

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

Dated, Chandigarh the **23rd April, 2019.**
24th

To

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

Subject: Annual Training Calendar of ISTM for the year 2019-20.

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-20020/01/2019-ISTM (Coord)** dated **30.03.2019** 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 sending of concerned officers/ official for some of the training programs. Photocopies of the training programs are also enclosed herewith.

Yours faithfully,

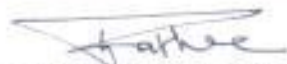


Superintendent Training
for Chief Secretary to Government, Haryana. 4/23/19

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

Dated Chandigarh, the **23rd April, 2019.**
24th

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-20020/01/2019-ISTM (Coord)** dated **30.03.2019** for information only.



Superintendent Training
for Chief Secretary to Government, Haryana. 4/23/19



सं-ए- / / 201 -स.प्र.प्र.सं (समन्वय)

भारत सरकार/GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

आईएसटीएम 2001:2008 संस्था /AN ISO 9001:2008 INSTITUTION

कार्मिक एवं प्रशिक्षण विभाग /Department of Personnel and Training

प्रशासनिक ब्लॉक, जलेश्वर (पुराना) परिसर /Administrative Block, JNU (OLD) Campus

ओलाफ पाल्मे मार्ग, नई दिल्ली-110067/Olaf Palme Marg, New Delhi - 110 067

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

दिनांक: 28/3/2019

सेवा में,

1. भारत सरकार के सभी मंत्रालय/विभाग
2. भारत सरकार के सभी संबद्ध और अधीनस्थ कार्यालय
3. सभी केन्द्रीय, राष्ट्रीय और राज्य प्रशिक्षण संस्थान
4. सभी राज्य सरकार और संघ शासित प्रदेश
5. संघ लोक सेवा आयोग
6. भारत के नियंत्रक और महा लेखा नियंत्रक
7. भारत का निर्वाचन आयोग
8. सार्वजनिक क्षेत्रक उपक्रम

विषय: वर्ष 2019-2020 के लिए आईएसटीएम का वार्षिक प्रशिक्षण कैलेंडर

महोदय/महोदया,

मुझे वर्ष 2019-2020 के लिए इस संस्थान का प्रशिक्षण कैलेंडर आपके अभिलेख और सूचना के लिए अग्रेषित करने का निदेश हुआ है। विभिन्न कार्यक्रमों/पाठ्यक्रमों के लिए नामांकन आमंत्रित करने हेतु परिपत्र संबंधित पाठ्यक्रम निदेशक द्वारा पाठ्यक्रम आरंभ होने के नब्बे दिन पूर्व जारी कर दिया जाता है। तथापि, संगठन भी प्रशिक्षण कैलेंडर के आधार पर अपने पात्र कर्मचारियों के नामांकन प्रपत्र संबंधित पाठ्यक्रम के आरंभ होने से कम से कम छह सप्ताह पूर्व अपनी ओर से भेजने के लिए स्वतंत्र हैं। नामांकन प्रपत्र भरने के लिए फारमेट और अनुदेश कैलेंडर में दिए गए हैं।

2. वर्तमान में, यह संस्थान संवर्ग प्रशिक्षण योजना के अंतर्गत केन्द्रीय सचिवालय सेवा तथा केन्द्रीय सचिवालय आशुलिपिक सेवा के अधिकारियों के लिए बुनियादी और सेवा-मध्य प्रशिक्षण कार्यक्रमों का भी आयोजन कर रहा है। नई सीएसएस संवर्ग प्रशिक्षण योजना तथा सीएसएसएस संवर्ग प्रशिक्षण योजना के अनुसार बुनियादी और कैरियर-मध्य प्रशिक्षण कार्यक्रम सीएसएस/सीएसएसएस के अधिकारियों के लिए ही सीमित है जिसके लिए नामांकन सीएस प्रभाग, कार्मिक और प्रशिक्षण विभाग से प्राप्त किए जाते हैं।

3. नामांकन अग्रेषित करते समय, कृपया यह सुनिश्चित किया जाए कि नामांकन को इस संस्थान द्वारा नामांकन स्वीकार करने के परचात ही कार्यमुक्त किया जाए अन्यथा इससे संस्थान को असुविधा का सामना करना पड़ता है।

4. किसी भी अधिकारी को नामांकन अग्रेषित करने के आधार पर प्रशिक्षण के लिए तत्काल कार्यमुक्त न किया जाए जब तक कि प्रायोजक संगठन को नामांकन की स्वीकृति के संबंध में पाठ्यक्रम निदेशक, सप्रप्रस से पुष्टि प्राप्त न हो जाए।

5. प्रशिक्षण हेतु आवेदन कैलेंडर में दिए गए अनुदेशों और पात्रता मानदंडों के अनुसार ही किए जाएं। संस्थान में चलने वाले पाठ्यक्रम, नामांकन फार्म और अन्य विवरणों के संबंध में अधिक जानकारी के लिए कृपया हमारी वेबसाइट www.istm.gov.in देखें।

संलग्न: वार्षिक प्रशिक्षण कैलेंडर 2017-2018

Training Branch

Diary No.

Date

नवीय,

21/3/19

नवा

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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 with more than 17,450 books besides a modest video collection and four well furnished computer laboratories equipped with 135 computers with internet facility. The Institute has built up a rich reservoir of training material for distribution to its course participants. It also has a modest hostel facility, 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 (near R. K. Puram Metro Station) and about 15 Kms from New Delhi Railway Station and 12 Kms from Indira Gandhi International Airport.

Training Calendar

This year, ISTM has planned 230 in house courses including 78 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.

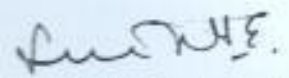
- ❖ For other courses, circulars inviting nominations are issued 12 weeks in advance of the date of commencement of each course. Nominations may also be made suo-moto on the basis of this calendar.
- ❖ Nominations in the prescribed form (which may be downloaded from our website istm.gov.in) duly completed 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, 2019


(Dr. Sunita H. Khurana)
Director

TRAINING CALENDAR

(April 2018 to March 2019)

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
1. CSS CADRE TRAINING PLAN								
1.	ASO(DR)	Assistant Section Officers Direct Recruits (Foundational)	Assistant Section Officers Direct Recruit of CSS	3	11 W	18 th Nov, 2019 18 th Nov, 2019 18 th Nov, 2019	31 st Jan, 2020 31 st Jan, 2020 31 st Jan, 2020	Uday Sankar Chattopadhyay Anurag Devgan (Ms.) Nafe Singh, Faculty Consultant
2.	CSS-A	CSS Level 'A'	Senior Secretariat Assistants of CSS with 7 years of approved service	8	4 W	01 st Apr, 2019 13 th May, 2019 10 th Jun, 2019 08 th Jul, 2019 05 th Aug, 2019 11 th Nov, 2019 30 th Dec, 2019 09 th Mar, 2020	26 th Apr, 2019 07 th Jun, 2019 05 th Jul, 2019 02 nd Aug, 2019 30 th Aug, 2019 06 th Dec, 2019 24 th Jan, 2020 03 rd Apr, 2020	Pama Sahana K K Pant, Faculty Consultant Jitender Bhatti Bhagban Padhy K K Pant, Faculty Consultant K K Pant, Faculty Consultant AD(OM) Jitender Bhatti
3.	CSS-B	CSS Level 'B'	Assistant Section Officers of CSS with 6 years of approved service	8	5 W	13 th May, 2019 17 th Jun, 2019 19 th Aug, 2019 23 rd Sep, 2019 14 th Oct, 2019 25 th Nov, 2019 06 th Jan, 2020 24 th Feb, 2020	14 th Jun, 2019 19 th Jul, 2019 20 th Sep, 2019 25 th Oct, 2019 15 th Nov, 2019 27 th Dec, 2019 07 th Feb, 2020 27 th Mar, 2020	Nafe Singh, Faculty Consultant Pama Sahana (Ms.) Bhagban Padhy Nafe Singh, Faculty Consultant AD(OM I) Pama Sahana (Ms.) Subhashree A. (Ms.) Bhagban Padhy
4.	CSS-D	CSS Level 'D'	Section Officers of CSS with 6 years of approved service	7	12 W	01 st Apr, 2019 20 th May, 2019 22 nd Jul, 2019 16 th Sep, 2019 02 nd Dec, 2019 16 th Dec, 2019 09 th Mar, 2020	21 st Jun, 2019 09 th Aug, 2019 11 th Oct, 2019 06 th Dec, 2019 21 st Feb, 2020 06 th Mar, 2020 29 th May, 2020	Praveen Prakash Ambashita Vadali Rambabu Agam Aggarwal Moloy Sanyal Yogesh Dwivedi B Dhanesh Brahmaireddy Desireddy
5.	CSS-E	CSS Level 'E'	Under Secretaries of CSS with 4 years of approved service	7	6 W	03 rd Jun, 2019 15 th Jul, 2019 26 th Aug, 2019 14 th Oct, 2019 25 th Nov, 2019 06 th Jan, 2020 17 th Feb, 2020	12 th Jul, 2019 23 rd Aug, 2019 04 th Oct, 2019 22 nd Nov, 2019 03 rd Jan, 2020 14 th Feb, 2020 27 th Mar, 2020	Director+Anurag Devgan (Ms.) Moloy Sanyal Yogesh Dwivedi R Gayathri (Ms.) Addl. Dir+AD(OM I) Vadali Rambabu Praveen Prakash Ambashita
6.	CSS-F	CSS Level 'F'	Deputy Secretaries of CSS with 4 years of approved service	1	3 W	05 th Aug, 2019	23 rd Aug, 2019	K Govindarajulu

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Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
II. MANAGEMENT DEVELOPMENT PROGRAMMES								
7.	OCD	Orientation Course for Dy. Secretaries/ Directors	Deputy Secretaries/ Directors Joining Central Secretariat	3	3 D	10 th Apr, 2019 1 st Jul, 2019 20 th Jan, 2020	12 th Apr, 2019 3 rd July, 2019 22 nd Jan, 2020	Vadali Rambabu Addl. Dir. +Panna Sahana Addl. Dir. +Panna Sahana
8.	ER-1	Establishment Rules-1	Section Officers/ Assistant Section Officers or equivalent	2	1 W	15 th Jul, 2019 16 th Mar, 2020	19 th Jul, 2019 20 th Mar, 2020	R Gayathri (Ms.) Yogesh Dwivedi
9.	ER-2	Establishment Rules-2	Section Officers/ Assistant Section Officers or equivalent	2	1 W	26 th Aug, 2019 30 th Mar, 2020	30 th Aug, 2019 3 rd Apr, 2020	R Gayathri (Ms.) Agam Aggarwal
10.	RIS	Reservation in Services for SC/ST/OBC	Section Officers/ Assistant Section Officers or equivalent	4	4 D	8 th Apr, 2019 26 th Aug, 2019 28 th Oct, 2019 17 th Feb, 2020	11 th Apr, 2019 29 th Aug, 2019 31 st Oct, 2019 20 th Feb, 2020	R Gayathri (Ms.) Rajeev Kumar Jha Praveen Prakash Ambashla Rajeev Kumar Jha
11.	AV1	Administrative Vigilance Role of IO/PO	Under Secretaries/Section Officers/Assistant Section Officers or equivalent	2	1 W	22 nd Apr, 2019 3 rd Feb, 2020	26 th Apr, 2019 07 th Feb, 2020	Uday Sankar Chattopadhyay Praveen Prakash Ambashla
12.	AV3	Administrative Vigilance Disciplinary Procedures	Assistant Section Officers and above or equivalent	1	2 W	23 rd Mar, 2020	3 rd Apr, 2020	R Gayathri (Ms.)
13.	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group 'A' & 'B' Officers	2	1 D	29 th July, 2019 11 th Oct, 2019	-	Praveen Prakash Ambashla Uday Sankar Chattopadhyay
14.	OTP-DDM	Orientation Training Programme on Drafting of charge sheet in Disciplinary Matters	Group 'A' & 'B' Officers	2	2 D	08 th July, 2019 6 th Jan, 2020	09 th July, 2019 7 th Jan, 2020	Uday Sankar Chattopadhyay R Gayathri (Ms.)
15.	H-CAT	Handling of CAT Cases	Section Officers/Assistant Section Officers or equivalent	2	3 D	27 th May, 2019 15 th July 2019	29 th May, 2019 17 th July, 2019	Praveen Prakash Ambashla Anurag Devgan
16.	WND	Workshop on Noting & Drafting	Section Officers and Assistant Section Officers or equivalent	4	3 D	01 st Apr, 2019 05 th Aug 2019 2 nd Sep, 2019 2 nd Mar 2020	03 rd Apr, 2019 07 th Aug, 2019 04 th Sep, 2019 04 th Mar 2020	Agam Aggarwal Subhashree A. Moloy Sanyal Yogesh Dwivedi
17.	WPCN-1	Workshop on Preparing Cabinet Notes	Deputy Secretaries and Directors	4	1 D	19 th Apr 2019 27 th Sep 2019 1 st Nov 2019 29 th Nov 2019	- - - -	Moloy Sanyal Uday Sankar Chattopadhyay Uday Sankar Chattopadhyay Vadali Rambabu
18.	WPCN-2	Workshop on Preparing Cabinet Notes	Under Secretaries and Section Officers	4	1 D	10 th May 2019 26 th July, 2019 8 th Nov 2019 3 rd Jan 2020	- - - -	Vadali Rambabu Uday Sankar Chattopadhyay Moloy Sanyal Praveen Prakash Ambashla

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
19.	BMS	Basic Management Services	Senior/Junior Analysts/ Section Officers/Assistant Section Officers/Technical Assistant/ Research Analysts or equivalent	1	8 W	03 rd Jun, 2019	26 th Jul, 2019	Nafe Singh, Faculty Consultant
20	AMS	Advanced Management Services	Group A & B Officers undergone BMS course	1	3 W	05 th Aug, 2019	23 rd Aug, 2019	Nafe Singh, Faculty Consultant
21	KM	Knowledge Management	Group "A" & "B" Officers	1	3 D	18 th Nov 2019	20 th Nov 2019	K Govindarajulu
22	GG	Good Governance	Group "A" & "B" Officers	1	1 W	19 th Aug 2019	23 rd Aug, 2019	Vadali Rambabu
23	HRM	Human Resource Management	Group "A" & "B" Officers	1	2 D	27 th Feb 2020	28 th Feb, 2020	DO (MS)
24	WLO SC/ST	Workshop for Liaison Officers (SC/ST)	Liaison Officers for SC/ST	2	2 D	23 rd Sep, 2019 2 nd Jan, 2020	24 th Sep, 2019 3 rd Jan, 2020	R Gayathri (Ms.) Agam Aggarwal
25	WCCSDA	Workshop on Citizen Centric & Service Delivery Approach	Group "A" & "B" Officers	3	3 D	22 nd Apr, 2019 04 th Nov 2019 03 rd Feb, 2020	24 th Apr, 2019 06 th Nov 2019 05 th Feb, 2020	Vadali Rambabu K Govindarajulu Brahmareddy Desireddy
26	WEO	Workshop on e-Office	Group "A" & "B" Officers	3	2 D	04 th Apr, 2019 05 th Aug, 2019 24 th Feb, 2020	05 th Apr, 2019 06 th Aug, 2019 25 th Feb, 2020	Moloy Sanyal Anurag Devgan (Ms.) Agam Aggarwal
27	BDA (BASIC)	Big Data Analytics in Government (Basic)	All Gazetted Officers	2	3 D	1st Apr, 2019 25 th Mar, 2020	03 rd Apr, 2019 27 th Mar, 2020	Anurag Devgan (Ms.) Moloy Sanyal
28	BDA (Adv.)	Big Data Analytics in Government(Advance)	All Gazetted Officers	2	3 D	20 th May, 2019 30 th Mar, 2020	22 nd May, 2019 01 st Apr, 2020	Anurag Devgan (Ms.) Anurag Devgan (Ms.)
29	WPPF	Workshop on Public Policy Formulation	Group "A" & "B" Officers	2	1W	29 th Apr, 2019 16 th Dec, 2019	03 rd May, 2019 20 th Dec, 2019	Moloy Sanyal K Govindrajulu
30	WPEFC/SFC	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	Deputy Secretary & Director	3	3 D	07 th Aug 2019 30 th Oct, 2019 08 th Jan, 2020	09 th Aug 2019 1 st Nov 2019 10 th Jan 2020	Uday Sankar Chattopadhyay Vadali Rambabu Moloy Sanyal
31	MSS	Training Programme on Managerial/ Supervisory Skills	Group "A" & "B" Officers	2	3 D	18 th Sep, 2019 04 th Mar, 2020	20 th Sep, 2019 06 th Mar, 2020	K Govindarajulu Moloy Sanyal
32	WPPL	Workshop on Process from Policy to Legislation	Group "A" & "B" Officers	2	4 D	17 th June, 2019 20 th Jan, 2020	20 th Jun 2019 23 rd Jan 2020	R Gayathri (Ms.) R Gayathri (Ms.)
33	WSP	Workshop on Strategic Planning	Group "A" & "B" Officers	2	3 D	21 st Aug 2019 02 nd Dec 2019	23 rd Aug 2019 04 th Dec 2019	Brahmareddy Desireddy K Govindrajulu

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
34	SDG	Training programme on Sustainable Development Goals	Group 'A' & 'B' Officers	2	4 D	19 th Aug 2019 17 th Dec 2019	22 nd Aug 2019 20 th Dec 2019	R Gayathri (Ms.) Vadali Rambabu
35	OTP-RM	Orientation Training Programme on Record Management	Group 'A' & 'B' Officers	2	1 D	2 nd Aug 2019 13 th Dec 2019	-	Subhashree A. (Ms.) Agam Aggarwal

III . FINANCIAL MANAGEMENT PROGRAMMES

36	C&A	Cash & Accounts	Assistant Section Officers or Senior Secretariat Assistants or equivalent with 5 years of service	3	9 W	20 th May, 2019 26 th Aug, 2019 26 th Oct, 2019	19 th Jul, 2019 25 th Oct, 2019 27 th Dec, 2019	B Dhanesh Subhashree A. (Ms.) Brahmareddy Desireddy
37	PRB1	Programme on Pensions & Other Retirement Benefits	Under Secretaries/Section Officers and equivalent	1	1 W	08 th Apr, 2019	12 th Apr, 2019	K K Pant, Faculty Consultant
38	PRB2	Programme on Pension & Other Retirement Benefits	Assistant Section Officers or equivalent	2	1W	02 nd Sep, 2019 02 nd Dec 2019	6 th Sep 2019 6 th Dec 2019	Nafe Singh, Faculty Consultant Nafe Singh, Faculty Consultant
39	OTP-RGO	Orientation Training Programme for the Retiring Government Officials	Retiring Govt. Officials – Gazetted & Non Gazetted Staff	4	2 D	24 th Jun 2019 08 th Jul 2019 26 th Dec 2019 30 th Mar, 2020	25 th June 2019 09 th Jul 2019 27 th Dec 2019 31 st Mar, 2020	Yogesh Dwivedi K K Pant, Faculty Consultant Nafe Singh, Faculty Consultant K K Pant, Faculty Consultant
40	WPF	Workshop on Pay Fixation	Section Officers/Assistant Section Officers or equivalent	2	3 D	03 rd Apr, 2019 21 st Oct, 2019	05 th Apr, 2019 23 rd Oct, 2019	Yogesh Dwivedi Yogesh Dwivedi
41	PMG-1	Purchase Management in Government	Section Officers/Assistant Section Officers or equivalent	1	3 D	11 th Nov, 2019	13 th Nov, 2019	Nafe Singh, Faculty Consultant
42	WOB	Workshop on Outcome Budget	Section Officers/Assistant Section Officers or equivalent	1	2 D	10 th Jun, 2019	11 th June, 2019	Brahmareddy Desireddy
43	WPPP	Workshop on Public Private Partnership	Group 'A' Officers	2	2 D	11 th Jul, 2019 13 th Feb, 2020	12 Jul, 2019 14 th Feb, 2020	Vadali Rambabu Moloy Sanyal
44	WFB	Workshop on Formulation of Budget	Section Officers/Assistant Section Officers or equivalent	1	2 D	27 th June 2019	28 th June, 2019	K K Pant, Faculty Consultant
45	WITAX	Workshop on Income Tax	Assistant Section Officer and DDOs or equivalent	1	2 D	10 th Oct 2019	11 th Oct 2019	B Dhanesh
46	WIFO	Workshop for Internal Finance Officers	Internal Finance Officers	1	2 D	12 th Sep 2019	13 th Sep 2019	B Dhanesh
47	WEP	Workshop on E-procurement	Group 'A' & 'B' Officers	2	2 D	30 th May 2019 28 th Oct, 2019	31 st May 2019 29 th Oct, 2019	Brahmareddy Desireddy B Dhanesh

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
48	WFM	Workshop on Financial Management in Government	DDO/HOO, Group 'A' & 'B' Officers	2	2 D	01 st Jul 2019 28 th Oct 2019	05 th Jul 2019 1 st Nov 2019	Subhashree A. (Ms.) K K Pant, Faculty Consultant
49	WPP-GFR	Workshop on Public Procurement under GFR-2017	Group 'A' & 'B' Officers	4	3 D	1 st May, 2019 4 th Sep 2019 09 th Oct 2019 5 th Feb 2020	03 rd May, 2019 6 th Sep 2019 11 th Oct 2019 07 th Feb 2020	R Gayathri (MS.) K K Pant, Faculty Consultant Brahmareddy Desireddy Agam Aggrawal
50	WGST	Workshop on Goods and Services Tax	Group 'A' & 'B' Officers	5	2 D	09 th May, 2019 24 th Jun 2019 12 th Sep 2019 17 th Oct 2019 16 th Jan 2020	10 th May 2019 25 th Jun 2019 13 th Sep 2019 18 th Oct 2019 17 th Jan 2020	Brahmareddy Desireddy Brahmareddy Desireddy Brahmareddy Desireddy Brahmareddy Desireddy Brahmareddy Desireddy
51	SWFM	Workshop on Financial Management in PSU	Speciality for PSUs & Autonomous Organizations	2	1 W	06 th May 2019 23 rd Sep 2019	10 th May, 2019 27 th Sep 2019	Nafe Singh (Faculty Consultant) B Dhanesh
52	OTP-PFMS	Orientation Training Programme on PFMS	Group 'A' & 'B' Officers	2	2 D	14 th Nov 2019 17 th Feb 2019	15 th Nov 2019 18 th Feb 2019	B Dhanesh Brahmareddy Desireddy
53	OTP- e-Bhavishtya	Orientation Training Programme on e-Bhavishtya	Group 'A' & 'B' Officers	2	1 D	5 th July 2019 30 th Aug 2019	- -	Brahmareddy Desireddy B Dhanesh

IV. RTI-CAPACITY BUILDING PROGRAMMES

54	RM-RTI	Record Management - Right to Information	Section Officers/Record Officers/Assistant Section Officers or equivalent	3	3 D	20 th May 2019 01 st Jul 2019 16 th Dec 2019	22 nd May 2019 03 rd Jul 2019 18 th Dec 2019	K Govindarajulu Vadali Rambabu DD(MS)
55	RTI-PIO	Right to Information - Public Information Officers	Public Information Officers /Central Public Information Officers	3	2 D	22 nd Apr 2019 17 th Oct 2019 27 th Feb 2020	23 rd Apr 2019 18 th Oct 2019 28 th Feb 2020	K. Govindarajulu Uday Sankar Chattopadhyay Vadali Rambabu
56	RTI-AA	Right to Information - Appellate Authority	Officers designated as Appellate Authority	2	1 D	10 th May 2019 27 th Mar 2020	- -	Uday Sankar Chattopadhyay Vadali Rambabu
57	S-RTI	Seminar on Right to Information	Section Officers & above	1	1 D	03 rd May 2019	-	Uday Sankar Chattopadhyay
58	TDP-RTI	Training Development Programme-Right to information	Potential Trainers for Right to Information	1	1 W	08 th Apr, 2019	12 th Apr, 2019	Uday Sankar Chattopadhyay

V. BEHAVIOURAL TRAINING PROGRAMMES

59	SM	Stress Management	Sections Officers & above	1	4 D	14 th May 2019	17 th May 2019	Moloy Sanyal
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Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
60	OBG	Organizational Behavior in Govt.	Group "A" & "B" Officers	1	1 W	29 th Apr, 2019	03 rd May 2019	K Govindarajulu
61	EVPG	Ethics and Values in Public Governance	Group "A" & "B" Officers	2	3 D	15 th May 2019 08 th Jan 2020	17 th May, 2019 10 th Jan 20	Uday Sankar Chattopadhyay K Govindarajulu
62	GS	Gender Sensitization	Under Secretaries/ Section Officers/Assistant Section Officers or equivalent	1	1 W	20 th May, 2019	24 th May 2019	Agam Aggarwal
63	WEI	Workshop on Emotional Intelligence	Group "A" & "B" Officers	1	3 D	12 th Jun 2019	14 th Jun 2019	K Govindarajulu
64	WTBL	Workshop on Team Building and Leadership	Group "A" & "B" Officers	1	3 D	14 th Oct 2019	16 th Oct 2019	K Govindarajulu
65	WCS	Workshop on Communication Skills	Group "A" & "B" Officers	1	2 D	3 rd Oct 2019	04 th Oct, 2019	DD (MS)
66	IPE	Inter Personal Effectiveness	Group "A" & "B" Officers	1	2 D	30 th Sep, 2019	01 Oct, 2019	K Govindarajulu
67	WSHWP	Workshop on Sexual Harassment at Work Place	Group "A" & "B" Officers	3	3 D	29 th May, 2019 29 th Jul, 2019 22 nd Jan 2020	31 st May, 2019 31 st Jul, 2019 24 th Jan, 2020	Moloy Sanyal Brahmareddy Desireddy Praveen Prakash Ambashia
68	WGB	Workshop on Gender Budgeting	Group "A" & "B" Officers	1	3 D	23 rd Sep 2019	25 th Sep 2019	Praveen Prakash Ambashia
69	SBA	Swachh Bharat Abhiyan	Officials of Ministries/ Departments and Attached & subordinate Officers	4	1 D	05 th Jul, 2019 09 th Aug, 2019 6 th Sept, 2019 20 th Mar, 2020	-	Agam Aggarwal Praveen Prakash Ambashia Agam Aggarwal Nafe Singh, Faculty Consultant

VI. CSSS-CADRE TRAINING PLAN

70	SDR(F)	Stenographers Direct Recruit (Foundational)	Stenographers Gr. "D" (Direct Recruit)	6	8 W	06 th May, 2019 06 th May, 2019 05 th Aug, 2019 05 th Aug, 2019 10 th Feb, 2020 10 th Feb, 2020	28 th Jun, 2019 28 th Jun, 2019 27 th Sep, 2019 27 th Sep, 2019 3 rd Apr, 2020 3 rd Apr, 2020	Bhagban Padhy Rajeev Kumar Jha Pama Sahana Jitender Bhatti AD(OM I) K K Pant, Faculty Consultant
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Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
71	CSSS-1	CSSS Level - I	Stenographers Gr. 'D' of CSSS with 7 years' of regular service	6	3 W	08 th Apr, 2019 08 th Jul, 2019 09 th Sep, 2019 07 th Oct, 2019 25 th Nov, 2019 16 th Dec, 2019	26 th Apr, 2019 26 th Jul, 2019 27 th Sep, 2019 25 th Oct, 2019 13 th Dec, 2019 03 rd Jan, 2020	Jitender Bhatti Rajeev Kumar Jha Agam Aggarwal Jitender Bhatti AD(OM) Bhagban Padhy
72	CSSS-2	CSSS Level - II	Personal Assistants of CSSS with 3 years' of regular service	12	2 W	01 st Apr, 2019 15 th Apr, 2019 29 th Apr, 2019 13 th May, 2019 27 th May, 2019 08 th Jul, 2019 22 nd Jul, 2019 09 th Sep, 2019 07 th Oct, 2019 21 st Oct, 2019 04 th Nov, 2019 20 th Jan, 2020	12 th Apr, 2019 26 th Apr, 2019 10 th May, 2019 24 th May, 2019 07 th Jun, 2019 19 th Jul, 2019 02 nd Aug, 2019 20 th Sep, 2019 18 th Oct, 2019 01 st Nov, 2019 15 th Nov, 2019 31 st Jan, 2020	Bhagban Padhy Rajeev Kumar Jha Anurag Devgan (Ms.) Jitender Bhatti Subhashree A. (Ms.) Nafe Singh, Faculty Consultant K K Pant, Faculty Consultant Rajeev Kumar Jha Bhagban Padhy Parna Sahana Jitender Bhatti Rajeev Kumar Jha
73	CSSS-3	CSSS Level - III	Private Secretaries of CSSS with 4 years' of regular service	12	3 W	01 st Apr, 2019 22 nd Apr, 2019 13 th May, 2019 10 th Jun, 2019 01 st Jul, 2019 05 th Aug, 2019 26 th Aug, 2019 07 th Oct, 2019 28 th Oct, 2019 18 th Nov, 2019 13 th Jan, 2020 13 th Jan, 2020	19 th Apr, 2019 10 th May, 2019 31 st May, 2019 28 th Jun, 2019 19 th Jul, 2019 23 rd Aug, 2019 13 th Sep, 2019 25 th Oct, 2019 15 th Nov, 2019 06 th Dec, 2019 31 st Jan, 2020 31 st Jan, 2020	B Dhanesh Yogesh Dwivedi R Gayathri (Ms.) Agam Aggarwal Praveen Prakash Ambashla Moloy Sanyal Uday Sankar Chattopadhyay Rajeev Kumar Jha Agam Aggarwal Subhashree A. (Ms.) Brahmareddy Desireddy Bhagban Padhy
74	CSSS-4	CSSS Level-IV	Principal Private Secretaries with 4 years' of regular service	6	4 W	01 st Apr, 2019 27 th May, 2019 01 st Jul, 2019 19 th Aug, 2019 11 th Nov, 2019 23 rd Mar, 2020	26 th Apr, 2019 21 st Jun, 2019 26 th Jul, 2019 13 th Sep, 2019 06 th Dec, 2019 17 th Apr, 2020	Brahmareddy Desireddy Uday Sankar Chattopadhyay K Govindarajulu Director+Anurag Devgan (Ms.) DD (MS) B Dhanesh
75	CSSS-5	CSSS Level-V	Senior Principal Private Secretaries with 4 years' of regular service	1	3 W	10 th Feb, 2020	28 th Feb, 2020	R Gayathri (Ms.)

VII. COMPUTER COURSES

76	MS-OS	MS-Office Suite	Officers & Staff	1	1 W	16 th Mar, 2020	20 th Mar, 2020	AD(OM)
77	MS-Ex.	MS-Excel	Officers & Staff	1	3 D	22 nd Jul, 2019	24 th Jul, 2019	Anurag Devgan (Ms.)

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
78	MS-W	MS-Word	Officers & Staff	1	3 D	29 th May, 2019	31 st May, 2019	Bhagban Padhy
79	MS-PP	MS-Power Point	Officers & Staff	1	3 D	05 th Aug, 2019	07 th Aug, 2019	Rajeev Kumar Jha
80	MS-Ac	MS Access	Officers & Staff	1	3 D	10 th Feb, 2020	12 th Feb, 2020	Jitender Bhatti
81	MS-Ex Adv	MS-Excel (Advance)	Officers & Staff	1	3 D	28 th Oct, 2019	30 th Oct, 2019	Anurag Devgan (Ms.)

VIII. TRAINERS DEVELOPMENT PROGRAMMES

82	MOT	Management of Training	Officers Imparting Direct Training/Training Managers	1	1 W	23 rd Sep, 2019	27 th Sep, 2019	Vadali Rambabu
83	NTP	National Training Policy	Officers Involved in Training Activities	3	2 D	22 nd Apr, 2019 16 th Sep, 2019 03 rd Feb, 2020	23 rd Apr, 2019 17 th Sep, 2019 04 th Feb, 2020	Addl. Dir.-Bhagban Padhy R Gayathri (Ms.) K Govindrajulu
84	WOM	Workshop on Mentoring	Group "A" & "B" Officers	1	3 D	1 st Jan, 2020	03 rd Jan, 2020	DD(MS)
85	DTS	Direct Trainer Skills	Officers Imparting Direct Training/Group "A" & "B" Officers	2	1 W	2 nd Sep 2019 13 th Jan, 2020	06 th Sep 2019 17 th Jan, 2020	K Govindrajulu DD(MS)
86	DOT	Design of Training	Direct Trainers(those who have undergone DTS course) with some experience	2	1 W	09 th Sep, 2019 20 th Jan, 2020	13 th Sep, 2019 24 th Jan, 2020	Vadali Rambabu Yogesh Dwivedi
87	RTDP-DTS	RT Development – Direct Trainer Skills	Officers Imparting Direct Training/Group "A" & "B" Officers	1	3 W	14 th Oct, 2019	01 st Nov, 2019	DD(MS)
88	RTDP-DoT	RT Development – Design of Training	Direct Trainers (Completed DTS course) with some experience	1	3 D	04 th Nov, 2019	22 nd Nov, 2019	Yogesh Dwivedi

IX STATE CATEGORY TRAINING PROGRAMMES (SCTP) - TRAINING FOR ALL

89	SCTP-OP	Three-day Training Programme on Office Procedure	Divyang Employees of Central & State Governments under SCTP	1	3 D	29 th Jul, 2019	31 st Jul, 2019	R Gayathri (Ms.)
90	SCTP-ER	Three day Training Programme on Establishment Rules	Divyang Employees of Central & State Governments under SCTP	1	3 D	02 nd Dec, 2019	04 th Dec, 2019	R Gayathri (Ms.)

Sl. No	Code	Course Title	Level of Participants	No. of Courses	Duration	From	Up to	Course Director
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IX STATE CATEGORY TRAINING PROGRAMMES (SCTP) - TRAINING FOR ALL

91	SCTP-CA	Three day training programme on Computer Applications (MS-Word, Excel, Power Point, etc.)	Divyang Employees of Central & State Governments under SCTP	1	3 D	28 th Aug, 2019	30 th Aug, 2019	Brahmareddy Desireddy
92	SCTP-FM	Three-day Training Programme on Financial Managements	Divyang Employees of Central & State Governments under SCTP	1	3 D	05 th Aug, 2019	07 th Aug, 2019	B Dhanesh
93	SCTP-MI	Three-day Training Programme on Sensization of Government Functionaries on issues relating to Minorities	Employees of Central & State Governments	1	3 D	11 th Dec, 2019 02 nd Mar, 2019	13 th Dec, 2019 04 th Mar, 2019	Praveen Prakash Ambashita Uday Sankar Chattopadhyay

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POSITIONS	NAME	ROOM INTERCOM NUMBER	OFFICE TELEPHONE NUMBER	RESIDENCE TELEPHONE NUMBER
DIRECTOR	Dr. SUNITA H. KHURANA (Ms.)	7601	26185308 26185309	24601990
PPS TO DIRECTOR	MAHESH CHAND	7605 7669	26185308 26185309 26737605	9810868178
ADDITIONAL DIRECTOR	COL (RETD.) SANJAY K. SHARMA	7612	26164182 26737612	
PS TO ADDL. DIRECTOR	R. K. TOMAR	7610	26164182 26737610	9811382014
JOINT DIRECTOR	K GOVINDARAJULU	7604	26737604	9968248083
	VADALI RAMBABU	7606	26737606	9811646981
DEPUTY SECRETARIES	R.GAYATHRI (Ms.)	7608	26737608	9818394463
	MOLOY SANYAL	7602	26737602	9810961492
	UDAY SANKAR CHATTOPADHYAY	7505	26737505	9899628850
DEPUTY DIRECTORs	PRAVEEN PRAKASH AMBASHTA	7603	26737603	9212501331
	YOGESH DWIVEDI	7518	26737522	9968305763
	B DHANESH	7524	26737524	9868273413
	AGAM AGGARWAL	7656	26737656	9810957831
	BRAHMAREDDY DESIREDDY	7614	26737649	9910581367
	RAJESH SINGH	7616	26737616	9643580896
ASSISTANT DIRECTORs	BHAGBAN PADHY	7501	26737501	9868449436
	ANURAG DEVGAN (Ms.)	7609	26737609	9868224368
	RAJEEV KUMAR JHA	7609	26737609	9868979223
	SUBHASHREE A.	7508	26737508	9871964337
	PARNA SAHANA (Ms.)	7512	26737512	9717347838
	JITENDER BHATTI	7649	26737616	9811129334
JOINT DIRECTOR (COORD./COMPUTER/RESEARCH & CONSULTANCY)	K.GOVINDARAJULU	7604	26737604	9868248083
DEPUTY DIRECTOR (COORD.)	YOGESH DWIVEDI	7518	26737522	9968305763
LINK-DEPUTY DIRECTOR (COORD.)	AGAM AGGARWAL	7656	26737656	9810957831
ASSISTANT DIRECTOR (O.L.)	RAJESH KAPOOR	7511	26737511	9968292887
ASSISTANT DIRECTOR (COORD.)	JITENDER BHATTI	7649	26737616	9868896850
DEPUTY DIRECTOR (ADMIN.)	PRAVEEN PRAKASH AMBASHTA	7603	26737603	9212501331
DEPUTY DIRECTOR (SYSTEM ADMIN.)(H/W)	B DHANESH	7524	26737524	9868273413
ASSISTANT DIRECTOR (SYSTEM ADMIN.)(H/W)	BHAGBAN PADHY	7501	26737501	9868449436
ASSISTANT DIRECTOR (SYSTEM ADMIN.)(S/W)	ANURAG DEVGAN (Ms.)	7609	26737609	9868224368
HOSTEL WARDEN	BRAHMAREDDY DESIREDDY	7614	26737649	9910581367
ASST. HOSTEL WARDEN	BHAGBAN PADHY	7501	26737501	9868449436
DDO	PARNA SAHANA	7508	26737512	9717347838
SECTION OFFICER (ADMIN)	R. N. KULSHRESHTHA	7701	26737701	9971622477
SECTION OFFICER	SHEFALI SARAF (Ms.)	7708	26737708	9582482682
TRAINING ASSOCIATE (COORD.)	VIMALESH KUMAR	7503	26737503	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	Scale of Pay	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'.