

S. No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
1	Sh	M.P. Sethy	Ex-Faculty (Retd.)	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, Capacity Building	9958483963 011-22796474	mpsethy@rediffmail.com
2	Dr	N.K Rai	Ex-Faculty (Retd.)	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	raidnareshk@hotmail.com
3	Ms	Vinod Jindal	Ex-Faculty (Retd.)	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	9717434112	vjindal2001@yahoo.co.in

					/Honorarium.		
4	Sh	M.S.Kasana	Ex-Faculty (Retd.)	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
5	Sh	S. Sridhar	Ex-Faculty (Retd.)	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
6	Sh	K.S. Sachdeva	Ex-Faculty (Retd.)	ISTM	Pension & 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& LTC,Procedures; PPP; Budget; Office Procedure;ER; CGHS & CSMA Rules,RM; Reservation Policy;Conduct Rules& CCA Rules, Soft Skills, Noting & Drafting; RTI, National & International Competitive Bidding, Defence Procurement Procedure, Handling of Classified Documents; DPC, Promotion & Seniority	9871517757 9810549621 011-26941115	kssachdeva@yahoo.com
7	Sh	S.K. Dasgupta	Ex-Faculty (Retd.)	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
8	Ms	Manisha Bhatnagar	Ex-Faculty	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, Communication Skills, Team Building & Leadership, Motivation, Interpersonal Relationship, Organizational Behavior, Performance Appraisal, MS Word, Excel, Power Point	9810164318	trainer.mb.2010@gmail.com

9	Sh	M. Sethu Ramalingam	Ex-Faculty (Retd.)	ISTM	Conduct Rules, CCA Rule, Administrative Vigilance, Administrative Law, Constitution	9891028235	msr_sethu@yahoo.com
10	Sh	Parth Vasaniya	Ex-Faculty	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
11	Ms	Rekha Sharma	Ex-Faculty	ISTM	Noting & Drafting, File Management, Team Building, Management	9810197823	rekistm@gmail.com
12	Sh	Ravindra Kumar	Ex-Faculty	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.com
13	Sh	Arun Gaur	JS (Retd.) & Ex-Faculty (Retd.)	UPSC & 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
14	Sh	Apendu Ganguly	Ex-Faculty	ISTM	Establishment Rules, RTI, CSS/CCA, CCA, Conduct Rules	9718408104	ganguly_apendu@yahoo.co.in

15	Sh	Manoj Gupta	Ex-Faculty	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
16	Dr	Sudhir Naib	Ex-Faculty (Retd.)	ISTM	Organisational Behaviour, Public Sector Management, Ethics & Governance, and Public Policy issues like Disinvestment, Right to Information	9899361865	sudhir.naib@iilm.edu
17	Sh	A.J.K. Menon	Ex-Faculty	ISTM	Topics related to Professional Skills/Secretarial Skills in respect of Stenographers, Personal Assistants, Sr. PAs, PSs/PPSs:- Personality Development, Role & 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 & Security, Managing Office in the Absence of officer, Effective & Responsive Handling of Telephone Calls, Setting Up and Winding Up of Office, Handling Parliament Work – Role of Personal Staff, Managing Visitors, Managing 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	9811569140	menonajk30@gmail.com

18	Sh	Chandan Mukherjee	Deputy Secretary & Ex-Faculty	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
19	Sh	Mukesh Chaturvedi	Director	Esttt, DoPT	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
20	Sh	T. P Narayan Moorthy	Staff Officer (Retd.)	Ministry of Defence, Nagpur	Establishment Rules, Framing/ Review of recruitment Rules, Employee Resourcing, Public Office Communication & documentation management, Office Procedure, Reservation in Services, Handling CAT /Court 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	9423060670/ 9867815306	trainermoorthy@gmail.com murthy2xnadp@gmail.com
21	Sh	K.H.Sivaramakrishnan	US	M/o Water Resources	RTI act, 2005, Pension Rules, Court cases Service Book, Leave Rules, LTC Rules Establishment matters	9868896850	kh.siva@gov.in

22	Sh	Rajeev Kumar Jha	PPS	Ministry of Telecommunication, Deptt of Telecommunications	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, Secretariat Practices, Presentation Skills, Inter-personal skills, Conflict Management	8920490336	rajeevjha.edu@nic.in
23	Sh	Uday Shankar Chattopadhyay	Deputy Secretary (Retd.)	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	<a href="mailto:udayschattopadhyay@gmail.com">udayschattopadhyay@gmail.com</a>
24	Sh	Nafe Singh	DD(Retd)	ISTM	Audit Procedure in Government Budget Preparation and Implementation, CCS(Leave) Rules,1972, 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	9891963832	<a href="mailto:nafe.singh15@gmail.com">nafe.singh15@gmail.com</a>

					<p>Pension Scheme, M A C P, Financial Impact of Penalty, Leave Salary and Pension Contribution.</p> <p>Personal Claims of Government servants, Advances Admissible to Government servants under GFR, House Building Advance</p> <p>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</p> <p>Different kinds of allowances</p> <p>CEA, CGEGIS, Maintenance of Cash Book, FR &amp; SR- Retirement, compulsory retirement, dismissal, removal, reinstatement, suspension and payment of Subsistence Allowance, Government Guarantee, Gender Budgeting, Control of Expenditure etc.</p>		
25	Sh.	Dhanesh B	Ex-Faculty	Ministry of Defence	<p>Advances, Budget, CCS (LEAVE) Rules, CGEGIS, Children Education Allowance, Communication skills, Computers Input &amp; Exercise, Contract Management, DFPR, Duties &amp; 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</p>	9868273413	b.dhanesh@nic.in
26	Ms	Anurag Devgan	Section Officer	Min of urban Development	<p>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</p>	9868224368	<a href="mailto:Anurag.devgan@nic.in">Anurag.devgan@nic.in</a>
27	Sh	K.G. Verma	Ex-Director	ISTM	<p>RTI, Reservation in Services ,Protection, Prevention and Redressal of Sexual Harassment at Workplace.</p>	9968099867	krishnagverma@gmail.com

28	Sh	P.K. Sachdeva	Ex-Faculty (Retd.)	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
29	Sh	Vinod Kumar	Ex-Faculty	ISTM	Office Management, Management Services, Behavioral Training, Disciplinary Proceedings, Vigilance, CCA Rules	9971307495	Vinod.k@gov.in
30	Sh	K K Pant	Ex-Faculty	ISTM	Income Tax, Pension Rules, NPS, Audit Procedure, GFR, Pay Fixation, MACP, Purchase Procedure,	9911794490	Kkpant200754@gmail.com
31	Smt	Sunita Handa Khurana	Ex-Faculty	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, Ethics and Governance, Government Policies and Programmes, Indian Economy and Development, Poverty Alleviation, Public Speaking, Handling Difficult Bosses	9818065366	sunitahk1@gmail.com
32	Sh	I J Mittal	Ex-Faculty	ISTM	Ethics & Values, Negotiation Skills, Professional Topics for Sr. PPS/PPS	9899731303	ijmittal49@gmail.com
33	Sh	K S Kumar	Ex-Faculty	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



34	Sh	K S Samarendra Nath	Ex-Faculty	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
35	Ms	Savita Sen	Ex-Faculty	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
36	Sh	Manish Kumar Jha	Ex Faculty	ISTM	Ethics & Values, Leadership Skills, Emotional Intelligence	9810825824 8376906843	*
37	Sh	Brahmareddy Desireddy	Ex Faculty	9910581367 dbreddy- tfc@nic.in TM	e-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, Start Up India, Aatma Bharat, Covid Management	9910581367	Dbreddy-tfc@nic.in
38	Sh	Rajesh Kumar Aggarwal	Ex Faculty	ISTM	Sensitization and Encouraging Organ Donation, Handling Health Emergency	9818241081	rajesh0130@gmail.com
39	Sh	H Govind	Sr PPS	ISTM	Office Management Financial Management (TA/DA, Income Tax) Management Services (BMS & AMS) Computer Skills (MS Word, Power	9818719799, 9868103278	govind.h13@nic.in

					Point), RTI, LTC, Leave Rules, IPR, Motivation, Stress Management, Communication Skills, Team Building & Leadership, CGHS/CSMA Rules, RT/MT(DTS), Office Procedure, English Stenography, Presentation Skills		
40	Prof	S.K.Ghosh	Ex-Faculty (Retd.)	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
41	Dr	A.N. Chakrabarty	Ex-Faculty (Retd.)	ISTM	Behavioral Techniques & Training Techniques, Personal Management & Performance Appraisal, Office Management, Noting & Drafting, RTI	9868299796	anc99@rediffmail.com docchak@yahoo.com
42	Sh	Baljit Singh	Ex-Faculty	ISTM	Accounting and Audit, Financial Rules	9891273707	bsbaljitsingh@yahoo.com
43	Ms	Jayanthi Sriram	Ex-Faculty	ISTM	Gender and Gender Budgeting, Noting & Drafting, Presentation Skills, Training Techniques	9810393946	sriramjayanthi@yahoo.com
44	Sh.	Ranjan Kumar	Ex Faculty	--	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

45	Sh	K.C. Ghosh	Ex-Faculty (Retd.)	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
46	Sh	G.K.Pandey	Ex-Faculty (Retd.)	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
47	Sh	Arvind Pokhriyal	Ex-Faculty	ISTM	Noting Drafting, Office Procedure, Government Machinery, Gender Issues, Communication skills Motivation, GFR	9818692070	arvind_p@nic.in
48	Sh	Lalit Grover	Ex-Faculty	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/DA Rules and GPF Rules	9868148375	lalit_grover_1972@yahoo.com

49	Sh	Yashwant Singh	Ex-Faculty (Retd.)	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
50	Sh	L.S. Negi	Ex-Faculty (Retd.)	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
51	Sh	V.P Sharma	Ex-Faculty (Retd.)	ISTM	Risk Management, Quality Management & Contract Management	9968289894	vpsharma7754@gmail.com
52	Sh	S.N. Singh	Ex-Faculty	ISTM	Public Policy Analysis, Conduct skills, Team Building, Behavior Skill	9871347025	snsingh50@yahoo.com
53	Ms	Geetha Nair	Deputy Secretary & Ex-Faculty	ISTM	Motivation, Leadership, Team Building, Communication Skills, Good Governance, DTS, DoT, MT for DTS-II	9910110249	nairgeetha63@hotmail.com
54	Sh.	Rajesh Saxena	JS(Pers), (Retd)	Integrated HQs, Min of Defence	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/	9810488416	<a href="mailto:Rasax59@yahoo.co.in">Rasax59@yahoo.co.in</a>

					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 Karmayogi, Training for Training Managers, Innovation and Design thinking, Competency mapping, POCSO Act, Administration System in India, Centre State Financial Relations, Performance Budget, Financial Effects of Penalties, Gender Budgeting, Preventive Vigilance		
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55	Sh	Gagandeep Chawla	PPS & Ex-faculty	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
56	Ms	Jayashree Chellamani	Under Secretary	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
57	Sh	PP Ambastha	Dy Director	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
58.	Sh	Vadali Rambabu	Dy Secretary	DoPT	Centrally Sponsored Schemes, Cabinet Notes, Good Governance,GFR, DFPR, E-Governance, RTI Act,	9811646981	ram.vadali@nic.in

					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		
59.	Sh	Yogesh Dwivedi	Dy Director	AFHQ, Ministry of Defence	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
60.	Sh	T. Jayakumar	Director (Retd)	Lok Sabha Secretariat	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,	9868107878	jaya.kumar@sansad.nic.in

					Legislation of Bills in Parliament, Preparation of summary of Reports		
61.	Sh	Harish kumar	Joint Secretary (Retd)	Union Public Service Commission	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
62.	Sh	Sowmendra Chanda	Director (Vigilance) (Retd)	Department of Science & Technology	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. Conduct of inquiry - Preliminary Hearing, Regular Hearing, Case Studies. IO's Report/Appeal, Revision and Review. Conduct Rules, Leave Rules, Rectt Rules	9810081442	sowmen_8@yahoo.com



63.	Smt.	R. Gayathri	Director (Retd) Ex-Faculty	ISTM, DoPT	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 Rules, Public Administration, Public Policy Formulation, Records Management, Purchase Management,Reservation in Services & Handling of Government Litigation	9818394463	r.gayathri@nic.in
64.	Sh	Ashwani Kumar Batra	Ex-Faculty	Ministry of Defence	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

65.	Sh	Arjun Jena	Ex-Faculty	Ministry of Defence	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
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