



भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

**INSTITUTE OF SECRETARIAT TRAINING &
MANAGEMENT**

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2016/2017

प्रशासनिक ब्लाक, ज.ने.वि. परिसर (पुराना)

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

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Chapter 1

Introduction

The Institute of Secretariat Training and Management (ISTM) is an Attached Office of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 (Page 29-30) of this document.

Chapter 2

Description of Organization, Functions and Duties

Objectives

Secretariat Training School, as was originally set up in May 1948, had the following objectives to start with:

1. Training of new entrants to the Grade of Assistants recruited through Federal (now Union) Public Service Commission
2. Training of Assistants and Lower Division Clerks in English Typewriting and
3. Providing refresher courses for Assistants and Assistant-in-charge (later called Section Officer)

Though the aforesaid objectives served the requirements of the Central Secretariat reasonably well for quite a time, the school found itself overrun by new and more exacting demands year by year. It was in recognition of the vastly enlarged scope of the activities that it came to acquire in November 1971 its present name – Institute of Secretariat Training and Management (ISTM). The range of courses now cover practically the entire gamut of administration from secretariat rules and procedure to modern discipline of management and training of trainers. The objectives of ISTM as redefined in the context of its enlarged activities have been as follows:

- i. To plan design and conduct post-entry foundational, and in-service courses for different grades of officers of Central Secretariat Service and Central Secretariat Stenographers Service up to the middle management level to enable them to perform their duties, work effectively and to prepare them for greater responsibilities in future by increasing their professional competence;
- ii. To plan, design and conduct training programmes on specialised skills for officers of Central and State Government, UT administration and other public bodies;
- iii. To plan design and conduct Organisation Specific Courses on the basis of request from the various organisations;
- iv. To assess training needs at various levels in the Secretariat as well as the related field organizations and organize training programmes to meet those needs;
- v. To create and foster among the participants a positive and innovative outlook to work, and sense of fraternity and team-spirit;

- vi. To provide peripatetic faculty support to State Governments and Union Territory Administrations in areas like Office Management, Rules and Procedure, Organization Behavior, Financial Management, Training of Trainers and Right to Information;
- vii. To produce monographs and other training literature/ material relevant to the training courses designed and conducted by the institute;
- viii. To assist Ministries/Departments and other public bodies by providing consulting services in various areas of administration and management.

During 1974, the Institute was christened by the then Prime Minister who was the Minister-in-charge of Department of Personnel with an Emblem "Efficiency and the Public Good". The Institute is an Attached Office of the Department in organizational set up of the Government of India.

Vision

To be a centre of excellence in secretariat learning and management by encouraging learning and creativity leading to "Efficiency and the Public Good".

Mission

- i. Inculcate in the trainees the commitment to service and professional competence;
- ii. Provide leadership in the frontier and potential areas in the field of training;
- iii. Undertake research, consultancy and system analysis for capacity building;
- iv. Collaborate with client organization with continued interface for enhancing the quality of training;
- v. Be a centre of excellence by providing opportunity to the faculty and staff to grow, develop and promote best practices in training.

Functions and Activities

In order to achieve its objectives, the functions of ISTM, as an institute of public administration, are placed under following headings:

- I. Major functions
 - a) Training

- b) Research
- c) Consultancy

II. Complementary functions

- a) Documentation, including creating and maintaining a specialized Library in Public Administration
- b) Publication of periodicals and reference books
- c) Serving as an information Centre and disseminating literature in public administration
- d) Promoting the organizations and activities of professional association of civil servants and sharing skills

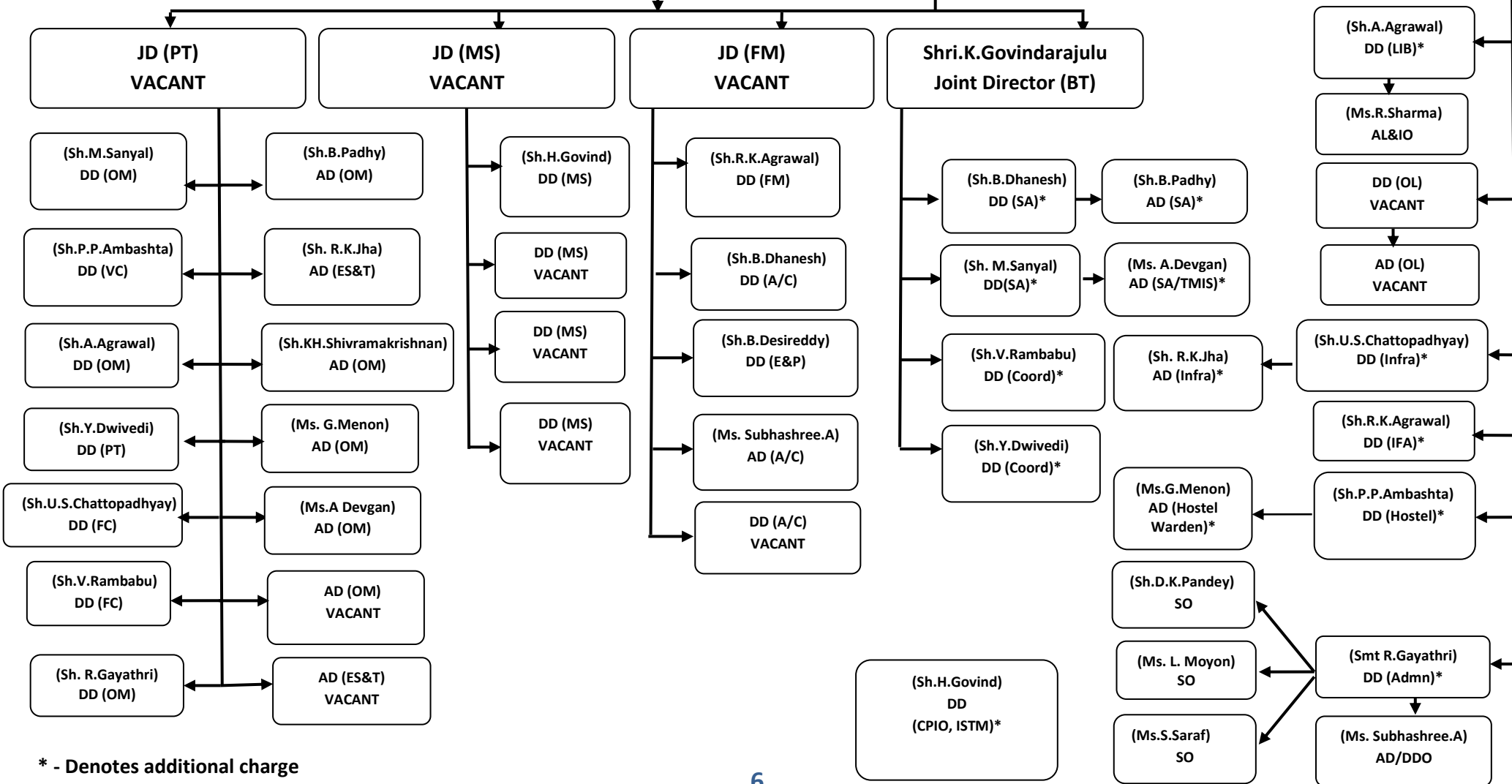
III. Other activities

- a) Organizing conferences and seminars
- b) Maintaining good liaison with government departments, other Central and State Training Institute in India and training institutes in public administration in other countries
- c) Collaborating with Non-government organizations providing services related to various delivery schemes of government.

Organizational Chart of Institute of Secretariat Training and Management

Dr.Sunita H Khurana
DIRECTOR

Col. Sanjay Kumar Sharma (Retd.)
ADDITIONAL DIRECTOR
(1st APPELLATE AUTHORITY FOR RTI)*



* - Denotes additional charge

Organizational Chart of Institute of Secretariat Training and Management

LEGEND

JD	-	JOINT DIRECTOR
DD	-	DEPUTY DIRECTOR
AD	-	ASSISTANT DIRECTOR
PT	-	PERIPATETIC TRAINING
MS	-	MANAGEMENT SERVICES
FM	-	FINANCIAL MANAGEMENT
FC	-	FOUNDATIONAL COURSES
BT	-	BEHAVIOURAL TECHNIQUES
COORD	-	COORDINATION
OL	-	OFFICIAL LANGUAGE
OM	-	OFFICE MANAGEMENT
A/C	-	ACCOUNTS
AL&IO	-	ASSISTANT LIBRARY & INFORMATION OFFICER
DDO	-	DRAWING & DISBURSING OFFICER
ADMIN	-	ADMINISTRATION
IFA	-	INTERNAL FINANCIAL ADVISOR
SA	-	SYSTEM ADMINISTRATOR
TMIS	-	TRAINING MANAGEMENT INFORMATION SYSTEM
VC	-	VIGILANCE COURSE
HORTI	-	HORTICULTURE
VIG OFFICER	-	VIGILANCE OFFICER
ES&T	-	ENGLISH SHORTHAND & TYPEWRITING
INFRA	-	INFRASTRUCTURE

SUMMARY

SANCTIONED STRENGTH

IN POSITION

DIRECTOR	-	01	-	01
ADDITIONAL DIRECTOR	-	01	-	01
JOINT DIRECTOR	-	04	-	01
DEPUTY DIRECTOR	-	15	-	11
ASSISTANT DIRECTOR	-	<u>08</u>	-	<u>06</u>
TOTAL	=	<u>29</u>	=	<u>20</u>

Chapter 3

Powers and Duties of Officers and Employees

Director

Director, ISTM is an officer of the level of Senior Administrative Grade of Central Services, same as that of a Joint Secretary to the Government of India. Being the Head of the Department, the Director exercises all administrative and financial powers as contained in the Delegation of Financial Power Rules, 1978. ISTM being an Attached Office of Department of Personnel & Training, all important policy matters in respect of training are decided in consultation with Training Division of DoP&T and with approval of Secretary (Personnel).

In respect of functioning of the Institute, the Director's functions are two-fold, viz. (1) Training, Research and Consultancy and (2) Personnel, Administration & Housekeeping.

Additional Director

Additional Director, ISTM primarily functions as a faculty member and looks after Administrative and Infrastructure activities of ISTM. He also shares the responsibilities of Director as and when required during the presence as well in absence of the Director.

Joint Directors (4)

Joint Directors function as Wing Heads of their respective Wings of Office Management and Peripatetic Training, Financial Management, Behavioural Training & Coordination and Management Services. They guide and coordinate training functions of Deputy Directors and Assistant Directors assigned to the Wing, besides imparting training in their respective specialization areas.

Deputy Directors (16) and Assistant Directors (8)

Deputy Directors and Assistant Directors are primarily imparting direct training to various

courses in their respective subject specialization. In addition, supervision of functions of Training Coordination, Administration and House Keeping are also assigned to individual faculty members from time to time by the Director.

Training Associates (1)

Training Associates provide support to the Institutes training coordination functions.

Section Officer (4)

Private Secretary (1)

Assistant Section Officers (4)

Senior Secretariat Assistants (1)

Steno Grade C (3)

Steno Grade D (5)

Draftsman (1)

Assistant Library and Information Officer (1)

Library Attendant (1)

Senior Hindi Translator (1)

Training Equipment Operator (1)

Staff Car Driver (2)

Multi-Tasking Staff (22)

Chapter 4

Procedure Followed in the Decision Making Process

Training Courses and Programmes Functions

1. Training Calendar is prepared and decided on the basis of inputs given by concerned faculty members through Joint Director (Coordination) with approval of Director, at the beginning of every training calendar year i.e. 1st April – 31st March. The Training Calendar with necessary details for inviting nominations from various organization is published and uploaded on ISTM's website.

2. Cadre Training Courses for officers of CSS and CSSS - Based on the Schedule of training for different levels of courses, nomination of officers is made by the CS Division of the Department of Personnel & Training. The course coordinator or the Director, ISTM has little role to play except in isolated cases of unforeseen situations. While course content and duration is as laid down in the Cadre Training Plan of respective Service, Schedule of input on different parts of the content, and faculty is decided by the Institute with the approval of the Director.

3. Specialized (Skills) Courses - Based on the calendar schedule, nominations are invited from Ministries / Departments and other organization by the designated Course Coordinator ten (10) weeks before the beginning of the Course. Sponsoring organization can nominate their officers on-line on ISTM's website, four weeks before commencement of the course. Only those nominations are accepted which are forwarded by the sponsoring/ employing organizations (Ministry/ Deptt./State govt./ PSU/ Autonomous bodies). Nominations for each is decided on first-cum-serve basis from each organization upto 2-3 nominations of eligible officers and who had applied within the stipulated date are accepted.

4. Organisation Specific Courses- Nominations of the candidates are decided by the Organisation, subject to final approval of the Director, ISTM on eligibility conditions and number in each course. Course content is decided by the Course coordinator in consultation with the Organisation and the training need with approval of the Director, ISTM.

5. Peripatetic Faculty Assistance to State Government: Schedule and faculty to conduct Peripatetic training is decided by the Institute with the approval of the Director on specific request received from the State /UT Governments, subject to availability of in-house faculties (or former faculties of ISTM).

Administrative and Personnel Functions

Administrative Functions-

Being an Attached Office of the Department of Personnel & Training, Ministry of Personnel, PG and Pensions, Government of India, all administration and financial rules are applicable to the employees and faculty of the Institute. All powers of Head of the Department is exercised by the Director, ISTM and those of Head of Office by Deputy Director (Adm) designated for this purpose.

Personnel Functions –

- 1) The Director and the Faculty members are selected and appointed by the Department of Personnel & Training, Government of India for a specified period.
- 2) Officers and staff in respect of Library are selected and appointed by the Institute. Other staffs and officers belonging to CSS and CSSS are posted by the Department viz. Department of Personnel & Training.
- 3) For members of CSS (other than faculty members), respective Wing Head (Joint Director) are the controlling officers. For the members of CSSS, the officer with whom he/she is posted is the concerned controlling officer, subject to normal rules of Government of India.
- 4) Director is the controlling officer for all members of training faculty through the respective Wing Heads (Joint Directors).

Chapter 5

Norms set for Discharge of Functions of ISTM

Transcript from Citizen's/Client's Charter 2016-17 Main Services / Transactions and Service Standards

S. No.	Services / transaction	Service Standards	Responsible Person (Designation)	Email	Mobile Phone No.
1	Preparation of Annual Training Calendar by 31 st Jan.	By 31 st January each year	DD (C)	coordunit-istm@gov.in	9968305763
2	Issuance of Circulars of courses	90 days before commencement of course	Concerned course Director	As per list on ISTM website	As per list on ISTM website
3	Acceptance/ Non-Acceptance of the nominations before the start of the course	30 days before the start of the course	- do -	As per list on ISTM website	As per list on ISTM website
4	Hostel facilities [Housekeeping & Lodging]	≥ 3.5 (on the scale of 1 to 5)	Hostel Warden	geetha.menon@nic.in	9868257063
5	Catering services & Security	≥ 3.5 (on the scale of 1 to 5)	DD (A)	r.gayathri@nic.in	9818394463
6	Time taken to provide hostel room	20 minutes	Hostel Warden	geetha.menon@nic.in	9868257063

7	Grievance Redressal		Public Grievance Officer	kg.rajulu@nic.in	9968248083
7.1	Average time taken to acknowledge grievance received electronically through CPGRAMS portal	3 working days			
7.2	Average time taken to acknowledge grievance received through registered post	7 working days			
7.3	Average time taken to send communication for additional information	15 working days			
7.4	Average time taken for grievance settlement	60 working days			

Chapter 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

For Discharging Administrative, Personnel & Financial Functions

Being an Attached Office of the Government of India, the Institute follows all such rules, regulations, instructions and manual issued by the concerned departments of government from time to time and applicable to it such as:

Central Secretariat Manual of Office Procedure
Notes on Office Procedure
General Financial Rules
Delegation of Financial Power Rules
Central Civil Service (Pension) Rules
Central Civil Service (Leave) Rules
Central Civil Service (Leave Travel Concession) Rules
Central Civil Service (Conduct) Rules
Central Civil Service (Classification, Control and Appeal) Rules
Instructions relating to Government Accounts and Audit
Fundamental Rules and Supplementary Rules
Receipt and Payment Rules
General Provident Funds Rules
Major and Minor Heads of Accounts
Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters
Staff Car Rules
CS (MA) Rules

Chapter 7

List of Documents held or under Control of the Institute

Training & Research

1. Notes on Office Procedure
2. Training Monographs prepared by Institute
3. Report on Project Studies carried out by participants of various courses
4. Report on Consultancy Projects undertaken by the Institute

Finance, Administration & Housekeeping

All such Diaries, Registers, Ledgers, Rolls, Books etc. as are prescribed by the Government for maintaining records of similar activities in respect of the Institute.

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its Policy or Implementation thereof

- a) Being an Attached Office of Department of Personnel & Training, in policy matters relating to training, research and consultancy, the Training Division of the Department is consulted.
- b) As the primary function of the Institute is to conduct training courses for officers of Central /State Governments and Public Sector Enterprises, beneficiary organizations are consulted wherever necessary and useful for designing training courses.
- c) For a training institute the participants of various courses are public, who are consulted through immediate reaction feedback with a view to modify the content and design of training courses and learning facilities for future participants.

Chapter 9

Boards, Councils, Committees and other Bodies Constituted

With a view to facilitate intra-institutional discussions and decision making on various matters of ISTM, following committees have been in existence:

- A. Policy Advisory Committee:** All decisions on matters of policy on training programmes, training methodology and course content etc. are within the purview of the Policy Advisory Committee comprising the Director as the Presiding officer and faculty members of the level of Deputy Director and above as members.
- B. Library Committee:** The decisions regarding maintenance and development of library facilities for the participants and faculty are taken by this Committee. The Director as Chairperson, and all JDs, DD (Admn.) and Library and Information Officer of the Institute are members.
- C. Hostel and Catering Committee:** All matters pertaining to hostel and catering facilities are within the purview of the Committee.
- D. Official Language Committee:** This is an obligatory Committee for implementation of official language policy of the government in training.
- E. Monthly Faculty Meeting:** Like every training institute, faculty meetings of ISTM convened by the Director's Office is the most important as well as informal forum for free discussions on various administrative and functional matters raised and suggested by faculty members. Important decisions are taken in the interest of one and all.

Chapter 10

Directory of Officers and Employees

Name of the office: Institute of Secretariat Training and Management
JNU (Old) campus, Olof Palme Marg, New Delhi-110067

Fax: 011-26104183

S. No	Name and Designation (Sh./Smt./Ms.)	Office Phone No	E-mail
1.	Dr. Sunita H Khurana, Director	26185308 26185309	sunita.hk@nic.in
2.	Col.Sanjay Kr. Sharma (Retd.), Additional Director	26164182	sanjaysharma.148p@gov.in
3.	K. Govindarajulu, Joint Director (BT)	26164285	kg.rajulu@nic.in
4.	Joint Director (PT) – Post Vacant	-----	-----
5.	Joint Director (FM) – Post Vacant	-----	-----
6.	Joint Director (MS) – Post Vacant	-----	-----
7.	R.Gayathri, Deputy Director (OM)	26102597	r.gayathri@nic.in
8.	H.Govind, Deputy Director (MS)	26105592	govind.h13@nic.in
9.	Rajesh Kumar Agrawal, Deputy Director (FM)	26175590	rajeshkagrawal.icoas@nic.in
10.	Praveen Prakash Ambashta, Deputy Director (VC)	26185316	ambashta.pp@nic.in
11.	Vadali Rambabu, Deputy Director (FC)	26175590	ram.vadali@nic.in
12.	Uday Sankar Chattopadhyay, Deputy Director (FC)	26177058	uday.sc@nic.in
13.	Moloy Sanyal, Deputy Director (OM)	26105592	moloy-sanyal@nic.in
14.	Yogesh Dwivedi, Deputy Director (OM)	26177058	yogesh.dwivedi@gov.in
15.	B. Dhanesh, Deputy Director (A/C)	26177058	b.dhanesh@nic.in
16.	Agam Agarwal, Deputy Director (OM)	26175590	agam.aggarwal@nic.in
17.	Brahmareddy Desireddy, Deputy Director (E&P)	26185314	dbreddy-tfc@nic.in
18.	Deputy Director (MS) – Post Vacant	-----	-----
19.	Deputy Director (MS) – Post Vacant	-----	-----
20.	Deputy Director (MS)– Post Vacant	-----	-----
21.	Deputy Director (ACC)– Post Vacant	-----	-----
22.	K.H.Sivaramkrishnan, Assistant Director(OM)	26165593	kh.siva@gov.in
23.	Bhagaban Padhy, Assistant Director (OM)	26185311	bpadhy@nic.in
24.	Geetha Menon, Assistant Director (OM)	26165593	geetha.menon@nic.in
25.	Anurag Devgan, Assistant Director (OM)	26185310	anurag.devgan@nic.in
26.	Rajeev Kumar Jha, Assistant Director (ES&T)	26165593	rajeevjha.edu@nic.in
27.	Subhashree A, Assistant Director (A/C) (DDO)	26177058	subhashree.61@nic.in
28.	Assistant Director (OM) – Post Vacant	-----	-----

29.	Assistant Director (ES&T) – Post Vacant	-----	-----
30.	Nafe Singh, Consultant (Faculty)	26185310	nafesinghsaini@yahoo.com
31.	K.K. Pant, Consultant (Faculty)	26185311	kkpant200754@gmail.com
32.	D.K. Pandey, Section Officer (Admin)	26104038	pandey_68ipp@yahoo.co.in
33.	Shefali Saraf, Section Officer	26104038	shefali.kuhu@gmail.com
34.	Mahesh Chand, PS to Director	26185308 26185309	mahesh.chand74@gov.in
35.	Rajni Sharma, Asst. Library & Information Officer	26103394	rajnis.dgca@nic.in
36.	K. Sethuraman, Steno Gr. C	26175590	sethuraman1@yahoo.com
37.	R.K. Tomar, Steno Gr. C	26161375	tomarr6@yahoo.com
38.	Bandana M. Tirkey, Senior Hindi Translator	26185311	pbandna@gmail.com
39.	Raj Kumar, Assistant Section Officer	26185312	rajpanchal_dopt@yahoo.co.in
40.	Shishir Kumar, Assistant Section Officer	26104038	kr_shishir72@yahoo.com
41.	Puneet Chaturvedi, Assistant Section Officer	26104038	puneetc1234@gmail.com
42.	Tara Chand Kaushik, Assistant Section Officer, Cashier	26185313	tarachandkaushik16@gmail.com
43.	Vimalesh Kumar, Training Associate	26106269	vimlesh.baghel@nic.in
44.	Rakesh Kumar Tokas, Senior Secretariat Assistant	26172571	rakeshtokas99@gmail.com
45.	Avinash Kumar, Steno Gr. D	26185311	avinashindian2222@gmail.com
46.	Nitesh Bansal, Steno Gr. D	26185311	nitesh.bansal93@gmail.com
47.	Sushil Kumar, Steno Gr D	26164182	sushil_bol2006@yahoo.com
48.	Neha Thakur, Steno Gr D	26102597	neha.thakur85@yahoo.com
49.	Ashutosh Kumar Chorasaya, Steno Gr. D	26102597	ashutosh28081996@gmail.com
50.	Arjun Patel, Steno Gr D	26185313	arjun.singh91@gov.in
51.	Rohit Kumar, Training Equipment Operator	26185316	rohit.k@gov.in
52.	Anita Sachdeva, Draftsman	26106269	anita.istm@gmail.com
53.	Anju Bala Verma, Library Attendant	26103394	anju_istmlibrary@yahoo.in
54.	Raj Kumar, Staff Car Driver	26104038	N/A
55.	Sudesh Kumar, Staff Car Driver	26104038	N/A
56.	Binay Kumar Singh, Multi Tasking Staff	26104038	binay.kumar66@gov.in
57.	Jai Prakash, Multi Tasking Staff	26104038	N/A
58.	Narender Singh, Multi Tasking Staff	26104038	narender.singh98@gov.in
59.	K.N.Joshi, Multi Tasking Staff	26104038	N/A
60.	Dinesh Singh Negi, Multi Tasking Staff	26104038	N/A
61.	Raje Singh, Multi Tasking Staff	26104038	rajesingh.istm@gmail.com
62.	Rajender Singh, Multi Tasking Staff	26104038	N/A
63.	Attar Chand, Multi Tasking Staff	26104038	N/A
64.	Saraswati, Multi Tasking Staff	26104038	N/A

65.	Prakash Chand, Multi Tasking Staff	26104038	N/A
66.	Vinod Kumar, Multi Tasking Staff	26104038	N/A
67.	Sudarshan Prasad, Multi Tasking Staff	26104038	N/A
68.	Avtar Singh, Multi Tasking Staff	26104038	N/A
69.	Vijay Kumar, Multi Tasking Staff	26104038	N/A
70.	Chhote Lal, Multi Tasking Staff	26104038	N/A
71.	Dina Nath, Multi Tasking Staff	26104038	N/A
72.	Rattan Pal, Multi Tasking Staff	26104038	N/A
73.	Naresh Kumar, Multi Tasking Staff	26104038	naresh.kr67@gov.in
74.	Ravi Shankar, Multi Tasking Staff	26104038	ravi.shankar69@gov.in
75.	Suram Singh, Multi Tasking Staff	26104038	N/A
76.	R.K. Rawat, Multi Tasking Staff	26104038	N/A
77.	Amit Antil, Multi Tasking Staff	26104038	amit.antil@gov.in

Chapter 11

The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation (As on 31.05.2017)

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	Dr. SUNITA H KHURANA	DIRECTOR	14(8)	₹ 198271
2.	COL. SANJAY KUMAR SHARMA (RETD.)	ADDITIONAL DIRECTOR	-	₹ 163652
3.	K. GOVINDARAJULU	JT. DIRECTOR (BT)	12(6)	₹ 107374
4.	AGAM AGARWAL	DY. DIRECTOR (OM)	11(6)	₹ 102507
5.	R.GAYATHRI	DY. DIRECTOR (OM)	11(10)	₹ 104723
6.	H.GOVIND	DY. DIRECTOR (MS)	11(9)	₹ 101316
7.	R.K.AGRAWAL	DY. DIRECTOR (FM)	11(6)	₹ 93370
8.	P.P.AMBASHTA	DY. DIRECTOR (VIG)	11(5)	₹ 91274
9.	VADALI RAMBABU	DY. DIRECTOR (FC)	11(6)	₹ 102579
10.	U.S.CHATTOPADHYAY	DY. DIRECTOR (FC)	11(11)	₹ 107175
11.	MOLOY SANYAL	DY. DIRECTOR (OM)	11(10)	₹ 114463
12.	B.DHANESH	DY. DIRECTOR (A/C)	11(6)	₹ 93414
13.	YOGESH DWIVEDI	DY. DIRECTOR (PT)	11(8)	₹ 98638
14.	B.DESIREDY	DY.DIRECTOR (E&P)	-	₹ 99018
15.	K.H.SHIVARAMAKRISHNAN	ASST. DIRECTOR (OM)	10(10)	₹ 87537
16.	BHAGABAN PADHY	ASST. DIRECTOR (OM)	10(9)	₹ 85230
17.	ANURAG DEVGAN	ASST. DIRECTOR (OM)	7(5)	₹ 64810
18.	GEETHA MENON	ASST. DIRECTOR (OM)	7 (11)	₹ 69931
19.	RAJEEV KUMAR JHA	ASST. DIRECTOR (ES&T)	10(3)	₹ 72422
20.	SUBHASHREE A.	ASST. DIRECTOR (A/C)	8(11)	₹ 73915
21.	D. K. PANDEY	SECTION OFFICER	10(10)	₹ 83728
22.	SHEFALI SARAF	SECTION OFFICER	10(4)	₹ 78152
23.	MAHESH CHAND	PRIVATE SECRETARY	10(10)	₹ 83328
24.	SHISHIR KUMAR	ASST. SECTION OFFICER	7(2)	₹ 51648
25.	TARA CHAND KAUSHIK	ASST SECTION OFFICER	7(2)	₹ 52398

26.	RAJ KUMAR	ASST. SECTION OFFICER	7(6)	₹ 63587
27.	PUNEET CHATURVEDI	ASST. SECTION OFFICER	7(1)	₹ 55438
28.	K SETHU RAMAN	STENO GR 'C'	8(14)	₹ 76400
29.	R.K. TOMAR	STENO GR 'C'	8(13)	₹ 74320
30.	NEHA THAKUR	STENO GR 'D'	4(7)	₹ 35320
31.	SUSHIL KUMAR	STENO GR 'D'	4(5)	₹ 36799
32.	AVINASH KUMAR	STENO GR 'D'	4(3)	₹ 31784
33.	NITESH BANSAL	STENO GR 'D'	4(2)	₹ 30952
34.	ARJUN PATEL	STENO GR 'D'	4(2)	₹ 30952
35.	ASHUTOSH KR. CHORASIYA	STENO GR 'D'	4(1)	₹ 33093
36.	RAKESH TOKAS	U.D.C.	6(5)	₹ 49746
37.	ANITA SACHDEVA	DRAFTSMAN	9(16)	₹ 102572
38.	RAJNI SHARMA	ASST. LIBRARY INFORMATION OFFICER	7(11)	₹ 67590
39.	ANJU BALA VARMA	LIB. ATTENDANT	8(9)	₹ 73343
40.	VIMALESH KUMAR	TRG. ASSOCIATE	6(13)	₹ 56120
41.	BANDANA M TIRKEY	SR. HINDI TRANSLATOR	7(10)	₹ 71243
42.	ROHIT KUMAR	TRAINING EQUIPMENT OPERATOR	5(1)	₹ 34904
43.	SUDESH KUMAR	STAFF CAR DRIVER	2(11)	₹ 31562
44.	RAJ KUMAR	STAFF CAR DRIVER	2(11)	₹ 31562
45.	JAI PRAKASH	MULTI TASKING STAFF	4(13)	₹ 41546
46.	NARENDER SINGH	MULTI TASKING STAFF	3(15)	₹ 38160
47.	RAJE SINGH	MULTI TASKING STAFF	3(15)	₹ 38010
48.	BINAY KR SINGH	MULTI TASKING STAFF	3(15)	₹ 38220
49.	DINESH SINGH	MULTI TASKING STAFF	3(14)	₹ 37180
50.	K.N. JOSHI	MULTI TASKING STAFF	3(14)	₹ 36970
51.	SUDHARSHAN PRASAD	MULTI TASKING STAFF	4(13)	₹ 41546
52.	AVTAR SINGH	MULTI TASKING STAFF	3(14)	₹ 40834
53.	RAJENDER SINGH	MULTI TASKING STAFF	2(15)	₹ 38719
54.	RATTAN PAL	MULTI TASKING STAFF	1(17)	₹ 37124
55.	DINA NATH	MULTI TASKING STAFF	1(17)	₹ 33642
56.	ATTAR CHAND	MULTI TASKING STAFF	1(17)	₹ 33852

57.	SARASWATI	MULTI TASKING STAFF	1(9)	₹ 25152
58.	CHOTEY LAL	MULTI TASKING STAFF	1(17)	₹ 33642
59.	NARESH KUMAR	MULTI TASKING STAFF	1(17)	₹ 33642
60.	VINOD KUMAR	MULTI TASKING STAFF	1(17)	₹ 36924
61.	RAVI SHANKAR	MULTI TASKING STAFF	1(17)	₹ 36924
62.	PRAKASH CHAND	MULTI TASKING STAFF	1(17)	₹ 33642
63.	SURAM SINGH	MULTI TASKING STAFF	1(17)	₹ 33852
64.	R.S. RAWAT	MULTI TASKING STAFF	1(17)	₹ 33852
65.	VIJAY KUMAR	MULTI TASKING STAFF	1(17)	₹ 33642
66.	AMIT ANTIL	MULTI TASKING STAFF	1(2)	₹ 22030

Chapter 12

Institute of Secretariat Training and Management

Expenditure Statement for the Year 2015-16

(As on 31-03-2016)

MAJOR HEAD : 2070

04:00 : INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

04:03 : Mandatory Training of CSS/CSSS Officers

HEAD	PARTICULARS	RE 2015-16	Amount authorised to CPWD	EXPENDITUR E UPTO 31-3-2016	% of Exp.
2	3	4	5	6	7
04.04.01	SALARY	53200000	-	53200000	100.00
04.04.02	WAGES	000000	-	000000	-
04.04.03	OTA	50000	-	23000	46.00
04.04.06	MEDICAL TREATMENT	500000	-	462000	92.40
04.04.11	D.T.E.	200000	-	174000	87.00
04.04.13	O.E.	10760000	1112000	11393000	105.88
04.04.16	PUBLICATION	140000	-	131000	93.57
04.04.28	PROFF. SERVICES	340000	-	300000	88.24
04.03	MANDATORY TRAINING OF CSS OFFICERS				
04.03.01	SALARIES	166000000	-	166718000	100.43
04.03.20	O.A.E.	175260000	-	174964000	99.83
04.99	INFORMATION TECHNOLOGY				
04.99.50	OTHER CHARGES (IT)	1100000	-	1102000	100.18
	TOTAL (NON-PLAN)	407550000	1112000	408467000	100.22
	PLAN (REVENUE)				
04.04.50	OTHER CHARGES (PLAN)	16700000	6621000	16722000	100.13

42.01.53	CAPITAL OUTLAYS ON PUBLIC WORKS CONSTRUCTION	3800000	3779000	3779000	99.45
	TOTAL (PLAN)	20500000	10400000	20501000	100.00
	GRAND TOTAL {TOTAL (NON PLAN) + TOTAL (PLAN)}	₹ 428050000	₹ 11512000	₹ 428968000	100.21

Chapter 13

Details of Information available in Electronic Form

The Institute website can be accessed online via the URL <http://www.istm.gov.in> and is available in **both Hindi and English languages** and contains following information: -

- The Annual Training Calendar giving details of training courses to be conducted during the current financial year can be accessed on URL http://www.istm.gov.in/home/view_annual_calendar/2016.
- **People Connect – A new Initiative by ISTM** providing a forum for dissemination of information and sharing of experiences by public servants. The People Connect is available in public domain for all to view the posts and hence all the users are expected to maintain the decorum and etiquettes of high standards of befitting to this powerful forum of public servant having wide reach. This Forum is also open to other government employees who may not have undergone any training in ISTM but are interested in joining here.
- **Online registration** for training for Directly Recruited Officers of CSS/CSSS cadre.
- The Website contains other information like Organizational Chart of Institute, Citizen Charter, Directory of Officials of the Institute, Knowledge Portal, Online publication of Circulars, Tenders etc.

Chapter 14

Particulars of Facilities Available for obtaining Information

ISTM has its own library for use by faculty members, staff and trainees of the various training programmes. The library remains open from 9.00 AM to 5.30 PM.

The Website of ISTM at <http://www.istm.gov.in/> provides relevant information about training courses being conducted by this Institute.

Chapter 15

Information related to Procurement made by this Institute since 1st January, 2016

Procurement made by System Admin Unit

S. No.	Type of Procurement	Tender Notice dated/ Procured through	Tender Awarded to	Award/ Extension letter dated	Total Amount
1.	Procurement of 245 MS Office Licences	Through DGS&D RC,	M/s Corporate Infotech Pvt Ltd, A-16, LGF, Jangpura Extension, New Delhi-110014	07.09.2016	12,69,951
2.	Procurement of 50 Quick Heal Total Security Antivirus Software	Through Local Purchase Committee	M/s Techo Info Services, Jangpura, New Delhi	13.05.2016	22,838
3	Procurement of 19 Digital Signature Certificate (DSC) through NICS Rate Contract	Through NICS Rate Contract	NICS	27.07.2016 / 06.09.2016	30647
4	Procurement of 19 UPS 1KVA	Through Local Purchase Committee	M/s Techo Info Services, Jangpura, New Delhi	19.09.2016	80750
5	Procurement of 4 Short throw Projector	On DGS&D Rate Contract	M/s Casio India Company Private Limited, 210, 1 st Floor, Okhla Industrial Estate, Phase-III, New Delhi-110020	08.09.2016	5,84,505
6	Purchase of 14 Adapter & 16 Battery for laptops	Through Local Purchase Committee	M/s G T Computer, E-89, Kalkaji, New Delhi-110019	30.03.2016	31500
7	Procurement of 20 nos. 32 GB Kingston Pen Drive	N.A.	M/s Tekno Grafik, 771, Pocket -V, Mayur Vihar, New Delhi	07.12.2016	14,800
8	Procurement of one Mike	N.A.	M/s Mincy Enterprises	30.11.2016	14,996
9	Procurement of one HP Laser Jet Color Printer for Director, ISTM through GeM	Through GeM	M/s Hewlett-Packard India Sales Pvt. Ltd.	06.01.2017	36,300
10	Procurement of 22 nos. Logitech R400 Wireless Presenter	Through Local Purchase Committee	M/s Cine Audio Service, 17 B, Pocket A-3, Kalkaji extension, New Delhi-110019	13.01.2017	71,500

Procurement made by Administration Section

S.No	Type of Procurement	Tender Notice dated	Tender Awarded to	Award/Extension letter dated
1.	Tender for supply of Stationery and other Consumable items	23.03.2016	M/s Paradise Marketing	18.05.2016
2.	Tender for supply of Printer Cartridges	29.03.2016	M/s D.D. Enterprises	02.06.2016
3.	Annual Maintenance Contract for (i) Electrical Appliances (ii) Plumber's items and Sanitary items (iii) Air Conditioners, Water Coolers , Water Dispensers, Deep Freezers etc.	22.04.2016	M/s Anil Kumar's	24.06.2016
4.	Tender for providing Canteen/ Catering Services to ISTM	17.05.2016	M/S Commercial Food Services	25.10.2016
5.	Tender for purchase of one Chapati Making Machine	24.08.2016	M/s Krishna Enterprises	23.09.2016
6.	Extension of period of Tender for services of Photocopying and Binding by one year.	-	M/s D.C Copier Solution Pvt. Ltd.	12.04.2016

Chapter 16

Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website

The above information is being uploaded on the Institute's website <http://www.istm.gov.in/>.

Chapter 17

Foreign Tours of Official of the rank of Joint Secretary to the Government of India and above and Heads of Departments since 01.01.2016

S.No	Name of Officer	Rank	Foreign Tour Details	Period
1.	Dr. Sunita H Khurana, Director, ISTM	Head of Department (equivalent to the rank of Joint Secretary to the GoI)	Training of Trainers (TOT) Programme at Bonn Bad Honnef, Germany	8 th to 12 th February, 2016
2.	Dr. Sunita H Khurana, Director, ISTM	Head of Department (equivalent to the rank of Joint Secretary to the GoI)	Training Programme in Ethics & Governance at University of California, Berkley (USA)	6 th to 17 th June, 2016

Chapter 18

The Names, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

Central Public Information Officer, ISTM since 1st January, 2015:

S. No	Name and Designation	Phone No. (STD Code: 011)			Email	Period since CPIO	Address
		Office	Home	FAX			
01	Shri.H.Govind, Deputy Director Nodal Officer (RTI Online)	26105592	-	26104183	govind.h13@nic.in	01.01.2015 till date	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.

First Appellate Authority (FAA), ISTM since 1st January, 2015:

S. No	Name and Designation	Phone No. (STD Code: 011)			Email	Period since FAA	Address
		Office	Home	FAX			
01	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	01.01.2015 to 08.10.2015	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.

02	Col. Ashwinin Salaria, Additional Director	26164182	-	23104183	ashwini.salaria@gov.in	09.10.2015 to 10.03.2016	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
03	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	11.03.2016 to 04.08.2016	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
04	Col. Sanjay Kumar Sharma, Additional Director Nodal Officer (Suo Motu)	26164182	-	23104183	sanjaysharma.148p@gov.in	05.08.2016 till date	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.