orientation Programme for Retiring Government Officials

A two day orientation programme for retiring government officials was conducted for the first time at ISTM on 12th and 13th February, 2018. 74 participants, from MTS to apex scale officers participated in the programme. There programme included sessions on admissible retirement benefits, personal finance management as well as on leading a stress free post retirement life. The programme was well received and appreciated by the participants.



Faculty Development Seminar

ISTM has been organizing a series of faculty development seminars to expose its faculty to various best practices, latest initiatives and topics of academic interest. One such seminar was organized on 24th February, 2018 on “Project Management “and Synergogy as a tool for effective learning”.

Dr. Adesh Jain, Chairman, International Institute of Projects & Program Management interacted with the faculties and other guest officials participants on the ‘Basics of Project Management and the processes involved in planning, executing and controlling the projects.’

Shri Arvind, Director, Defence Headquarters Training Institute, Ministry of Defence dwelt on the effectiveness of Synergogy as a tool for effective learning for adults through group activities and joint projects.



Organisation Specific Programmes on Vigilance matters

At the behest of Central Vigilance Commission (CVC), ISTM conducted two One-week programmes for officers of level of Deputy Chief Vigilance Officer's working in various Public Sector Organisations, Government departments etc. during 15th to 19th January 2018 and 19th to 23rd March 2018. A total of 29 and 31 participants attended the programme, which included topics such as Role of Vigilance set up – In Handling complaints, Consultation with CVC, Sanction for Prosecution and Vigilance angle, Legal Framework – Provisions of -PC Act, DSPE Act, PMLA Act, IT Act, Indian Evidence Act, IPC, CrPC etc. Eminent speakers from nationalized banks, CBI academy and from the CVC office interacted with the trainee officers during these training programme.

One specialized training programme on Drafting of Chargesheet was also organized during 22nd to 23 January 2018 for Chief Vigilance Officers of various organisations such as Railway Board, DMRC etc.



Visit of Secretary(Personnel)

Dr. C. Chandramouli, Secretary, Department of Personnel and Training visited the institute on 29th March, 2018. He was welcomed by Director, ISTM and other faculty members. The Secretary was given a brief and an overview of the various activities undertaken by ISTM and challenges faced by the institute followed by a visit to various facilities of the institute.

The Secretary commended the institute for its good work. He stressed upon the need for using latest methodology and modern technology in imparting training. He suggested the development of e-learning training modules by ISTM with the help of professionals.



MISCELLANY/REFLECTIONS

ASO-DR(267th Batch) Foundation Training Programme- An eleven week Journey

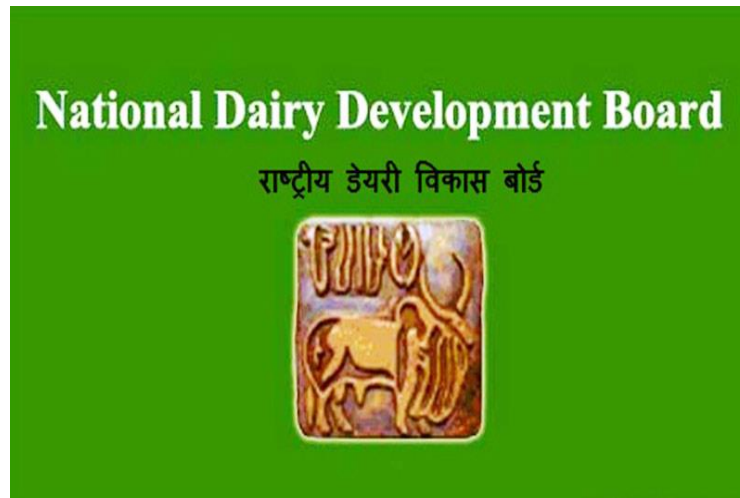
The 11-weeks long 267th Foundation Training Programme of Assistant Section Officers-Direct Recruit was held from 15th January to last week of March 2018 at the Institute of Secretariat Training and Management (ISTM), New Delhi. The 19 participants under the able mentorship of our Course Director, Shri Agam Aggarwal, Deputy Director (ISTM) and other faculty members thoroughly enjoyed this learning experience. The programme involved both the classroom learning as well as field learning.

The classroom learning comprised teaching of topics like ‘Leave Rules’, ‘Conduct Rules’, ‘Government Machinery’, etc. which have great relevance with our job responsibilities as Assistant Section Officers. Moreover, the programme also covered topics like ‘Disability issues’, ‘Soft skills’, ‘Team Building Exercises’, etc. which were really helpful to develop our overall personality. Specifically, the way some of the social topics were covered was really eye-opening and invoked a great sense of duty and responsibility in our hearts and minds.

The field learning which comprised the Village Attachment programme and NGO Attachment-cum-Study tour programme was really enlightening and will be among our best cherished memories. The Village attachment programme led to the first-hand experience of the ground realities of that part of India which still comprises more than half of India’s population. Some of our batchmates were never been to countryside. For them, it was really a breath-taking experience. The struggles of the rural population were really an inspiration for all of us to strive towards making a meaningful difference to their lives.



NGO Attachment at NDDDB in Anand was a great experience. The way Dr. Varghese Kurien transformed the sleepy town of Anand and ultimately led to India becoming largest producer of milk was felt by us very closely while being at Anand and a few adjacent village cooperatives.



The visits to places like Rann of Kutch, Lothal, Mandu, Maheshwar, Bhimbetaka, Sanchi, etc. made us feel proud of our natural and cultural heritage. The cleanliness at most of these places was really a revelation and it made us realize how much the administration has made efforts to realize the dream of 'Swachh Bharat' in near future.



Ultimately, all 19 of us, who started as nearly complete strangers, developed a strong bond of mutual trust and respect for each other. Hope, there is any way that this programme can be stretched by some more weeks so that we can extend this enjoyable time.

Ratan Lal Meena & Digvijay
Participants, 267th Foundation Training for Assistant Section Officers

स चवालय प्र शक्षण तथा प्रबंध संस्थान में ट्रेनिंग के संस्मरण

जब भी पीछे मुड़ कर देखता हूँ क इस ट्रेनिंग में मैंने क्या सीखा, तो आँखें भर जाती हैं और सीना गर्व से चौड़ा हो जाता है। उसका एक कारण भी है.. सवाल मैं पूछता हूँ, जवाब तुम खुद से देना..

कस ट्रेनिंग में आपको सफाई का महत्व सखाया जाता है..

कस ट्रेनिंग में बताया जाता है क चाहे ओ फसर हो या चपरासी, हर एक की इज्जत करना सीखो क्यों क हर वो व्यक्ति जो अपना काम ईमानदारी से व देश हित में करता है, सम्मान का पात्र है..

कस ट्रेनिंग में दिव्यांग, महिलाएं व बुजुर्गों के प्रति संवेदनशील होना सखाया जाता है..

कस ट्रेनिंग में डायरेक्टर /अ सस्टेंट डायरेक्टर द्वारा ब्लड डोनेशन कैंप लगाना, बाजारों में महीने में एक बार खुद से झाड़ू लेकर सफाई करना, एम्स में हर हफ्ते दवाई / फूड पैकेट्स बांटना और हफ्ते में एक बार गरीब बच्चों को पढाया जाता है..



एक सवाल जब भी पूछा जाता है क आप सरकारी नौकरी क्यों करना चाहते हो, क्यों केंद्रीय स चवालय का हिस्सा बनना चाहते हो, तो तपाक से जवाब निकल आता है "to serve the people" पर यकीन मानिए, जब तक public service सीखोगे नहीं तब तक ये छोटा सा phrase "to serve the people" का बड़ा अर्थ कभी समझ ही नहीं पाओगे।

आज हम इस पोजीशन पर पहुंचे हैं क एक बेहतर जीवन जी सकते हैं, इस सब में कहीं ना कहीं इस समाज का एक अहम् योगदान रहा है। फर चाहे वो अखबारवाला हो या बुक शॉप वाला, समाज के हर हिस्से ने आपको यहाँ तक पहुँचाया है, तो अब एक नैतिक जिम्मेदारी बनती है क इस समाज का कर्ज अपनी सर्वस के माध्यम से सूद समेत चुकाया जाए।

अपने बिज़ी शेड्यूल से कुछ समय निकाल कर कसी एनजीओ से जुड़ें या खुद से कसी अच्छे काम में जुट जाएं, भले ही शुरुआत आपके छोटे से मोहल्ले की छोटी सी गली से हो।

जब ये सीख आपका संस्थान आपको हर रोज दे, तो इसे सर्फ ट्रेनिंग कह देना एक छोटा शब्द होगा। कुछ ही महीनों में जीवन जीना सखा दिया इस संस्थान ने।

मैं खुद को प्रव लज्ड महसूस करता हूँ क मैं इस कैडर का हिस्सा हूँ। मैं हमेशा अपने कोर्स को ईनेटर शवा सर, प्रवीण प्रकाश सर, राजेश अग्रवाल सर, और कुछ जिनके नाम नहीं जानता, का आभारी रहूँगा.. और मेरे सबसे प्यारे दोस्त गुलबीर, गोपाल और नमन, यू आर आल्वेज हियर--> ❤️



वरुण कौ शक
सहायक अनुभाग अ धकारी (सीधी भर्ती)

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Contact us: Website: www.istm.gov.in, Email: newsletter-istm@nic.in