

ISTM NEWS

July – September, 2016



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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FROM THE DIRECTOR

The Institute of Secretariat Training and Management is earnestly working towards providing training of the highest order, to all those who come to the Institute for this purpose. In keeping with the dynamic changes in governance, it is in the process of constant up-gradation of its training modules and delivery systems. The Institute is also providing training in specific areas such as Right to Information Act and Financial Management. Our constant endeavors in updation of the training material and hands-on approach have won acclaim from trainees and experts alike.

The current issue of the newsletter will inform our readers about the activities of the Institute during the period from July-September, 2016.

I am happy to inform that ISTM conducted its first workshop on the landmark Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act on 18th & 19th August, 2016 which attracted a tremendous response from experts and participants.

I request all the readers of ISTM News to send their ideas and suggestions to us for further improvement in the content of the newsletter.

[Dr. Sunita H Khurana]

Director, ISTM

SINCERELY YOURS

We are happy to be back again with another edition of ISTM News. The editorial board is taking your suggestions and feedback very seriously and making all possible efforts to improve the newsletter further. The present issue of ISTM News follows the same format as of the earlier issues and consists of usual four parts - **From Director** which is a message from the Director, ISTM; **Sincerely Yours** (the section you are currently reading) which is a brief introduction to the Newsletter by the Editorial Board; **Happenings** which broadly describes various activities of the Institute during the period from July-September, 2016; and **Miscellany** which carries interesting pieces of writings by our faculty members, staff and trainees.

The reader could expect to find all essential information relating to the activities of the Institute during the period July-September, 2016. In case the information you are looking for is not there in this issue, please feel free to call us and we would be more than happy to provide you with the specific information you need.

Please log on to our website www.istm.gov.in to know more about our ensuing programmes.

We hope that you will continue to send your suggestions and feedback.

SANJAY KUMAR SHARMA, Additional Director

K. GOVINDARAJULU, Joint Director

AGAM AGGARWAL, Deputy Director

HAPPENINGS

SESSION ON SWATCH BHARAT

A session on Swatch Bharat Abhiyan was held on 4th August, 2016 for participants of 37th Level E training programme. It was conducted by Dr. Neeraj Tewari, Consultant, Ministry of Drinking Water & Sanitation. In this session, participants were apprised of the various aspects and challenges of Swatch Bharat Abhiyan.



CELEBRATION OF INDEPENDENCE DAY:

70th Independence Day was celebrated in ISTM with great enthusiasm and patriotic fervor on 15th August, 2016 by the faculty, staff members and trainees of ISTM. Director, ISTM unfurled the national flag. This was followed by cultural programmes presented by trainee participants, staff members and their families.



WORKSHOP ON SEXUAL HARASSMENT

ISTM organized its first workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 on 18th and 19th August, 2016. There were large number of nominations received from various Ministries and Departments out of which 93 officers up to the level of Joint Secretary participated in the workshop. Eminent resource persons like Dr. Charu Wali Khanna (former Member, NCW), Ms. Jyotika Kalra, Dr. Manjula Batra, Dr. Risha Sayed, Dr. Malika Basu and Ms. Mayuri Raghuvansi were invited to interact with the participants. Dr. L.R. Aggarwal, legal expert and Shri M.S. Kasana, former Joint Director, ISTM also shared their views and experiences with the participants

Encouraged by the participants and positive feedback, Director, ISTM in her concluding remarks expressed the need to organize more number of workshops to translate this important legislation into action.



VISIONING EXERCISE

In accordance with the directions of NITI Aayog, ISTM initiated the process of preparing its Vision Document envisaging its position as a premier training institute by 2030. Detailed discussions were held with the members of ISTM staff and faculty on 5th and 9th September 2016, respectively. New ideas and suggestions towards making ISTM an institute of excellence emerged from these discussions.

Based on these suggestions and ideas, a background note was prepared and was discussed with eminent resource persons and representatives of Ministries/Departments on 19th September, 2016. Notable among those present were Shri Sanjay Kothari, Former Secretary, Department of Personnel & Training and Shri B.S. Baswan, former Secretary and Director, LBSNAA and ISTM.



CITIZEN CENTRIC ACTIVITIES

In order to help our less privileged brethren, an energetic group of past and present trainees led by Shri Rajesh Agarwal, Deputy Director, ISTM along with other officers and trainee participants regularly engage themselves with outreach activities such as interaction with slum dwellers, particularly the children, in our vicinity. The endeavor is to inculcate in them the habits of cleanliness and hygiene. The group members also teach the children and inculcate them in moral values. These children eagerly look forward to these interactions and participate enthusiastically in all such activities.



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सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में इस वर्ष 01-30 सितंबर, 2016 तक हिन्दी माह का आयोजन किया गया । हिन्दी माह के दौरान विभिन्न संकाय सदस्यों की देखरेख में पांच प्रतियोगिताओं का आयोजन किया गया । मल्टी टास्किंग स्टाफ के लिए हिन्दी सुलेख प्रतियोगिता (Hindi Sulekh Competition for MTS) हिन्दी निबंध प्रतियोगिता (Hindi Essay Competition) हिन्दी स्लोगन प्रतियोगिता (Hindi Slogan Competition), हिन्दी में टिप्पण व प्रारूप लेखन (Hindi Noting and Drafting Competition) तथा प्रशासनिक शब्दावली एवं अनुवाद प्रतियोगिता (Administrative Terminology and Translation Competition) का आयोजन किया गया । संस्थान में चल रहे सहायक अनुभाग अधिकारी(सीधी भर्ती) के लिए बुनियादी प्रशिक्षण कार्यक्रम के प्रतिभागियों के लिए एक हिन्दी कविता पाठ प्रतियोगिता का भी आयोजन किया गया ।

संस्थान के ऑडिटोरियम- II में दिनांक 28 सितम्बर, 2016 हिन्दी माह, 2016 के समापन एवं पुरस्कार वितरण समारोह का आयोजन किया गया । निदेशक, सप्रप्रसं डा. सुनीता एच. खुराना ने विभिन्न प्रतियोगिताओं में विजेता प्रतिभागियों को पुरस्कार और प्रशस्ति पत्र प्रदान किए ।



MISCELLANY



^nks dfy; kq**

आज मैं सुनाती हूँ आपको अपनी कहानी,

बातें हैं बहुत, कुछ नई कुछ-कुछ पुरानी।

किस्सा कुछ यूँ है मुक्तसर,

तब सूना-सूना सा था मेरा घर।

आँगन में कोई चिड़िया नहीं चहकती थी,

न ही कोई कली महकती थी।

मन में कोई खास उमंग नहीं थी,

जिंदगी से भी कोई जंग नहीं थी।

बस, दिल में एक तूफान भरा था,
हे प्रभु! इस संघर्ष के लिए मुझे ही क्यों चुना था?
लोगों को मिल जाती है नौ महीने में जो खुशी,
उसी आरजू को पाने के लिए मैं नौ बरस तरसी।

और फिर, एक शुभ दिन आया!

हुआ ईश्वर मेहरबान! मिला मुझे भी जीवन का वरदान।

घर मेरे आई चम्पा और चमेली

जो बन गई है अब मेरी सबसे पक्की सहेली।

एक है साँवली, तो एक है है गौरी,

चतुर है एक, तो दूसरी भोली,

पाकर इनको खुशियों से भर गई मेरी झोली।

बड़े चाव से हमने दी उन्हें पहचान,

तृषा और त्वेषा हैं, हम दोनों की जान।

नाम के अनुरूप ही दोनों ने गुण पाये,

सुन्दर मेरी परियाँ सबके मन को भाये।

शक्ति—स्वरूपा तृषा मेरा गुस्सा लेकर आई,

तो बुद्धि—रूपेण त्वेषा है मेरी परछाई।।

दोनों ही मेरी अमूल्य निधि हैं,

एक है सीधी तो एक जिद्दी है।

दोनों की तारीफ में मेरे शब्द चूक जाते हैं,

ना जाने क्यूँ, बेटियों के नाम से लोगों के कंधे झुक जाते हैं?

बेटियाँ तो होती है हर दिल का अरमान,

आगे आकर बढ़ाती हैं इस देश का सम्मान।

मेरी नन्हीं कलियाँ भी करेंगी मेरे सम्मान का विकास,

इस बात पर है मुझे अटूट विश्वास।

ekfudk xklOkeh

प्रथम पुस्कार विजेता(स्वरचित)

हिन्दी कविता-पाठ प्रतियोगिता, हिन्दी माह 2016
सहायक अनुभाग अधिकारी(सीधी भर्ती) बैच नं.259

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