

S.No.	Title	Name	Designation	Subject / Topics	Contact No.	E-mail
1	Sh.	K.G. Verma	Ex-Director, ISTM	RTI, Reservation in Services ,Protection, Prevention and Redressal of Sexual Harassment at Workplace.	9968099867	krishnagverma@gmail.com
2	Smt.	Sunita Handa Khurana	Ex-Director, ISTM	Legislation, Public Speaking, Public Policy Analysis, Effective Staff Supervision and Policy Formulation, Direct Training Skills, Design of Training, Right to Information Act, Gender Budgeting, Gender Sensitization, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013, Policy Formulation and Analysis, Managerial Skills, Work and Time Management, Communication Skills, Writing Skills for Report/Proposal Writing, Ehtics and Governance, Government Policies and Programmes, Indian Economy and Development, Poverty Alleviation, Public Speaking, Handling Difficult Bosses	9818065366	sunitahk1@gmail.com
3	Sh.	M.P. Sethy	Ex- Addl. Director, ISTM	Training Methodology And Management-Direct Trainer Skills, Design of Training, Management of Training, National Training Policy, Systematic Approach To Training, Training Policy And Strategies, Learning Principle And Processes, Presentation Skills, Organisation Behaviour And Management, Transformational Leadership, Stress Management Time Management, Change Management, Self-Management, Mid Life Transition,Ethics And Values, CapacityBuilding	9958483963 011-22796474	mpsethy@rediffmail.com
4	Sh.	S.K. Dasgupta	Ex-JD, ISTM	Office Procedure, Noting, Drafting, Record Management, Reservation in Services for SC/ST/OBC, RTI Act, Recruitment Rules, Methods of Recruitment, DPC Procedure, Parliamentary Procedure;	9868380519	sapandasgupta57@gmail.com
5	Prof.	S.K. Ghosh	Ex-JD, ISTM	Training Methodology/ Techniques Oral & Written Communication/Presentation Skills, Organisational Behavior, Good Governance, Administrative Ethics, Office Management, HR Solutions	9818046720	ghosh_subir2001@yahoo. co.in

6	Sh.	Mukesh Chaturvedi	Ex-JD, ISTM	Constitution of India, pay matters, CCS (CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	9350118423	dire-dopt@gov.in vigadvice@yahoo.co.in
7	Sh.	Yashwant Singh	Ex-JD, ISTM	Public Procurement /Contract & Purchase Management, O & M and work Study, Total Quality Management, Governance Issues – RTICitizen charter, service delivery, Office Management & Procedure, Noting & Drafting, Govt. Machinery and Transition and Allocation of Business, DTS	9958201903	sryashwant@yahoo.co.in seyashwant@gmail.com
8	Dr.	Sudhir Naib	Ex-JD, ISTM	Organisational Behaviour, Public Sector Management, Ethics & Governance, and Public Policy issues like Disinvestment, Right to Information	9899361865	sudhir.naib@iilm.edu
9	Dr.	A.N.Chakrabarty	Ex-JD, ISTM	Behavioral Techniques & Training Techniques, Personal Management & Performance Appraisal, Office Management, Noting & Drafting, RTI	9868299796	anc99@rediffmail.com docchak@yahoo.com
10	Sh.	Rajesh Saxena	Ex-JD, ISTM	Financial management, constitutional provisions, Economic Planning, Budget, outcome budget, GFR/DFPR, Gender Budgeting, Procurement procedure, GeM, Contract Management, CPPP, PFMS, Conduct Rules, CCS(CCA) Rules, Vigilance administration and principal of natural justice, Team Building & Leadership, Negotiation Skills, Conflict management, Stress management, communication skills, Gender Issues & POSH Act, Ethics & Values in Administration/Governance and Finance, Noting & Drafting, Office Procedure , Records management, Leave Rules, LTC, TA Rules, HBA, Advances, CGEGIS, CEA, Cabinet Note, Parliamentary procedure, RTI & CPGRAMS, Private Public Partnership, Strategic Management, Public Policy Analysis, e-Governance, Mission Karma yogi, Training for Training Managers, Innovation and Design thinking, Competency mapping, POCSO Act, Administration System in India, Centre State Financial Relations, Performance Budget, Financial	9810488416	Rasax59@yahoo.co.in

				Effects of Penalties, Gender Budgeting, Preventive Vigilance		
11	Ms	Vinod Jindal	Ex-JD, ISTM	Communication Skills, Interpersonal Skills/Assertive Skills, Team Building/Motivation, Leadership Emotional Intelligence, Stress Management, Self-Awareness and Meditation, Negotiation Skills, Conflict Management, Lateral Thinking De-Bono Model, Creative Thinking and Innovativeness, Positive Attitude, Values and Ethics in Administration, Personality Development, Presentation Skills, Performance Appraisal, Gender Sensitization/Gender Issues, Personality Development, Becoming Role Model, Management of Change, Self-Concept and Attitude, Time Management, Decision making process, Creativity, Re-invention self-development, Financial Management: Constructive Interpretation of Rules Pay fixation, MACP, Deputation / Foreign Service,GFRs/ DFPRs, Advances, Joining time Fee /Honorarium.	9717434112	vjindal2001@yahoo.co.in
12	Sh.	K S Samarendra Nath	Ex-JD, ISTM	CSMOP, Ethics & values, Policy Formulation in CSS, Drafting of Legislation, Cabinet Notes, Budgetary Issues, Drafting, NTP, Ethics Values, Presentation Skills, TDP, FM, GFRs, DFPRs Appraisal, Time Management, Economic policy, Reservation in Services, Cabinet, Notes Legislative Initiatives	9899221822 01126118721	samar.nath@nic.in
13	Sh	Manish Kumar Jha	Ex-JD, ISTM	Ethics & Values, Leadership Skills, Emotional Intelligence	9810825824 8376906843	*
14	Sh.	M.S. Kasana	Ex-JD, ISTM	RTI, DTS, DOT, MOT, Margining Skills, Good Governance, Behavior Skills, Service Law, Competition Law, Constitutional law, Commercial law and Right to information Act.	9868284717	mahabir.kasana@gmail.com
15	Sh.	K S Kumar	Ex-JD, ISTM	Effective Staff Supervision, Noting & Drafting, Conduct Rules, Vigilance & Disciplinary, Procedure, RIS, RTI, Team Building, Leadership Skill, TOT,DTS, DOT, MOT and Preparing Cabinet Note	9811259805 7053917474	kskumar0953@gmail.com kskumar53@hotmail.com

16	Ms	Geetha Nair	Ex-JD, ISTM	Motivation, Leadership, Team Building, Communication Skills, GoodGovernance, DTS, DoT, MT for DTS-II	9910110249	nairgeetha63@hotmail.com
17	Smt.	R. Gayathri	Ex-JD, ISTM	Administrative Laws, Administrative Reforms, APAR, Budget, CCS (LEAVE) Rules, Communication skills, Contract Management, Delegation of Financial Power Rules (DFPRs), Establishment Rules, Fundamental Rules / Supplementary Rules(FRs / SRs), Gender Sensitisation, General Financial Rules (GFRs), Handling CAT/Court cases, Legislative Initiative, Office Procedure, Noting & Drafting, Pay Fixation, Pension	9818394463	r.gayathri@nic.in
18	Sh.	Vadali Rambabu	Ex-JD, ISTM	Centrally Sponsored Schemes, Cabinet Notes, Good Governance, GFR, DFPR, E-Governance, RTI Act, Administrative Reforms, Contract Management, Public Private Partnership, EFC/PIB Proposals, Procurement, Budget Formulation, Outcome Budget, Preventive Vigilance, Conduct Rules, CCA Rules, Establishment Rules, Parliamentary Procedure, Office Procedure, Organizational Structure of Govt of India	9811646981	ram.vadali@nic.in
19	Sh.	Dhanesh B	Ex-JD, ISTM	Advances, Budget, CCS (LEAVE) Rules, CGEGIS, Children Education Allowance, Communication skills, Computers Input & Exercise, Contract Management, DFPR, Duties & responsibilities of HOD/HoO/DDO, Fundamental Rules / Supplementary Rules(FRs / SRs), Gender Budget, General Financial Rules (GFRs), GPF Rules, Income Tax, LTC Rules, Computer-MS Access, Computer-MS-Excel, Computer-MS-Office Suite, Computer-MS-Powerpoint, Computer-MS-Word, Pay Fixation, Pension Rules, Purchase Management, TA/DA Rules, Public Procurement Policy, Audit Procedure	9868273413	b.dhanesh@nic.in
20	Sh.	I J Mittal	Ex-DD, ISTM	Ethics & Values, Negotiation Skills, Professional Topics for Sr. PPS/PPS	9899731303	ijmittal49@gmail.com
21	Sh.	M. Sethu Ramalingam	Ex-DD, ISTM	Conduct Rules, CCA Rule, Administrative Vigilance, Administrative Law, Constitution	9891028235	msr_sethu@yahoo.com

22	Sh.	G.K. Pandey	Ex-DD, ISTM	Administrative Vigilance, Org Behavior - Leadership, Communication, Motivation, Team Building, Change/Time/Conflict Management etc, Office Procedure, Noting Drafting, Establishment Rules, Good Governance, Ethics and Values, RTI, Reservation in services, APARs, DPC Procedure, GFRs, Leave Rules, Negotiation Skills, Total Quality Management, Training Techniques	9968284632	gkpandey123@yahoo.co.in
23	Sh.	V.P Sharma	Ex-DD, ISTM	Risk Management, Quality Management & Contract Management	9968289894	vpsharma7754@gmail.com
24	Sh.	S.N. Singh	Ex-DD, ISTM	Public Policy Analysis, Conduct skills, Team Building, Behavior Skill	9871347025	snsingh50@yahoo.com
25	Sh.	S. Sridhar	Ex-DD, ISTM	Office Management, Personnel Management, Time Management, Records Management, Effective Noting & Drafting & Forms of Communication, Establishment Rules (promotion, confirmation), Seniority , Framing of Rules, Decision Making, Project Management, Direct Trainers Skills courses as a recognizer	9868868908	sridhar.sairam@gmail.com
26	Sh.	P.K. Sachdeva	Ex-DD, ISTM	Budget and Budgetary Control, Income Tax, Pensionary Benefits, New Pension Scheme, Analysis of Financial Statement, Government Accounting, Cash Book, Commercial Accounting Audit, Role of C&AG, GFR, DFPR, GPF Rules, FR&SR, Leave Rules, Noting & Drafting	9811462190	pks202a@gmail.com
27	Ms	Jayanthi Sriram	Ex-DD, ISTM	Gender and Gender Budgeting, Noting & Drafting, Presentation Skills, Training Techniques	9810393946	sriramjayanthi@yahoo.com
28	Sh.	L.S. Negi	Ex-DD, ISTM	RIS, Budget and Budgetary Techniques, Public Procurement of Goods and services, Training Techniques, Cadre Management, General System of Financial Management and Delegation of Financial Powers	9891297900	l_s_negi@hotmail.com
29	Sh.	T. P. Narayan Moorthy	Ex-DD, ISTM	Establishment Rules, Framing/ Review of recruitment Rules, Employee Resourcing , Public Office Communication & documentation management , Office Procedure, Reservation in Services, Handling CAT /Court	9423060670 / 9867815306	trainermoorthy@gmail.com murthy2xnadp@gmail.com

				Cases, Financial Management in Government – Budget preparation, Travelling Allowance Rules, Fixation of pay , Preventive discipline – Conduct Rules, Disciplinary Procedures, Impact of Positive discipline in Office Productivity , Grievance Redressal management, Time Management, Communication , Presentation Skills, Innovation, Decision making, Conflict management, Team building, Leadership, Motivation, Counseling, Personnel Management & Industrial relation		
30	Sh.	K.C. Ghosh	Ex-DD, ISTM	Office Procedure, Records Management, Noting & Drafting, Effecting Writing, Decision Making, Communication, Desk Officer System, Constitution of India, Public Administration, Motivation, Team Building, Human Relation, Public Relation, Telephone Manners, Time Management, Work Study, Department Security, Official Language Policy, Work Simplification, RTI, Machinery in Govt., Supervision, Conduct Rules, Disciplinary Rules, GPF Rules, Leave Rule, Ethics & Values, Presentation Skills, Coaching Skills, Lecturing Skills, Designing Skills, Audit Para, Gender Issues, Parliamentary Procedure, Stress Management	9968057261 01122792435	delhideerblue@yahoo.co.in krncghosh@yahoo.co.in
31	Dr.	N.K Rai	Ex-DD, ISTM	Organisational Behavior, Human Relations in Organisations Behavioural Skill & Public Relations, Stress Management, Conflict Management, Team Building, Leadership, Disability, Guidance and Counseling, Psychology of Learning & Learning Styles, Community Based Rehabilitation, Interpersonal Effectiveness, Transformational Leadership, Motivation, Emotional Intelligence, Social Influence & Persuasion, Performance Appraisal, Ethics & Values/Ethical Dilemma, Self-Development, Communication Skills, Transactional Analysis, Group Dynamics, Psychometric Assessment, Personality Development, Life Skills, HRM & HRD, Training Techniques.	9818095550	raidrnareshk@hotmail.com

32	Sh.	Apendu Ganguly	Ex-DD, ISTM	Establishment Rules, RTI, CSS/CCA, CCA, Conduct Rules	9718408104	ganguly_apendu@yahoo.co.in
33	Sh.	Arun Gaur	Ex-DD, ISTM	Pension Rules, New Pension System, Constitution of India, Administrative Vigilance (including matters relating to CVC, CBI and UPSC), Disciplinary Rules, Conduct Rules, 1965, CCS(CCA) Rules, 1965, Public-Private Partnership, Right to Information Act, 2005, handling of CAT cases, Manual of Office Procedures, Leave Rules and FRs & SRs, Parliamentary Procedures, Presentation Skills, Reservation in Services, Official Language Policy, Principle of Natural Justice, Machinery of the Government, Delegation of Financial Power Rules, General Financial Rules, Stress Management, Challenges of Change, Gender Equality, Communication Skills. Experience of Inquiring Authority and Defence Assistant in the disciplinary cases in different Ministries, Prevention of Corruption Act 1988, Theamscare as Announced by PM. Issues regarding elderly, Gender equality, Service Book	9013477178 9958770333	arun_gaur2005@yahoo.com
34	Sh.	Chandan Mukherjee	Ex-DD, ISTM	Office Management and Personnel Administration: Office Procedures, Noting and Drafting, Cabinet Note, Parliamentary Procedures, FR/SR, Machinery of Govt. and Grievance Handling, Leave Rules, LTC Rules, Fixation of Pay Rules and GPF Rules, Training Techniques and Good Governance: SAT, NTP, DTS, DoT, DTS-II (ELT) Total Quality Management and Citizens' Charter, Information & Communication Tools: IT, MIS, Computers (Windows, Basics, LAN) and MS Office Package, Behavioral Techniques: Stress Management, Organizational Development, Team building & Leadership, Computer and Others: MS Word/Excel/Power Point	9810096900	chandan@nic.in
35	Sh.	Nafe Singh	Ex-DD, ISTM	Audit Procedure in Government Budget Preparation and Implementation, CCS(Leave) Rules, 1972,	9891963832	nafe.singh15@gmail.com

				CGEGIS, CGHS / CS (MA) Rules, 1944, Delegation of Financial Power Rules, Duties and responsibilities of HoD, Head of Office and DDO. GFR Public Procurement / Government Policy on Purchase Contract Management Inventory Management Income Tax on Salary Fundamental Rules / Supplementary Rules, FR & SR, L.T.C Rules, Outcome Budget, Pay Fixation, Pension Rules, TA / DA Rules Government Account, Works as per GFR, Grants in Aid, CCS (Extraordinary) Pension Rules, 1939, New Pension Scheme, M A C P, Financial Impact of Penalty, Leave Salary and Pension Contribution. Personal Claims of Government servants, Advances Admissible to Government servants under GFR, House Building Advance G P F Rules, C P F Rules, Receipts and Payments Rules, Attachment of Debt or Court Attachment, Maintenance of Service Book, Central Treasury Rules, Preparation of all types of Bills, Payment procedure under GeM, Joining Time Rules Different kinds of allowances CEA, CGEGIS, Maintenance of Cash Book, FR & SR- Retirement, compulsory retirement, dismissal, removal, reinstatement, suspension and payment of Subsistence Allowance, Government Guarantee, Gender Budgeting, Control of Expenditure etc.		
36	Sh.	Ravindra Kumar	Ex-DD, ISTM	Leave Rules, LTC Rules, Old Pension Rules, Conduct Rules, CCS (CCA) Rules, Handling CAT cases, Pay Fixation Rules, Establishment Rules, Reservation in Services Rules and RTI.	9968094282	ravindra1959@rediffmail.c om
37	Ms	Manisha Bhatnagar	Ex-DD, ISTM	Office Management & Personnel Administration, Office Procedure, Record Management, Noting & Drafting, Cabinet Note, Machinery of Govt., FR/SR (10-18), Training Techniques, (EOT), Reservation in Services, Parliamentary Procedure, Behavior Technique and Computer, Stress Management, Conflict Management,	9810164318	trainer.mb.2010@gmail.co m



				Communication Skills, Team Building & Leadership, Motivation, Interpersonal Relationship, Organizational Behavior, Performance Appraisal, MS Word, Excel, Power Point		
38	Ms	Rekha Sharma	Ex-DD, ISTM	Noting & Drafting, File Management, Team Building, Management	9810197823	rekistm@gmail.com
39	Sh.	Ranjan Kumar	Ex-DD, ISTM	Gender Sensitization, POSH Act, RTI Act, Cabinet Notes, Machinery of Govt of India, Noting/Drafting, Office Procedure, FR & SRs, Vigilance, Conduct Rules, CCS (CCA) Rules, Good Governance, Ethics & Values, Administrative Law, Policy Initiatives of Govt, Leadership Skills, Team Building, Motivation Skills, Communication skills, Parliamentary Procedure, Leave Rules, Probation, Seniority, DPC, Reservation in Services, basic aspects, Elderly issues.	9910493730	ranjan.adjustment@gmail.com
40	Sh.	PP Ambastha	Ex-DD, ISTM	Parliament Procedure, Pension Rules, Handling of CAT and Court Cases, JCM, CCS(CCA) Rules, CCS (Conduct) Rules, Administrative and Preventive Vigilance, Administrative Laws, Constitution, Establishment Rules, Reservation in Services, Communication Skills, Interpersonal Skills, Motivation Stress Management, Team Building and Leadership, CSMA/CGHS, FR/SR, Pay Fixation, MACP, Computer, APAR, Gender Issues, Preventive Vigilance, Noting Drafting	8076814599	ambastha.pp@nic.in
41	Sh.	Rajeev Kumar Kundi	Ex-DD, ISTM	Management Services- Organization Analysis, Method Study and Work Measurement, RTI, Noting & Drafting, Records Management, Citizen's Charter, Office Procedure, File Management and Establishment Rules.	9810864709	<a href="mailto:kundirajeev@gmail.com">kundirajeev@gmail.com</a>
42	Sh.	Rajesh Kumar Aggarwal	Ex-DD, ISTM	Sensitization and Encouraging Organ Donation, Handling Health Emergency	9818241081	rajesh0130@gmail.com
43	Sh.	H Govind	Ex-DD, ISTM	Office Management Financial Management (TA/DA, Income Tax) Management Services Point), RTI, LTC, Leave Rules, IPR, Motivation, Stress Management, Communication Skills, Team Building & Leadership,	9818719799, 9868103278	govind.h13@nic.in

				CGHS/CSMA Rules, RT/MT(DTS), Office Procedure, English Stenography, Presentation Skills (BMS & AMS) Computer Skills (MS Word, Power		
44	Sh.	Uday Shankar Chattopadhyay	Ex-DD, ISTM	Office Management, Noting & Drafting, Vigilance & Disciplinary Procedures, RTI Act/Rules & Record Management, Establishment, Rules, Behavioural Techniques, Gender Sensitization & Gender Budget, POSH Act/Rules , Ethics & Values in Governance, Motivation, Communication Skills, Stress Management, Time Management, Leadership Skills, Inner Governance, Team Building, Composite Culture, Issues relating to Elderly, Minorities, and challenged persons, Parliamentary Procedures, Policy Making & Cabinet Notes and Broadcasting	9899628850 9868569860	udayschattopadhyay@gmail.com
45	Sh.	Vinod Kumar	Ex-DD, ISTM	Office Management, Management Services, Behavioral Training, Disciplinary Proceedings, Vigilance, CCA Rules	971307495	Vinod.k@gov.in
46	Sh.	Brahmareddy Desireddy	Ex-DD, ISTM	-Governance, Good Governance, Machinery of Government of India, Goods and Services Tax, Public Finance, Formulation and Implementation of Budget, Public Procurement, Central Sector & Centrally Sponsored Schemes, Indian Economy, Procurement of Goods and Services, General Financial Rules 2017, Purchase Procedure, Budget Formulation & Implementation, DFPR, Inventory Management, Contract Management, Non-Performing Assets of the Banking Sector Policy Initiatives, Contemporary Economic Issues, StartUp India, Aatma Bharat, Covid Management	9910581367	Dbreddy-tfc@nic.in
47	Sh.	Yogesh Dwivedi	Ex-DD, ISTM	Pay Fixation, Pension Rules, Record Management, Noting/Drafting, Office Management, FR & SRs, Govt Machinery, Parliamentary Procedure, Leave Rules, CGHS/MA, APAR, RT- DOT, MOT, NTP	9968305763	yogesh.dwivedi@gov.in
48	Sh.	Baljit Singh	Ex-AD, ISTM	Accounting and Audit, Financial Rules	9891273707	bsbaljitsingh@yahoo.com

49	Sh.	Sowmendra Chanda	Ex-AD, ISTM	<p>Vigilance and disciplinary matter including misconduct and remedial action, Preliminary Investigation, Constitutional provisions relating to disciplinary proceedings, Principles of Natural Justice, Drafting and Issue of charge sheet, role, appointment and function of IO/PO and Defence Assistant.</p> <p>Conduct of inquiry - Preliminary Hearing, Regular Hearing, Case Studies. IO's Report/Appeal, Revision and Review. Conduct Rules, Leave Rules, Rectt Rules</p>	9810081442	sowmen_8@yahoo.com
50	Sh.	K.S. Sachdeva	Ex-AD, ISTM	<p>Pension &amp; Other Retirement Benefits; New Pension Scheme; General conditions of service GFR, FRSR,DFPR, Role of HOD/DDO; Audit; PayFixation Rules; MACP; Financial Management; Purchase TA&amp; LTC,Procedures; PPP; Budget; Office Procedure;ER; CGHS &amp; CSMA Rules,RM; Reservation Policy;Conduct Rules&amp; CCA Rules, Soft Skills, Noting &amp; Drafting; RTI, National &amp; International Competitive Bidding, Defence Procurement Procedure, Handlingof Classified Documents; DPC, Promotion &amp; Seniority</p>	9871517757 9810549621 011-26941115	kssachdeva@yahoo.com
51	Sh.	A.J.K. Menon	Ex-AD, ISTM	<p>Topics related to Professional Skills/Secretarial Skills in respect of Stenographers, Personal Assistants, Sr. PAs, PSs/PPSs:- Personality Development, Role &amp; Responsibilities of PAs/Sr. PAs/PS in the present changed scenario, Official Meetings – Role of Personal Staff in Organising/Arrangement, Issuing Agenda, Minutes, Getting along with the Boss, Management of Information, Organising Work and Maintenance of Engagement Diary, Tour Programmes and Travel Arrangements, Foresight &amp; Security, Managing Office in the Absence of officer, Effective &amp; Responsive Handling of Telephone Calls, Setting Up and Winding Up of Office, Handling Parliament Work</p> <p>– Role of Personal Staff, Managing Visitors, Managing</p>	9811569140	menonajk30@gmail.com

				Office in the Absence of Boss, Personal Section - Files and Publications Maintained in the Personal Section, Records Management in r/o Personal Section, Behavior Skills & Office Procedure: - Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting, Computers (Computer Applications) MS Office		
52	Sh.	Parth Vasaniya	Ex-AD, ISTM	Administrative Vigilance, Preventive Vigilance, Pay Fixation Rules, Pension Rules, NPS, Establishment Rules, Recruitment Rules, Probation and Confirmation, Promotion and DPC Procedure, RTI, Conduct Rules, Leave Rules, LTC Rules, Handling CAT cases, Income Tax on Salary, TA Rules, Advances, APAR, Service Book, Staff car Rules, Stress Management, Presentation Skills	9968239464	parth_vasaniya@yahoo.co.in
53	Sh.	Manoj Gupta	Ex-AD, ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, Vigilance, Establishment Rules, Computer inputs, Leave Rules, CGHS/CSMA, MACPs, APAR, HCAT, Finance, Advances, Budget, DFPR, Purchase Management, Inventory Control, Pay Fixation, Pension Rules	9811481448	manoj.gupta74@nic.in
54	Sh.	Gagandeep Chawla	Ex-AD, ISTM	CCS(CCA) Rules, CCS(Conduct) Rules, CGEGIS, Constitution of India, Leave Rules, Machinery of Government, Noting & Drafting, Office Procedure, Organisation & Method, Parliamentary Procedure, Pay Fixation, Pension Rules, Presentation Skills, Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word	9810332827	chawla_098@yahoo.com
55	Sh.	Arvind Pokhriyal	Ex-AD, ISTM	Noting Drafting, Office Procedure, Government Machinery, Gender Issues,	9818692070	arvind_p@nic.in

				Communication skills Motivation, GFR		
56	Sh.	Lalit Grover	Ex-AD, ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, CCS(Leave) Rules, LTC Rules, Advances including, HBA, Computer inputs, GFRs, DFPRs, CGEGIS, Receipts and Payments Rules, TA/DARules and GPF Rules	9868148375	lalit_grover_1972@yahoo.co m
57	Sh.	K K Pant	Ex-AD, ISTM	Income Tax, Pension Rules, NPS, Audit Procedure,GFR, Pay Fixation, MACP, Purchase Procedure,	9911794490	Kkpant200754@gmail.com
58	Ms	Jayashree Chellamani	Ex-AD, ISTM	Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suite, MS-PowerPoint. MS- Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance	9871999518	jayashree.c@nic.in
59	Ms	Savita Sen	Ex-AD, ISTM	Stress Management, Inter-personal Skills, MS Powerpoint, Office Procedure, Machinery of Govt, Noting & Drafting, Departmental Security Instructions, Presentation Skills, Organisation Behaviour, Secretarial Skills (Topics related to enchantment of Professional skills of personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy	7042520279	Sav65@rediffmail.com
60	Sh.	K.H. Sivaramakrishnan	Ex-AD, ISTM	RTI act, 2005, Pension Rules, Court cases Service Book, Leave Rules, LTC RulesEstablishment matters	9868896850	kh.siva@gov.in
61	Ms	Anurag Devgan	Ex-AD, ISTM	Establishment rules, Vigilance administration, CCS(CCA) Rules, Conduct rules, LTC Rules, Leave Rules, Pension Rules, NPS, CGHS/CSMA Rules,Big data analytics, MS-Office suite/ Word/ Excel/Adv Excel/ PPT/Access, pay fixation, income tax, HBA, stress management	9868224368	Anurag.devgan@nic.in

62	Sh.	Rajeev Kumar Jha	Ex-AD, ISTM	Machinery of Government, Pay Fixation, MACP, Reservation in Services, Parliamentary Procedures, Handling CAT and Court Cases, Administrative Law, Constitution of India, Office Procedure, File Management, Noting/Drafting, Vigilance and Disciplinary Matters, Conduct Rules, CCA Rules, Leave Rules, LTC Rules, Fundamental Rules and Supplementary Rules, Maintenance of Service Book/Personal File, RTI Matters, Establishment Rules, Secretariat Skills, MS Office Suite, Secretarial Practices, Presentation Skills, Inter-personal skills, Conflict Management	8920490336	rajeevjha.edu@nic.in
63	Sh.	Ashwani Kumar Batra	Ex-AD, ISTM	Advances, APAR, Service Book, LTC Rules, Leave Rules, TA/DA Rules, Fundamental Rules/Supplementary Rules, CGEGIS, CGHS/Medical Attendance Rules, Children Education Allowance, General Provident Fund Rules, Gender Sensitization, POSH Act 2013, Conduct Rules, Noting/Drafting, File Management, Office Procedure, Organizational Structure of Govt of India, Preventive Vigilance, Role & Functions of SO/ASO, Procurement of Goods and Services, RTI Act 2005, Communication Skills, GeM, Pay Fixation, MACP, General Financial Rules, Pension Rules, Probation & Confirmation, Record Management	9717981271	batra.ak@gov.in
64	Sh.	Arjun Jena	Ex-AD, ISTM	CS(MA) & CGHS Rules, LTC, TA/DA Rules, APAR, GFR, DFPR, Public Procurement, Bid creation & evaluation, Award of Contract, Contract Management, Audit Procedure, Personal Finance Management, Income tax, Budget, Leave Rules, Conduct Rule, Gender Sensitization, Service Book, Pension/NPS	9971276756	arjun.jena@gov.in
65	Sh.	Pandey Rakesh	Ex-AD, ISTM	1. Machinery of Government, 2. Noting, 3. Drafting, 4. Record Management, 5. Office Procedure, 6. File Management, 7. Conduct Rules, 8. Preventive Vigilance, 9. Public Administration and Public Policy, 10. Data Analysis, 11. Ethics and Values, 12. Gender Sensitivity	9910906627	pandey.rakesh74@gov.in

				and POSH Act, 13. Minority Issues in Government, 14. Issues with Elderly, 15. Disability Issues, 16..Leadership, 17. Team Building, 18.Communication, 19.Motivation, 20,Stress Management, 21,Managerial Effectiveness, 22,Swachh Bharat Mission, 23. Promotion of Organ Donation, 24. Interpersonal Skills, 25. Handling Difficult Situations, 26. Conflict Management, 27.Time Management, 28.Presentation Skills, 29. Negotiation Skills, 30. MS- Office, 31. Emerging Technologies in Government, 32. Organisational Awareness, 33. Creativity, 34. Critical Thinking, 35. Legislative and Policy Analysis, 36. Mental Health at Workplace, 37. Litigation Management.		
66	Sh.	T. Jayakumar	Ex- Faculty Consultant, ISTM	Machinery of Govt., Noting, Drafting, Record Management, Right to Information Act, Office Procedure, File Management, Conduct Rules, Leadership, Motivation, Team Building, Communication, Stress Management, Managerial Effectiveness, Swachh Bharat Mission , Promotion of Organ Donation, Interpersonal Skills, Handling Difficult situations, Parliamentary Procedures, Time Management, Ethics and values, Presentation Skills, Role of Section Officer, Preparation of brief of meetings , Organising national/international meetings., Constitution of India- President/Parliament/C&AG, Subordinate Legislation, Parliamentary Questions/Parliamentary Assurances/Parliamentary Terms, Legislation of Bills in Parliament, Preparation of summary of Reports	9868107878	jaya.kumar@sansad.nic.in

67	Sh.	Harish Kumar	Ex- Faculty Consultant, ISTM	Machinery of Government, Noting, Drafting, Record Management, Right to Information Act, Cabinet Note Preparation, Office Procedure, File Management, Conduct Rules, Preventive Vigilance, Leadership, Team Building, Communication, Motivation, Stress Management, Managerial Effectiveness, Swachh Bharat Mission, Promotion of Organ Donation, Interpersonal Skills, Handling Difficult Situations, Conflict Management, Time Management, Ethics and Values, Presentation Skills, Role of Section Officer, Policy Formulation and Analysis	9868818465	uharkum@gmail.com
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