

No.10/09/2016-1Trg
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 18th May, 2018.

To

All the Administrative Secretaries of Haryana State.
(As per list attached).

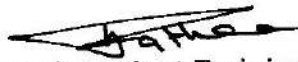
Subject: Annual Training Calendar of ISTM for the year 2018-19.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of the Calendar received along with letter No. **Y-20020/01/2018-ISTM (Coord)** dated **23.03.2018** received from Sh. Yogesh Dwivedi, Deputy Director (Coord.) Institute of Secretariat Training & Management (ISTM), Department of Personnel and Training, Administrative Block, JNU (OLD) Campus, Olof Palme Marg, New Delhi has been circulated on <http://csharyana.gov.in>.

It is requested that all the Administrative Secretaries may consider of sending of concerned officers/ official for some of the training programs.
Photocopies of the training programs are also enclosed herewith.

Yours faithfully,

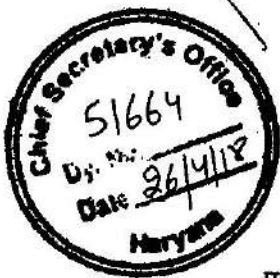

Superintendent Training
for Chief Secretary to Government, Haryana. *Vijay*

Endst. No. 10/09/2016-1Trg.

Dated Chandigarh, the 18th May, 2018.

A copy is forwarded to Sh. Yogesh Dwivedi, Deputy Director (Coord.) Institute of Secretariat Training & Management (ISTM), Department of Personnel and Training, Administrative Block, JNU (OLD) Campus, Olof Palme Marg, New Delhi w.r.t his Calendar letter No. **Y-20020/01/2018-ISTM (Coord)** dated **23.03.2018** for information only.


Superintendent Training
for Chief Secretary to Government, Haryana. *Vijay*



भारत सरकार/GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग /Department of Personnel and Training

प्रशासनिक ब्लॉक, जे.ने.पि.ओ. पुराना(परिसर /Administrative Block, JNU (OLD) Campus

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067-/Olof Palme Marg, New Delhi - 110 067

दूरभाष/TELEPHONE-011-26106269; टेलीफैक्स/Fax-011-26104183

No. Y-20020/01/2018-ISTM (Coord)

Dated: 22.03.2018

To

- All Ministries/Departments of Govt. of India
- All Attached and Subordinate Offices
- All Central, National and State Training Institutes
- All State Governments/Union Territories
- UPSC
- Comptroller and Auditor General of India
- Election Commission of India
- Public Sector Undertakings

Subject: Annual Training Calendar of ISTM for the year 2018-19

Sir/Madam

I am directed to forward herewith the training calendar of this Institute for the year 2018-19 for your information and record. Circulars inviting nominations for various programmes/ courses are issued by the respective Course Directors ninety days prior to the commencement of the course. However, the Organisations are also at liberty to nominate their eligible employees for training on the basis of the training calendar by forwarding the nominations to the respective Course Directors at least six weeks prior to the date of commencement of a particular course. The format and instructions for filling up the nomination form are given in the calendar.

2. At present, the Institute is also conducting foundational and mid-service training programmes for the Officers of the Central Secretariat Service and the Central Secretariat Stenographers Service under the respective Cadre Training Plan. Foundational and Mid-Career Training programmes as per new CSS Cadre Training Plan and CSSS Cadre Training Plan are restricted to Officers from CSS/CSSS for which nominations are received from CS Division, DOPT.

3. While forwarding the nomination, it may please be ensured that the nominee will be relieved for training in the event of his/her nomination being accepted by the Institute, as otherwise it causes inconvenience to the Institute.

4. No Officer may be relieved for training on the basis of forwarding of the nomination form unless a confirmation from the respective Course Director, ISTM regarding acceptance of the nomination is received by the sponsoring organization.

5. The application for training should be made strictly in accordance with the instructions given in the calendar and the eligibility criteria. For more information about the Institute's courses, nomination form and other details our website at www.istm.gov.in may be visited.

Yours faithfully,

(Yogesh Dwivedi)
Deputy Director (Coord.)

Training Branch

Diary No. 54987

Date 27-04-2018

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

Vision

To be a Centre of Excellence in Secretariat Training and Management

Genesis

The Institute of Secretariat Training and Management (ISTM) formally came into being in May, 1948, which was known at that time as the "Secretariat Training School". The present title of the Institute as "Institute of Secretariat Training and Management" or ISTM, in short, was awarded later with the motto "Efficiency and the Public Good".

The mandate of the Institute is to impart training to officers of Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and officers of other organised/subsidiary services functioning in the Central Secretariat. CSS officers form the backbone of the Central Government Ministries/Departments and normally hold various positions up to the level of Joint Secretaries. The key responsibilities of the CSS officers include policy formulation, execution, monitoring and review.

The Institute also provides training support to the State Governments, Union Territory Administrations, Central Public Sector Enterprises, Central Autonomous Bodies and other organisations in specialised and general areas. The Institute is entrusted with the task of providing orientation training to the officers coming on deputation to the Central Government under the Central Staffing Scheme as Deputy Secretary and Director. ISTM is the nodal institute for capacity building of Central Government officers for implementation of Right to Information Act, 2005. ISTM is the lead institute in the areas of Training of Trainers and conducts National and International Training of Trainers courses. Besides, probationers of various organised services like that of the IAS, IES, IFS, ITS, ICLS, IDES, IRS, IFOS, etc. attend short duration training programmes on Office Management, Personnel Management and Financial Management as well as Central Secretariat Practices at ISTM.

ISTM also conducts Management Development Programme (MDP) for officers of the level of Deputy Secretary and above of the Government of India. The areas covered are Financial Management, Management Principles, Good Governance, Knowledge Management, Behavioural Techniques and Cabinet Note Preparation in order to orient them towards effective service delivery in the Central Government.

Some other activities of the Institute include undertaking research studies, conducting training need analysis, third party evaluation of proactive disclosure under RTI Act, providing consultancy services and development of trainers in training techniques. The Institute also organises workshops/seminars for SAARC and Commonwealth countries and conducts International Training of Trainers programme through ITEC programme of the Ministry of External Affairs.

Status

ISTM is an "Attached Office" under the Department of Personnel & Training, Government of India. The Head of the Institute is "Director", who is an officer of the level of Joint Secretary to the Government of India

Resources

ISTM has a sanctioned strength of 29 Faculty Members drawn from various Central Services. It has a Library of more than 24,000 books besides a modest video collection and two computer laboratories. The Institute has built up a rich reservoir of training material for distribution to its course participants. It also has a modest hostel where outstation participants are provided with twin sharing accommodation on first come first serve basis on payment of prescribed charges.

Location

ISTM is located in Old JNU Campus, Opposite Sector-III, R.K. Puram on the Olof Palme Marg, adjoining Munirka and about 15 Kms from New Delhi Railway Station and 12 Kms from Indira Gandhi International Airport.

Training Calendar

This year, ISTM has planned 183 in house courses including 61 mid-career training programmes under CSS Cadre Training Plan & CSSS Cadre Training Plan. The details of these courses are available in the succeeding pages. This training calendar is also available on our website (www.istm.gov.in)

Nominations

The procedure given below is followed :

- ❖ For Assistant Section Officer (Direct Recruits)(ASODR) and Level A to F training programmes under CSS Cadre Training Plan, nominations of eligible officers are made by CS Division, DoPT. These courses are not open for other participants.
- ❖ For induction course for Steno Graphers Grade 'D', Level I to V & Refresher Training Programmes under CSSS Cadre Training Plan, nominations of eligible officers are made by CS Division, DoPT. These courses are not open for other participants.

- ❖ For other courses, circulars inviting nominations are issued 12 weeks in advance of the date of commencement of each course. Nominations may also be made suo-moto on the basis of this calendar.
- ❖ Nominations in the prescribed form (which may be downloaded from our website istm.gov.in) duly completed and signed by the sponsoring authority, should reach the course coordinator at least 6 weeks before commencement of the course.
- ❖ Acceptance of nominations is generally issued 4 weeks in advance of commencement of the course. The nominee must not be relieved before receipt of intimation regarding acceptance of nomination.

Course fee

No course fee is charged for any course in respect of officers belonging to Central / State Governments. A capitation fee at the rates given below is payable in respect of officers belonging to Public Sector Undertaking, Autonomous Bodies, Corporations, Registered Societies:

No. of days	Capitation fee (per participant)
1 or 2 days	₹ 2000/-
3 days	₹ 3000/-
4 days	₹ 4000/-
5 days	₹ 5000/-

New Delhi
March, 2018


(Dr. Sunita H. Khurana)
Director

TRAINING CALENDAR

(April 2018 to March 2019)

1. CSS CADRE TRAINING PLAN

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
1	ASO(DR)	Assistant Section Officers Direct Recruits (Foundational Training)	Assistant Section Officers Direct Recruit of CSS	08	11 W	08 Oct 2018 08 Oct 2018 12 Nov 2018 12 Nov 2018 24 Dec 2018 24 Dec 2018 04 Feb 2019 04 Feb 2019	21 Dec 2018 21 Dec 2018 25 Jan 2019 25 Jan 2019 08 Mar 2019 08 Mar 2019 19 Apr 2019 19 Apr 2019	B Dhanesh Geetha Menon (Ms.) Yogesh Dwivedi Subhashree A. (Ms.) Agam Aggarwal Anurag Devgan (Ms.) Uday Sankar Chattopadhyay Sivaramakrishnanan K H
2	CSS-A	CSS Level 'A'	Senior Secretariat Assistants of CSS with 7 years of approved service	06	4 W	02 Apr 2018 07 May 2018 25 Jun 2018 06 Aug 2018 27 Aug 2018 12 Nov 2018	27 Apr 2018 01 Jun 2018 20 Jul 2018 31 Aug 2018 20 Sep 2018 07 Dec 2018	Sivaramakrishnanan K H Anurag Devgan (Ms.) Bhagban Padhy K K Pant (Faculty Consultant) Subhashree A. (Ms.) Anurag Devgan (Ms.)
3	CSS-B	CSS Level 'B'	Assistant Section Officers of CSS with 6 years of approved service	12	5 W	02 Apr 2018 16 Apr 2018 07 May 2018 28 May 2018 04 Jun 2018 09 Jul 2018 13 Aug 2018 01 Oct 2018 08 Oct 2018 31 Dec 2018 04 Feb 2019 25 Feb 2019	04 May 2018 18 May 2018 08 Jun 2018 29 Jun 2018 06 Jul 2018 10 Aug 2018 14 Sep 2018 02 Nov 2018 09 Nov 2018 01 Feb 2019 08 Mar 2019 29 Mar 2019	Bhagban Padhy Nafe Singh (Faculty Consultant) Subhashree A. (Ms.) Agam Aggarwal Sivaramakrishnanan K H Subhashree A. (Ms.) Anurag Devgan (Ms.) Sivaramakrishnanan K H Rajeev Kumar Jha K K Pant (Faculty Consultant) Geetha Menon (Ms.) Brahmareddy Desiredy
4	CSS-D	CSS Level 'D'	Section Officers of CSS with 6 years of approved service	10	12 W	02 Apr 2018 23 Apr 2018 11 Jun 2018 16 Jul 2018 30 Jul 2018 27 Aug 2018 17 Sep 2018 08 Oct 2018 24 Dec 2018 04 Feb 2019	22 Jun 2018 13 Jul 2018 31 Aug 2018 05 Oct 2018 18 Oct 2018 16 Nov 2018 07 Dec 2018 28 Dec 2018 15 Mar 2019 26 Apr 2019	R Gayathri (Ms.) Moloy Samal Nafe Singh (Faculty Consultant) Brahmareddy Desiredy Agam Aggarwal Vadali Rambabu Praveen Prakash Ambashia Uday Sankar Chattopadhyay H Govind Nafe Singh (Faculty Consultant)
5	CSS-E	CSS Level 'E'	Under Secretaries of CSS with 4 years of approved service	07	6 W	02 Apr 2018 14 May 2018 02 Jul 2018 13 Aug 2018 08 Oct 2018 21 Jan 2019 11 Feb 2019	11 May 2018 22 Jun 2018 10 Aug 2018 21 Sep 2018 16 Nov 2018 28 Feb 2019 22 Mar 2019	B Dhanesh Praveen Prakash Ambashia Addl. Director+Anurag Devgan(Ms.) Director + Geetha Menon (Ms.) K Govindarajulu Vadali Rambabu Yogesh Dwivedi

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
6	CSS-F	CSS Level 'F'	Deputy Secretaries of CSS with 4 years of approved service	02	3 W	27 Aug 2018 11 Feb 2019	14 Sep 2018 01 Mar 2019	K Govindarajulu Addl. Director + Rajeev Kumar Jha

II. MANAGEMENT DEVELOPMENT PROGRAMMES

7	OCD	Orientation Course for Deputy Secretaries/ Directors	Deputy Secretaries/ Directors Joining Central Secretariat	03	3D	09 Apr 2018 25 Jun 2018 29 Oct 2018	11 Apr 2018 27 Jun 2018 31 Oct 2018	Addl. Director + Rajeev Kumar Jha K Govindarajulu Director, ISTW + Anurag Devgan(Ms.)
8	ER	Establishment Rules	Section Officers/ Assistant Section Officers or equivalent	02	1W	21 May 2018 11 Mar 2019	25 May 2018 15 Mar 2019	R Gayathri (Ms.) R Gayathri (Ms.)
9	RIS	Reservation in Services for SC/ST/OBC	Section Officers/ Assistant Section Officers or equivalent	04	4D	01 May 2018 17 Sep 2018	04 May 2018 20 Sep 2018	Praveen Prakash Ambashtha R Gayathri (Ms.)
10	AV1	Administrative Vigilance : Role of IO/PO	Under Secretaries/Section Officers/Assistant Section Officers or equivalent	01	1W	06 Aug 2018	10 Aug 2018	Vadali Rambabu
11	AV3	Administrative Vigilance Disciplinary Procedures	Assistant Section Officers and above or equivalent	01	2W	18 Mar 2019	29 Mar 2019	Praveen Prakash Ambashtha
12	H-CAT	Handling CAT Cases	Section Officers/Assistant Section Officers or equivalent	02	3D	14 May 2018 07 Jan 2019	16 May 2018 09 Jan 2019	Sivaramakrishnanan K H Uday Sankar Chattopadhyay
13	WND	Workshop on Noting & Drafting	Section Officers and Assistant Section Officers or equivalent	04	3D	02 Apr 2018 01 Aug 2018 03 Oct 2018 25 Mar 2019	04 Apr 2018 03 Aug 2018 05 Oct 2018 27 Mar 2019	Subhashree A. (Ms.) Moloy Sanyal Yogesh Dwivedi R Gayathri (Ms.)
14	WPCN-1	Workshop on Preparing Cabinet Notes	Deputy Secretaries and Directors	04	1D	13 Apr 2018 28 Sep 2018 21 Dec 2018 22 Mar 2019	- - - -	Moloy Sanyal Vadali Rambabu Vadali Rambabu Uday Sankar Chattopadhyay
15	WPCN-2	Workshop on Preparing Cabinet Notes	Under Secretaries and Section Officers	04	1D	01 Jun 2018 31 Aug 2018 14 Dec 2018 01 Feb 2019	- - - -	Vadali Rambabu Moloy Sanyal Uday Sankar Chattopadhyay Moloy Sanyal
16	BMS	Basic Management Services	Senior/Junior Analysts/ Section Officers/Assistant Section Officers/Technical Assistant/ Research Analysts or equivalent	01	8W	08 Oct 2018	30 Nov 2018	H Govind
17	AMS	Advanced Management Services	Group A & B Officers undergone BMS course	01	3W	10 Dec 2018	28 Dec 2018	Brahmareddy Desireddy
18	KM	Knowledge Management	Group "A" & "B" Officers	01	3D	03 Dec 2018	05 Dec 2018	K Govindarajulu
19	GG	Good Governance	Group "A" & "B" Officers	01	3W	23 Apr 2018	27 Apr 2018	K Govindarajulu

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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II. MANAGEMENT DEVELOPMENT PROGRAMMES

20	HRM	Human Resource Management	Group 'A' & 'B' Officers	01	2D	28 Jan 2019	29 Jan 2019	K Govindarajulu
21	WLO (SC/ST)	Workshop for Liaison Officers (SC/ST)	Liaison Officers of SC/ST	02	2D	16 Aug 2018 28 Jan 2019	17 Aug 2018 29 Jan 2019	Praveen Prakash Ambashita R Gayathri (Ms.)
22	WCCSDA	Workshop on Citizen Centric & Service Delivery Approach	Group 'A' & 'B' Officers	03	3D	04 Apr 2018 03 Oct 2018 11 Feb 2019	06 Apr 2018 05 Oct 2018 13 Feb 2019	Brahmareddy Desireddy Praveen Prakash Ambashita Praveen Prakash Ambashita
	WEO	Workshop on e-Office	Group 'A' & 'B' Officers	03	2D	24 Sep 2018 15 Nov 2018 21 Jan 2019	25 Sep 2018 16 Nov 2018 22 Jan 2019	Rajeev Kumar Jha Moloy Saanyal Uday Sankar Chattopadhyay
24	BDA	Big Data Analytics in Government	All Gazetted Officers	02	3D	18 Jun 2018 17 Dec 2018	20 Jun 2018 19 Dec 2018	Anurag Devgan (Ms.) K Govindarajulu
25	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group 'A' & 'B' Officers	02	1D	02 Nov 2018 08 Mar 2019	-	Uday Sankar Chattopadhyay Vadali Rambabu
	OTP-DDM	Orientation Training Programme on Drafting in Disciplinary Matters	Group 'A' & 'B' Officers	02	2D	14 Jun 2018 17 Jan 2019	15 Jun 2018 18 Jan 2019	Uday Sankar Chattopadhyay Praveen Prakash Ambashita

III. FINANCIAL MANAGEMENT PROGRAMMES

27	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretarial Assistants or equivalent with 5 years of service	03	9W	09 Jul 2018 10 Sep 2018 19 Nov 2018	07 Sep 2018 09 Nov 2018 18 Jan 2019	B Dhanesh K K Pant (Faculty Consultant) Nate Singh (Faculty Consultant)
28	PRB1	Programme on Pensions & Other Retirement Benefits	Under Secretaries/Section Officers and equivalent	01	1W	16 Apr 2018	20 Apr 2018	K K Pant (Faculty Consultant)
29	PRB2	Programme on Pension & Other Retirement Benefits	Assistant Section Officers or equivalent	02	1W	09 Apr 2018 10 Dec 2018	13 Apr 2018 14 Dec 2018	Yogesh Dwivedi K K Pant (Faculty Consultant)
30	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	02	3D	23 Apr 2018 28 Jan 2019	25 Apr 2018 30 Jan 2019	Yogesh Dwivedi B Dhanesh
31	PMG -1	Purchase Management in Govt.	Section Officers/Assistant Section Officers or equivalent	01	3D	10 Dec 2018	12 Dec 2018	Nate Singh (Faculty Consultant)
32	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or equivalent	01	2D	12 Jul 2018	13 Jul 2018	Nate Singh (Faculty Consultant)

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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III . FINANCIAL MANAGEMENT PROGRAMMES

33	WAFS	Workshop on Analysis of Financial Statements	Group "A" Officers	01	2D	22 Oct 2018	23 Oct 2018	Brahmareddy Desireddy
34	WPFA	Workshop on Project Formulation and Appraisal	Group "A" Officers	01	2D	29 Oct 2018	30 Oct 2018	B Dhanesh
35	WPPP	Workshop on Public Private Partnership	Group "A" Officers	02	2D	02 Aug 2018 18 Mar 2019	03 Aug 2018 19 Mar 2019	Vadali Rambabu Vadali Rambabu
36	WFB	Workshop on Formulation of Budget	Section Officers/Assistant Section Officers or equivalent	01	2D	05 Apr 2018	06 Apr 2018	K K Pant (Faculty Consultant)
37	WITAX	Workshop on Income Tax	Assistant Section Officer and DDOs or equivalent	01	2D	26 Jul 2018	27 Jul 2018	Nafe Singh (Faculty Consultant)
38	WIFO	Workshop for Internal Finance Officers	Internal Finance Officers	01	2D	06 Dec 2018	07 Dec 2018	B Dhanesh
39	WEP	Workshop on E-procurement	Group "A" & "B" Officers	02	2D	27 Sep 2018 21 Mar 2019	28 Sep 2018 22 Mar 2019	B Dhanesh Moloy Sanjal
40	WFM	Workshop on Financial Management in Government	DDO/HOO, Group "A" & "B" Officers	02	1W	06 Aug 2018 04 Feb 2019	10 Aug 2018 08 Feb 2019	Nate Singh (Faculty Consultant) Moloy Sanjal
41	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group "A" & "B" Officers	04	3D	16 May 2018 17 Sep 2018 02 Jan 2019 20 Feb 2019	18 May 2018 19 Sep 2018 04 Jan 2019 22 Feb 2019	Brahmareddy Desireddy Nate Singh (Faculty Consultant) B Dhanesh B Dhanesh
42	WGST	Workshop on Goods and Services Tax	Group "A" & "B" Officers	05	2D	03 May 2018 28 Jun 2018 23 Aug 2018 08 Nov 2018 28 Jan 2019	04 May 2018 29 Jun 2018 24 Aug 2018 09 Nov 2018 29 Jan 2019	Brahmareddy Desireddy B Dhanesh Brahmareddy Desireddy Brahmareddy Desireddy Brahmareddy Desireddy
43	SWFM	Workshop on Financial Management in PSU	Specially for PSUs & Autonomous Organizations	02	1W	04 Jun 2018 18 Feb 2019	08 Jun 2018 22 Feb 2019	Nate Singh (Faculty Consultant) K K Pant (Faculty Consultant)
44	OTP-RGO	Orientation Training Programme for Retiring Government Officials	Retiring Govt. Officials - Gazetted & Non Gazetted Staff	04	2D	03 May 2018 16 Aug 2018 29 Oct 2018 11 Mar 2019	04 May 2018 17 Aug 2018 30 Oct 2018 12 Mar 2019	K K Pant (Faculty Consultant) Yogesh Dwivedi Nate Singh (Faculty Consultant) K K Pant (Faculty Consultant)
45	OTP-GFR	Orientation Training Programme on GFRs 2017	Group "A" & "B" Officers	04	2D	07 May 2018 04 Oct 2018 03 Dec 2018 14 Jan 2019	08 May 2018 05 Oct 2018 04 Dec 2018 15 Jan 2019	R Gayatri (Ms.) Nate Singh (Faculty Consultant) K K Pant (Faculty Consultant) B Dhanesh

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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IV. RTI-CAPACITY BUILDING PROGRAMMES

46	RM-RTI	Record Management - Right to Information	Section Officers//Record Officers/Assistant Section Officers or equivalent	01	3D	06 Aug 2018	08 Aug 2018	Uday Sankar Chattopadhyay
47	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers /Central Public Information Officers	03	2D	07 May 2018 11 Jun 2018 14 Mar 2019	08 May 2018 12 Jun 2018 15 Mar 2019	H Govind Geetha Menon (Ms.) Sivaramakrishnanan K H
48	RTI-AA	Right to Information - Appellate Authority	Officers designated as Appellate Authority	02	1D	16 Nov 2018 25 Mar 2019	-	Uday Sankar Chattopadhyay K Govindarajulu
49	RTI-TDP	Training Development Programme-Right to Information	Potential Trainers for Right to Information	01	1W	26 Nov 2018	30 Nov 2018	Vadali Rambabu
50	S-RTI	Seminar on Right to Information	Section Officers & above	02	1D	07 May 2018 25 Mar 2019	-	K Govindarajulu Vadali Rambabu

V. BEHAVIOURAL TRAINING PROGRAMMES

51	SM	Stress Management	Sections Officers & above	01	4D	04 Sep 2018	07 Sep 2018	Praveen Prakash Ambastha
52	OBG	Organisational Behavior in Govt.	Group "A" & "B" Officers	01	1 W	02 Jul 2018	06 Jul 2018	Yogesh Dwivedi
53	EVPG	Ethics and Values in Public Governance	Group "A" & "B" Officers	02	3D	09 Apr 2018 14 Jan 2019	11 Apr 2018 16 Jan 2019	Uday Sankar Chattopadhyay Brahmareddy Desireddy
54	GS	Gender Sensitization	Under Secretaries/ Section Officers/ Assistant Section Officers or equivalent	01	1W	24 Sep 2018	28 Sep 2018	Moloy Sanyal
55	WEI	Workshop on Emotional Intelligence	Group "A" & "B" Officers	01	3D	01 Aug 2018	03 Aug 2018	K Govindarajulu
56	WTBL	Workshop on Team Building and Leadership	Group "A" & "B" Officers	01	3D	21 Jan 2019	23 Jan 2019	Moloy Sanyal
57	WCS	Workshop on Communication Skills	Group "A" & "B" Officers	01	2D	07 Jan 2019	08 Jan 2019	H Govind
58	IPE	Inter Personal Effectiveness	Group "A" & "B" Officers	01	2D	10 Jan 2019	11 Jan 2019	K Govindarajulu
59	WSHWP	Workshop on Sexual Harassment at Work Place	Group "A" & "B" Officers	03	2D	11 Jun 2018 17 Sep 2018 14 Nov 2018	12 Jun 2018 18 Sep 2018 15 Nov 2018	Moloy Sanyal Uday Sankar Chattopadhyay Praveen Prakash Ambastha
60	WGB	Workshop on Gender Budgeting	Group "A" & "B" Officers	01	3D	25 Jul 2018	27 Jul 2018	Praveen Prakash Ambastha

18

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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6	SBA	Swachh Bharat Abhiyan	Officials of Ministries/ Departments and Attached & subordinate Officers	04	1D	07 May 2018 22 Jun 2018 09 Nov 2018 15 Mar 2019	- - - -	Agam Agrawal Uday Sankar Chattopadhyay Praveen Prakash Ambastha Agam Agrawal
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VI. CSSS-CADRE TRAINING PLAN

62	SDR(F)	Stenographers Direct Recruit (Foundational)	Stenographers Gr. "D" (Direct Recruit)	02	8W	26 Nov 2018 04 Feb 2019	18 Jan 2019 29 Mar 2019	Rajeev Kumar Jha Bhagban Padhy
63	CSSS-1	CSSS Level - I	Stenographers Gr. "D" of CSSS with 7 years' of regular service	01	3W	21 May 2018	08 Jun 2018	Bhagban Padhy
64	CSSS-2	CSSS Level - II	Personal Assistants of CSSS with 3 years' of regular service	06	2W	16 Apr 2018 11 Jun 2018 25 Jun 2018 06 Aug 2018 24 Sep 2018 28 Jan 2019	27 Apr 2018 22 Jun 2018 06 Jul 2018 17 Aug 2018 05 Oct 2018 08 Feb 2019	Subhastree A. (Ms.) Rajeev Kumar Jha K K Pant (Faculty Consultant) Sivaramakrishnanan K H Bhagban Padhy H Govind
65	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years' of regular service	04	3W	14 May 2018 16 Jul 2018 17 Dec 2018 18 Feb 2019	01 Jun 2018 03 Aug 2018 04 Jan 2019 08 Mar 2019	Uday Sankar Chattopadhyay Rajeev Kumar Jha Moloy Sanyal R Gayathri (Ms.)
66	CSSS-4	CSSS Level - IV	Principal Private Secres with 4 years' of regular service	02	4W	25 Jun 2018 19 Nov 2018	20 Jul 2018 14 Dec 2018	Director + Rajeev Kumar Jha R Gayathri (Ms.)
67	CSSS-5	CSSS Level - V	Senior Principal Private Secretaries with 4 years' of regular service	01	3W	02 Jul 2018	20 Jul 2018	K Govindarajulu

VII. COMPUTER COURSES

68	MS-PP	MS-Power Point	Officers & Staff	01	3D	17 Dec 2018	19 Dec 2018	Sivaramakrishnanan K H
69	MS-OS	MS-Office Suite	Officers & Staff	01	1W	09 Apr 2018	13 Apr 2018	Anurag Devgan (Ms.)
70	MS-W	MS-Word	Officers & Staff	01	3D	28 Jan 2019	30 Jan 2019	Rajeev Kumar Jha
71	MS-Ex.	MS-Excel	Officers & Staff	01	3D	26 Sep 2018	28 Sep 2018	Anurag Devgan (Ms.)
72	MS-Ac	MS Access	Officers & Staff	01	3D	14 Jan 2019	16 Jan 2019	Bhagban Padhy
73	MS-Ex Adv	MS-Excel (Advance)	Officers & Staff	01	3D	18 Mar 2019	20 Mar 2019	Geetha Menon (Ms.)

VIII. TRAINERS DEVELOPMENT PROGRAMMES

NTP	National Training Policy	Officers involved in Training Activities	02	2D	05 Apr 2018 04 Jun 2018	06 Apr 2018 05 Jun 2018	Yogesh Dwivedi K Govindarajulu
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Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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VIII. TRAINERS DEVELOPMENT PROGRAMMES

75	DTS	Direct Trainer Skills	Officers imparting Direct Training/Group "A" & "B" Officers	01	1W	18 Feb 2019	22 Feb 2019	Praveen Prakash Ambashita
76	DOT	Design of Training	Direct Trainers(those who have undergone DTS course) with some experience	01	1W	25 Feb 2019	01 Mar 2019	H Govind
77	MOT	Management of Training	Officers imparting Direct Training/Training Managers	01	1W	28 May 2018	01 Jun 2018	Yogesh Dwivedi
78	MTD-DTS	MT Development-Direct Trainer Skills	Officers imparting Direct Training/Group "A" & "B" Officers	01	4W	20 Aug 2018	14 Sep 2018	H Govind
79	WOM	Workshop on Mentoring	Group "A" & "B" Officers	01	3D	06 Aug 2018	08 Aug 2018	H Govind
80	MTD-DoT	MT Development-Design of Training	Direct Trainers (Completed DTS course) with some experience	01	4W	27 Aug 2018	20 Sep 2018	Yogesh Dwivedi

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POSITIONS	NAME	ROOM INTERCOM NUMBER	OFFICE TELEPHONE NUMBER	RESIDENCE TELEPHONE NUMBER
DIRECTOR	Dr. SUNITA H. KHURANA (Ms.)	1101	26185308 26185309	24601990
PS TO DIRECTOR	MAHESH CHAND	1105 1169	26185308 26185309	9810868178
ADDITIONAL DIRECTOR	COL (RETD.) SANJAY K. SHARMA	1112	26164182	
PA TO ADDL. DIRECTOR	R. K. TOMAR	1219	26164182	9811382014
JOINT DIRECTOR	K GOVINDARAJULU	1104	26164285	9968248083
	VADALI RAMBABU	1106	26161375	9811646981
DEPUTY DIRECTORs	R GAYATHRI (Ms.)	1103	26102597	9818394463
	H GOVIND	1107	26105592	9818719799
	PRAVEEN PRAKASH AMBASHTA	1019	26185316	9212501331
	UDAY SANKAR CHATTOPADHYAY	1205	26177058	9899628850
	MOLOY SANYAL	1107	26105592	9810961492
	YOGESH DWIVEDI	1218	26185312	9968305763
	B DHANESH	1208	26177058	9868273413
	AGAM AGGARWAL	1116	26175590	9810957831
	BRAHMAREDDY DESIREDDY	1114	26185314	9910581367
ASSISTANT DIRECTORs	SIVARAMAKRISHNANAN K H	1212	26185313	9868896850
	BHAGBAN PADHY	1201	26177058	9868449436
	ANURAG DEVGAN (Ms.)	1111	26185310	9868224368
	GEETHA MENON (Ms.)	1109	26165593	9868257063
	RAJEEV KUMAR JHA	1109	26165593	9868979223
	SUBHASHREE A.	1208	26177058	9871964337
JOINT DIRECTOR (COORD./ COMPUTER)	K.GOVINDARAJULU	1104	26164285	9868248083
JOINT DIRECTOR (RESEARCH & CONSULTANCY)	K.GOVINDARAJULU	1104	26164285	9868248083
DEPUTY DIRECTOR (RESEARCH & CONSULTANCY)	H GOVIND	1107	26105592	9818719799
DEPUTY DIRECTOR (COORD.)	YOGESH DWIVEDI	1218	26185312	9968305763
LINK-DEPUTY DIRECTOR (COORD.)	PRAVEEN PRAKASH AMBASHTA	1019	26185316	9212501331
	H GOVIND	1107	26105592	9818719799
ASSISTANT DIRECTOR (COORD.)	SIVARAMAKRISHNANAN K H	1212	26185313	9868896850
DEPUTY DIRECTOR (ADMIN)	R.GAYATHRI (Ms.)	1103	26102597	9818394463
DEPUTY DIRECTOR (SYSTEM ADMIN.)(S/W)	MOLOY SANYAL	1107	26105592	9810961492
DEPUTY DIRECTOR (SYSTEM ADMIN.)(H/W)	B DHANESH	1208	26177058	9868273413
ASSISTANT DIRECTOR (SYSTEM ADMIN.)(H/W)	BHAGABAN PADHY	1201	26177058	9868449436
ASSISTANT DIRECTOR (SYSTEM ADMIN.)(S/W)	ANURAG DEVGAN (Ms.)	1111	26185310	9868224368
HOSTEL WARDEN	PRAVEEN PRAKASH AMBASHTA	1019	26185316	9212501331
ASST. HOSTEL WARDEN	GEETHA MENON (Ms.)	1109	26165593	9868257063
DDO	SUBHASHREE A.	1208	26177058	9871964337
SECTION OFFICER (ADMIN)	D K PANDEY	1013	26104038	9818549501
SECTION OFFICER	SHEFALI (Ms.)	1017	26104038	9582482682
TRAINING ASSOCIATE (INCHARGE COORD.)	VIMALESH KUMAR	1203	26106269	9555470950

NOMINATION FORM

Annexure-II

Please read the instructions provided on Page No.-3 before filling up the Nomination form: -

Course Title: Course Code:
Date: From to

1.	Name in English:	First*	Middle	Last*
2.	Father's / Spouse's Name:			
3.	Service / Cadre & Grade/Rank*:	4.	Date of joining / last promotion:	
5.	Pay Band level :	6.	Grade Pay / Scale of Pay in level:	
7.	Gender:	8.	Date of Birth*:	
9.	Organisation Name*:	10.	Organisation Type*:	
11.	Organisation Street Address*:	12.	Organisation City*:	
13.	Organisation State*:	14.	Pin Code*:	
15.	Organisation Email*:	16.	Organisation Phone*:	
17.	Residence Street Address*:	18.	Residence City*:	
19.	Residence State:	20.	Pin Code*:	
21.	Personal Email*:	22.	Personal Phone*:	
23.	Category*: (SC/ST/OBC/GEN)	24.	Emergency Contact Details*:	
25.	Educational Qualification*:			
27. Brief Service Particulars:				
S.No.	Post Name	From	To	Nature of Duty
28.	Whether fulfils eligibility conditions*(☐ -applicable option):			Yes ☐ / No ☐
29.	Whether Hostel Accommodation is required*(☐ -applicable option):			Yes ☐ / No ☐
30.	How the training is likely to benefit the nominee as well as the organisation (in 2 lines)*:v			
31.	Details of earlier applications for the same course*:			
32.	Previous courses attended at ISTM (with dates in bracket)*:			
I certify that the above information is correct:				Signature of the Nominee (With Date & Seal)

TO BE FILLED IN BY THE SPONSORING AUTHORITY

It is certified that the particulars given above are correct. The officer will be relieved for training, if selected and in no case will be withdrawn in between from the course. The prescribed Capitation Fee and other charges as applicable will be paid to ISTM for this course.

Details of the Sponsoring Authority (All fields are mandatory)*:

Name:	
Designation:	
Complete Postal Address (with Pin code):	
Telephone Number (with code):	
Fax Number (with code):	
Signature with Office seal:	

INSTRUCTIONS TO FILLUP THE NOMINATION FORM

Fields with * are mandatory.

1. Provide your full name in English & Hindi (optional). 2. Provide your Father's Name / Spouse's Name. 3. Provide your Service / Cadre type along with your Grade/Rank. a) CSS & Equivalent Service: Joint Secretary / Director / Deputy Secretary / Under Secretary / Section Officer / Assistant Section Officer b) CSSS & Equivalent Service: Executive PPS / Senior PPS / PPS / PS / PA / Steno-C / Steno-D. c) CSCS & Equivalent Service: SSA/JSA. d) AIS: Secretary / Special Secretary / Additional Secretary / Joint Secretary / Director / Deputy Secretary / Under Secretary. e) Indian Army: General / Lt. General / Major General / Brigadier / Colonel / Lt. Colonel / Major / Captain / Lieutenant. f) Indian Navy: Admiral / Vice Admiral / Rear Admiral / Commodore / Captain (IN) / Commander / Lt. Commander / Lieutenant (IN) / Sub Lieutenant. g) Indian Air force: Air chief Marshal / Air Marshal / Air Vice Marshal / Air Commodore / Group Captain / Wing Commander / Squadron Leader / Flight Lieutenant / Flying Officer h) Other: If any Grade/Rank other than the above mentioned option, please provide the details. 4. Provide your Date of joining / last promotion (DD-MM-YYYY). 5. Provide your Pay band. 6. Provide your Grade Pay / Scale of Pay. 7. Provide your Gender (Male / Female) 8. Provide your Date of Birth (DD-MM-YYYY). 9. Provide your Organisation Name. 10. Provide your Organisation Type (Ministry / Department / PSU / Defence / Constitutional and Statutory Bodies / CAB / NGO / Foreign / others). 11. Provide your Organisation street name. 12. Provide your Organisation City name. 13. Provide your Organisation State name. 14. Provide your Organisation area PIN Code. 15. Provide your Organisation Email ID. 16. Provide your Organisation phone number with area code. 17. Provide your Residence street name. 18. Provide your Residence City name. 19. Provide your Residence State name. 20. Provide your Residence area PIN Code. 21. Provide your personal Email ID. 22. Provide your personal phone/mobile number with area code. 23. Provide your Category (SC / ST / OBC / GEN). 24. Provide any Emergency Contact details (Phone / Mobile number). 25. Provide your Educational Qualification (from Higher to Lower). 26. Provide your Service to which belongs. 27. Provide your brief Service particulars as per the details provided in the column. 28. Tick 'Yes' if eligible, else 'No'. 29. Tick 'Yes' if Hostel accommodation required else 'No'. 30. Provide short description about the benefit of this training for individual and Organisation. 31. Provide the details of your earlier applications for the same course. 32. If any courses attended at ISTM previously, then provide the course name & date, else write 'No'.