

ISTM NEWS

OCTOBER-DECEMBER 2018



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिकएवंप्रशिक्षणविभाग/ DEPARTMENT OF PERSONNEL & TRAINING

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FROM THE DIRECTOR

It is my privilege to present to our readers a glimpse of ISTM during October-December, 2018.

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 Govt. Ministries and Departments, State Govts. and Union Territories, Constitutional, Statutory and Autonomous Bodies and Public Sector Undertakings.

It has always been our endeavour to improvise so as to deliver better output in terms of meeting the training needs. Towards this, ISTM conducted a Post Training Seminar to further improve the Level D training of Section officers of the Central Secretariat Service.

The closing days of this quarter have brought in very good news. Several of our faculty have been promoted in their cadres. I congratulate and wish them success in their future endeavours.

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 October-December, 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.

During this quarter the Institute conducted 73 courses, which were attended by 1893 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

Faculty Development Seminar

Faculty development seminars provide an opportunity for exposure to areas outside the usual work profile. One such seminar was conducted on 27th October, 2018 for the faculty, staff, officers from ministries and departments of Government of India and ISTM trainees.

Commodore Uday Bhaskar (Retd.) delivered a talk on "India's Geo-political Scenario - Security Challenges". He spoke on the global situation and how it impacts India's interests. Commodore Bhaskar also dwelt on the external and internal challenges.



Shri Sivaji Rao, Retired Director, Ministry of Home Affairs interacted with the participants on the ways to achieve true happiness. He emphasized on the importance of meditation to achieve peace and harmony.



Vigilance Awareness Week

ISTM observed Vigilance Awareness Week from 29th October to 2nd November, 2018 with the theme "Eradicate Corruption-Build a New India". Observance of this week is a part of the multi pronged approach of the Central Vigilance Commission to encourage stakeholders, particularly public servants to participate in the fight against corruption and promote the values of integrity, transparency and accountability in public life.

On 29th October, 2018, Director, ISTM administered an integrity pledge to the faculty, other staff and trainees. The participants pledged to perform in an honest and transparent manner and promote probity and rule of law in all walks of life.



The week concluded with a lecture on Preventive Vigilance by Shri B.S. Baswan, former Secretary to Govt. of India which was attended by the faculty, staff and trainee participants. Drawing upon his rich administrative experience, Shri Baswan stressed the need to take pre-emptive measures to ensure a corruption free administration.



Rashtriya Ekta Diwas Pledge

Rashtriya Ekta Diwas (National Unity Day) is commemorated on 31st October every year on the birth anniversary of Sardar Vallabhbhai Patel.

On 31st October, 2018, the faculty, staff and trainees led by Director, ISTM pledged to dedicate themselves to preserve the unity and integrity and contribute to the internal security of our nation.



Post Training Seminar on Level D Training

The Level D training of twelve weeks conducted by ISTM for Section Officers of the Central Secretariat Service involves a ten week attachment of these officers with various state governments. This includes a stay at the district and block level to observe and study the implementation of various state and central schemes at the grassroots level. Trainee officers are expected to understand the functioning of state machinery at Secretariat, district and block level and learn the scheme implementation, best practices, voids and suggest improvements, if any.

To review the efficacy of this training programme, a post training seminar was conducted on 26th November, 2018. It was attended by ISTM faculty, officers of the Department of Personnel & Training and participants of previous such training programmes. Several sub groups were formed who then focused on specific areas such as role of state governments and state training institutes, duration of the programme, methodology of conduct of training and logistics issues at the field level etc. These groups deliberated in detail and presented their views. It was followed by an open discussion to arrive at actionable points.



Training Programme for Divyang employees of Central and State Governments

A three days computer training programme was conducted for Divyang employees of Central and State Governments from 3rd to 5th December, 2018 covering MS-Word, MS-Power Point and MS-Excel.

The training methodology consisted of classroom inputs and practical sessions on computers. Sign language experts were engaged to facilitate learning for the participants.



Language Input Tools पर कार्यशाला का आयोजन

संस्थान में दिनांक 20 दिसम्बर, 2018 को Language Input Tools पर एक कार्यशाला का आयोजन किया गया। इस कार्यशाला में संस्थान के संकाय सदस्य, अधिकारियों तथा कर्मचारियों सहित कुल 35 सदस्य उपस्थित थे। उक्त कार्यशाला में हिन्दी सहित विभिन्न भारतीय भाषाओं की अलग-अलग लिपियों के अक्षरों की एनकोडिंग की जानकारी दी गई। कंप्यूटर पर सरकारी कामकाज हिन्दी में करने के लिए टीटीएफ फॉन्ट के इस्तेमाल के बजाय यूनिकोड समर्थित ओपन टाइप फॉन्ट्स की उपयोगिता बताई गई और इसके लिए टाइपिंग टूल्स की उपलब्धता और विकल्पों की जानकारी दी गई। इसके अलावा यूनिकोड में काम करने की सुगमता से भी सदस्यों को अवगत कराया गया। इस दौरान फोनेटिक टाइपिंग टूल्स की उपलब्धता, डाउनलोडिंग और उपयोगिता के बारे में चर्चा की गई। यूनिकोड के फोनेटिक टाइपिंग टूल्स के माध्यम से वर्ड डॉक्यूमेंट, एक्सेल, पावर प्वाइंट आदि पर काम करने की जानकारी दी गई। संस्थान में ई-ऑफिस में पहले से हिन्दी में किए जा रहे कार्य में और अधिक वृद्धि करने के उद्देश्य से नोटिंग और ड्राफ्टिंग को सरल किए जाने पर बल दिया गया। नोटिंग के दौरान तकनीकी शब्दों को यथावत लिखे जाने की विधि पर भी चर्चा की गई।

कार्यशाला में हिन्दी के अतिरिक्त यूजर्स की अपनी मातृभाषा में सर्फिंग और सर्च के साथ-साथ सोशल वेबसाइट्स पर पोस्ट पब्लिश करने के उद्देश्य से अन्य भारतीय भाषाओं में उपलब्ध फोनेटिक टूल्स की जानकारी प्रदान की गई।

अंत में, उपस्थित सदस्यों से आग्रह किया गया कि वे कंप्यूटर में अपनी आवश्यकता के अनुरूप लैंग्वेज टूल्स को इंस्टाल करवाएं ताकि संस्थान के सभी कंप्यूटरों में हिन्दी में काम करने की सुविधा उपलब्ध हो सके।



MISCELLANY

बेटियां

चिड़ियों-सी चहकती हुई , चंदन-सी महकती हुई
गिलहरी-सी फुदकती हुई, चांद-सी चमकती हुई
घर-आंगन की रौनक होती हैं
बेटियां

मां को बताती हुई, पिता को समझाती हुई
भाई को मनाती हुई, परिवार को जुटाती हुई
रिश्तों की धरोहर होती हैं
बेटियां

घर को सजाती हुई, गीत गुनगुनाती हुई
दीपक जलाती हुई , गणपति बुलाती हुई
संस्कारों को जिंदा रखती हैं
बेटियां

यादों को संजोती हुई, रिश्तों को पिरोती हुई
कटुता को धोती हुई, स्नेह-बीज बोती हुई
जिदगी को जीने योग्य बनाती हैं
बेटियां

राजेश कपूर
सहायक निदेशक
आई.एस.टी.एम.

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