

# INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT (ISTM)

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9	Sh	M.C. Panda	Former Addl. DG and Addl Secretary	DGS&D and Min of Commerce	Management Development, Communication Skills, Negotiation Skills, Interpersonal Skills, Conflict Management, Motivation, Leadership, Team-building ; Office management; Stress Management ; Time Management etc., Good Governance; e-Governance, Strategic planning Administrative vigilance, Disciplinary proceedings, Project management ; Pert & CPM ; Public Private Partnership (PPP), Supply Chain Management; Procurement & Contract Management, e-Procurement ; Inventory Management; World Bank procurement system	9999008545	manidra.panda@yahoo.com
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116	Ms	Sandesha Rayappa	Asstt Professor	Jawahar Lal Nehru University	English Language Skills, Communication Skills, Behavioural techniques, Communication Skills, Emotional Intelligence, Interpersonal Skills, Organizational Behaviourial, Negotiation Skills, Stress Management, Ethics and Values in Public Governance, Team Building Leadership, Gender Sensitization, Personality Development, Motivation, Time Management	9811162299	sandesharayapa@jnu.ac.in



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119	Sh	Krishna Mohan	IAS(Retd.)	-	World after Covid-19, Ethics and values , Communication Skills, Change management , e-procurement, Creative thinking and problem solving, sustainable development goals (SDG), leadership and teambuilding, RTI, climate change, e-Governance, Good Governance, GeM, Gender Sensitization and POSH, Knowledge management	9876666666 9915555555	<a href="mailto:krishnamohan718@gmail.com">krishnamohan718@gmail.com</a>
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121	Sh	Vijay Kumar Gupta	Joint Director General	Ministry of Defence	Motivation, Communication Skills Interpersonal Relations, Team Building, Attitude and Behaviour Negotiation Skills, Stress Management, Leading a Purposeful Life, Emotional Intelligence, Personal Effectiveness how to increase Organizational Development Self Management, Management of Change, Boss-Subordinate Relationship, Management Concept	9587695000	<a href="mailto:vkgupta1234@gmail.com">vkgupta1234@gmail.com</a>

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125	Sh	Kalyan Bhattacharjee	Jt Registrar	IIT Delhi	CPPP, GeM, Public Procurement, Knowledge Management, Inventory Management, E-Governance, Advance Powerpoint, Advance Excel, ICT	9810152691	<a href="mailto:kalyan@admin.iitd.ac.in">kalyan@admin.iitd.ac.in</a>
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136	Sh	Sujit Kumar Singh	AAO	INGAF, Min of Finance	Financial management, PFMS, Budget, Receipt & Payment rules, Govt Accounting, Audit procedure, GeM, Fraud prevention and detection, Implementation of DBT, Governance Cash Management, DDO Manual, Role and Working Procedure of Internal Finance Division, Fraud Prevention and Detection	8506910854 8700938930	<a href="mailto:Sujit.kr75@gov.in">Sujit.kr75@gov.in</a> , <a href="mailto:sujitsingh76@gmail.com">sujitsingh76@gmail.com</a>
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					Noting and Drafting Record Management RTI Act 2005 Parliamentary Procedure		
151	Sh	Parvinder Singh Monga	Chief Manger	Punjab National Bank	Framing/Drafting of charge sheet, Implication of Penalty, Suspension; Principles of Natural Justice; Disciplinary/Departmental Inquiry proceedings; Vigilance angle; Staff Accountability; Conduct Rules; CCS(CCA) Rules etc	9910048869	singhparvinder1307@gmail.com
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153	Sh	Rahul Agarwal	Assistant Director	DHTI	Establishment Matters, Budget Formulation & Management, Public Procurement, Administration Matters, Digital Initiatives: e-Office,e-HRMS	8375004140	rahul020985@gmail.com
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					Building Programme –Soft Skills, RTI, Establishment Rules.		
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