

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
1	Dr	M. Kallumal	Faculty	IIFT	Tariff and Non-Tariff Measures; Free Trade Agreements; and WTO Agreements	9711008068	muralik@iift.ac.in muralikallummal@gmail.com
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4	Sh	Jagabandhu Banerjee		J. Banerjee Systems Pvt. Ltd.	Economics and Finance	9811504669 26535356	info@jbanerjee.com jbandhu@yahoo.com
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6	Dr	Ranjeet Mehta	Director	Corporate Trainer, PHD Chamber of Commerce	Leadership development, Strategic Management and corporate Planning, Time Management Attitude Building, Communication and Negotiation skills, Behavioral Management, Team Building	9811085662	ranjeetmehta@gmail.com
7	Mrs	Pritima Kaushal	Director	Enablers India , New Delhi	Emotional Intelligence, Transactional Analysis, Communication Skills, Assertive Communication, Non Verbal Communication, Written Communication, Presentation Skills, Listening Skills, Leadership, Managing People, Team Building, Focusing on Internal & External Customer, Personal and Interpersonal Relations, Problem solving and decision making, Time management, Stress Management, Negotiation Skills, Gender sensitivity, Office Etiquettes, Training of Trainers, Conducting Effective Meetings, Motivation, Positive Attitude, Conflict management, Grooming, Planning Skills	9818423259	pritima_kaushal@yahoo.com
8	Sh	Pankaj Shreyaskar		Ministry of Statistics and Programme Implementation	RTI Law & E Governance, Communication Skills, Ethics Leadership	9810530944	shreyaskarps@gmail.com
9	Dr	Pradeep Suri		Delhi Technical University	E- Governance, IT Management, Project Management and Quantitative Methods.	9811917530	pks.suri@gmail.com
10	Sh	K. K. Chug	Director (Rtd.)		New challenges & role of Under Secretaries, Vigilance, Conduct Rules, Disciplinary Matters	9968290016	chug.krishan@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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13	Sh	M.C. Panda	Former Addl. DG and Addl Secretary	DGS&D and Min of Commerce	Management Development, Communication Skills, Negotiation Skills, Interpersonal Skills, Conflict Management, Motivation, Leadership, Team- building ; Office management; Stress Management ; Time Management etc. Good Governance; e-Governance, Strategic planning, Administrative vigilance, Disciplinary proceedings Project management ; Pert & CPM ; Public Private Partnership (PPP) Supply Chain Management; Procurement & Contract Management, e-Procurement ; Inventory Management; World Bank procurement system	9999008545	manidra.panda@yahoo.com
14	Sh	Y.N.Kaushal		Enablers India, New Delhi	Strategic Management, Human Resource Management, Organization Behaviour, Marketing and Business Development, Training of Trainers / Management Development.	9313000890 8800739953	ynkaushal@yahoo.com
15	Dr	L.R. Aggarwal	Retd. Director	GOI	Prevention of Sexual Harassment at Workplace, Handling of Govt., Litigation, Administrative Law related issues, Seniority, Promotion & DPC related issues, Vigilance matters, Parliamentary procedure, APAR and Grievance Redressal, Noting And Drafting, Intellectual Property Rights	9999798606	aggarwal.lr@gmail.com
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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50	Sh	Karan Singh	Asstt. Director	CHTI	Official Language Policy, Act & Rules, Hindi Skill Development, Standardisation of Devnagri Script and Grammatical Errors, Terminological Errors	9716101069 1124366794	chti1136@nic.in
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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63	Sh	Kush Verma	IAS Commissioner	National Capital Region, U.P(Ghaziabad)	The Changing Paradigm of Administrative Governance, Administrative re-design in India, Ethics in the Civil Service, HR Strategies for the 'New' Civil Service, Public Service Delivery: Evolving Trends.	7042502022	kush56@hotmail.com
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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67	Sh	Prafulla Kumar Jaiswal	Retd. AG Office	Mumbai	Administrative Matters, Government Rules and Regulations, Recruitment and Promotions, Reservations in recruitment and promotions, Modified Assured Career Progression Scheme, Pay fixation, Financial implications and pay fixation under orders of penalties, (Fundamental Rules And Supplementary Rules, Annual Performance Appraisal Report, Conduct Rules, and CCS,CCA Rules including Disciplinary proceedings, Receipt and Payment Rules, Financial Rules and Principal of Government Accounts, Delegation of Financial Powers, General Financial Rules, CCS Pension Rules, CCS Leave Rules, Travelling Allowance, Leave Travel Concession, Medical Rules (CGHS & AMA), Travelling Allowances, GPF Rules, New Pension Scheme, Regulation of Audit and Accounts, Constitution Of India, Accounting and Auditing Standards, Income Tax, Customs, & Excise Laws, Communication Skills including Noting and Drafting, Proficiency in Teaching, Good interpersonal skills, Ability to adapt to the work environment, Ability to work in a dynamic, deadline oriented environment,	09869280973 022-28703383	Email : pkjaiswal30@gmail.com
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69	Sh	B.G.Gupta	IT Consultant and Trainer		BPR/GPR, All topics of e-Governance, Information Security, Project Management.	9312283744	bggupta1@gmail.com
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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75	Dr	Bichar Das	Director (Retd.)	Central Translation Bureau	Official Language Policy, Noting and Drafting in Hindi	9313803067	vipulrananbhatt@yahoo.com
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78	Ms	Meenakshi Gupta	PPS	Department of Revenue	Stenography Skill Development, Typing/ Shorthand, Yoga	9818674981 25258070	revenue.meenakshi@gmail.com
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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88	Sh	Anand Kishore Shrivastava	Section Officer	M/O ROAD TRANSPORT & HIGHWAYS	Office Management, Office Procedure, Noting & Drafting, Parliamentary Procedure, MS Office		anand.ks@nic.in
89	Sh	Vijay Kumar	Under Secretary	(Department of Revenue), Function as TA in ISTM	Central Civil Services (Pension) Rules, 1972, General Financial Rules Advances to Government Servants, Delegation of Financial Powers Rules, 1978, Central Civil Services CCS(Conduct) Rules, Office Procedure, FR/SR Rules, CCS (Leave) Rules, 1972		vijaykumar68@nic.in
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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104	Sh	Naresh Kumar	AAO	M/O PPG&P	MS-Word, MS-PPT, MS-Excel	9818693732	
105	Sh	Parvesh Kumar	Deputy Director	Ministry of Defence	Income Tax, CGHS, CS(MA) Rules, CCS(Conduct) Rules, CCS(CC&A) Rules, Parliamentary Procedure, Advances to Govt. Servants	9968955288 9810270249	
106	Sh	G. Subramanian	Deputy Registrar & Deputy Secretary (Retd.)	CIC	Right to Information, Communication Skills	9871033885	
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109	Ms	Manabendu Sen	Director (Retd.)	D/AHD&F in M/o Agriculture	Record Management	9213351197	
110	Sh	Brig Sekhar Visvanathan	Retd.	National Defence Academy & Indian Military Academy	Leadership, Ethics and Values, Personal Development, Disaster Management	9868249836	vishfamilie@gmail.com
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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

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130	Sh	Lt. General Avinash Laxman Chavan	AVSM,SM,VSM		Human Resource Management	9560494951	alan35953@gmail.com
131	Sh	D. Lakshmanan	DDG	NIWE (Administration and Finance)	FR&SR-Pay Fixation, TA Rules, Leave Rules, Medical Rules, CCS Pension Rules 1972	9445798001	dlaxmanan@yahoo.com
132	Dr	Pradeep Bhardwaj	CEO & Medical Director	Six Sigma Healthcare Ltd.	E-governance, Leadership & Administration, HRM & Strategy Management	9818868727	pradeepkb28@gmail.com
133	Mrs	M. Sachdev	Retd. Admn.Officer	CBI	Pension Rules and New Pension Scheme, Record Management, Leave Rules Advances	9968081301	sachdevm1953@gmail.com
134	Sh	Chetan Upadhyaya		Satya Foundation	Stress Management, Time Management, Team Building, Leadership, Communication Skills	9212735622 (Delhi) 9235088999 (Varanasi)	satyafoundation2000@gmail.com
135	Sh	AQUIB JAVED	Joint Director	Employment, M/o Labour & Employment	Communication Skills, Motivation, Leadership, Time Management, Knowledge Management, Stress Management, HRM/HRD	9818271825 011-23382878	aquibjaved1976@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

136	Sh	Puneet Mohan	Director	Loqman Consultants Pvt. Ltd	Soft Skills, Capacity Building, Competency Mapping, Climate survey, Personality Profiling, Psychometric Testing	9560064618 8948951126	puneet06@yahoo.co.uk
137	Sh	Dipak Roy Choudhury	Deputy Registrar General (retd.)	Census & Tabulation	Demography, Statistics and Population Studies, Data Collection for the census functionaries during both the phase of Census	9868921228	dipakp1951@gmail.com
138	Sh	Mohan Kumar	DANICS (Probationer)	M/o Home Affairs	Information Technology, E-Governance, Climate Change, Environment & Biodiversity, Disaster Management, International Relations, RTI, Bills & Acts of Parliament, National & Socioeconomic contemporary issues	9717445149	mohankumarhbt@gmail.com
139	Sh	Gunjan Gandhi	Deputy Director	OM & IT, Defence HQ Training Institute	Office Procedure, Noting & Drafting Record Management, Parliamentary Procedure, RTI ACT 2005, CCS(Leave) Rules, Pay Fixation Rules, LTC Rules, Pension Rules, CGHS Rules, General Condition of Service Under FR, MACP, APAR, CCS(CCA) Rules, 1965, CCS(Conduct) Rules, 1964	9810140527	gunjan.p.gandhi@gmail.com
140	Dr	Vineet Banga	Senior Specialist (Pathology)	Govt. of NCT Delhi	Stress and conflict Management, Communication Skills, Motivation, Yoga and Meditation	9818574648	drvineetbanga@rediffmail.com
141	Sh	Manish Kumar Sharma	SO	E2W(PPC), IHQ of Ministry of Defence	Office Procedure, Record Management, RTI Act 2005, Noting & Drafting, Parliamentary Procedure, CCS(Leave) Rules, NPS, LTC Rules, Recruitment Rules, DPC and Promotion, APAR, Seniority Principals, Reservation in Service, CCS(CCA) Rules, CCS(Conduct) Rules, Gender Sensitisation, Leadership Qualities, Team Building, MS(Word), MS(Excel), MS (Power Point), Presentation Skills, Preparing and Submission of Income, Tax Returns	9136451634 9015917343	nice2cumk@gmail.com
142	Sh	B.K. Vikas Ranjan	Rajyogi		Stress Management, Ethics and Values, Motivation	8800439049	bkvranjan@gmail.com
143	Sh	Shashi Mohan Srivastava	Under Secretary (retd.)	MHA	Preventive Vigilance, Punitive Vigilance, Minor and Major Penalty Proceeding, Mock Inquires, Constitution of India, CCS(CCA) Rule, Office Procedures, Conduct Rule, Vigilance Matter, Disciplinary proceeding, Right to Information Act, Gender Equality, APAR, Stress Management	9911182824	sms82824@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

144	Dr	C V Ramanan			Ethics & Value, Leadership, Communication, Emotional Intelligence, Time Management, Stress Management	9818076589 26963294	drcvramanan@totalqualityperson.com
145	Sh	Surrinder Mohan Gupta	Joint Director (retd.)		Establishment and Personnel Matters, Recruitment Rules, Recruitment Procedure, Probation and confirmation, Seniority Fixation, DPC Work, Posting/Transfer, Transfer Policy, Handling Court Cases, Preparation of Reservation Rosters	9891110970	ushagupta0454@gmail.com
146	Sh	Sanjay Sharan	Commissioner of Customs & CGST (Retired)		GST, Life Management through Yoga & Meditation, Communication Skills, Leadership Skills	8447859469	sanjay_sharan@hotmail.com
147	Sh	Ajay Arora	Retired Asstt. General Manager	National Bank	Yoga, Meditation, Motivation, Stress Management Interpersonal Skill, Team Building	9958359596	apajay06@gmail.com
148	Sh	Ashish Singh	Dy. Director (Scientist C)	DRDO	Time Management, Knowledge Management, Team Building, Human Resource Management Interpersonal Relations	01123007678 9990796105	sharp.ashish@gmail.com ashishsingh12@rediffmail.com
149	Dr	Rajnish Ranjan	Senior Consultant	National Disaster Management Authority	Disaster Management, Sustainable, Development, Knowledge Management, Training Needs Analysis	9971767760	dr.rajnishranja@gmail.com
150	Dr	Tapan Chakraborty	Ph.D, Deputy Director (Research)	Retired from BPR&D, MHA	Stress Management, Ethics Research Methodology Gender Justice	9868832480 7503031011	chakraborty39@gmail.com t_chakraborty_1999@yahoo.co.uk
151	Sh	G.S. Krishnan	Director	National Productivity Council	Ethics and values in public services, Knowledge Management, e-Governance, Office Management, Conduct Rules, Right to Information, Disaster Management and Emergency Planning	9987132311	krishnangs13@gmail.com
152	Sh	Ajay Bhatia	Deputy Superintendent	Delhi Prisons	Stress Management, Personality Development, Motivation & Creatives	9211533684 9868231212	aajjugree@gmail.com
153	Ms	Tanuja Sachdev	Deputy Director	CHTI, D/o Official Language, MHA	Language policy of govt. of India, Noting and Drafting in Hindi	9891308795	tanujasachdev1956@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

154	Ms	Deepa Srivastava	Chief Director	NCDC, New Delhi	communication skills, Time Management , Dealing with Difficult People, Grooming and office Etiquettes Interpersonal Relations Team Building	99650097346	sahaydeepa@gmail.com
155	Sh.	Puspender Singh	Dy. Director	M/o Finance, New Delhi	Management, Swachh Bharat Statistical Analysis EFC/SFC	8826231866	pushpendrasingh@gov.in
156	sh.	Brig Sekhar Visvanathan	Ex -ADG (Retd)	Retd.	Leadership Workshops, Organisational Behaviour Skills, Communication, Team Building, Inter Personal Effectiveness'	9868249836	vishfamilie@gmail.com
157	Sh.	Vijay Kumar Gupta	Chief Engineer	Military Engineering, New Delhi	Management Service, Knowledge Management, HRM, Good Governance, e-office, Leadership, Team Building, Emotional Intelligence, Inter-personal, Effectiveness	9587695000	vk Gupta.300@gov.in
158	Sh.	V. Kurien John	Sr. PPS	M/o Agriculture, New Delhi	Stenography skills	9868424259	vkurien.dare@nic.in
159	Sh.	er Gupta Retired Asstt. Contr	Retired Asstt. Controller of Account	Retd.	Public Procurement, GeM, GST, Tendering, Contract, Management, Public Financial management System, Pension & Other retirement Benefits	8375053532	guptapc6@gmail.com
160	Sh.	H.K. Lakhera	Sr. PPS	M/o Low and Justice, New Delhi	Stenography skills	9868162938	
161	Sh.	Narendra Sharma	Sr. PPS	M/o Culture, New Delhi	Stress Management, •Stenography Skills	9868206121	narchita@hotmail.com
162	Dr.	S.K. Yadav	Advocate HR and Legal Consultant	Tis Hazari Court, Delhi	DPC, MACP. RTI, O.L.Policy, Prevention of Sexual Harassment of Woman at Work place	991210216	
163	Sh.	Abhay Singh,	Director	AFHQ	Emotional Intelligence, Leadership, Communication Skills, Stress Management, Team Building, Behavioral Training, Negotiation Skills, Mentoring, Financial Management, Public Policy Formulation, Right To Information, Good Governance, e-Governance, Gender Sensitisation	99108398430, 1126171076	varsha_abhay_74@yahoo.co.in
164	Sh.	Atul Kaushik	Additional Secretary(Retd.)	Retd.	Climate Change, Legislative Drafting Governance	9871399892	atulkaushik@yahoo.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List

(as on 08.12.2020)

165	Ms.	Sarita Mittal	Additional Secretary(Retd.)	Retd.	Financial Rules, Procurement Tender Procedures, DFPRs Formulation and implementation of Schemes of GOI, Budgetary matters	9810629298	mittal.sarita98@gmail.com
166	Sh.	Pankaj Kumar	Secretary	Bureau of Energy Efficiency , M/o Power, New Delhi	Public Policy and Public Management EFC/ SFC, Cabinet Notes, PFMS	9868133311	pankajits90@gmail.com
167	Sh.	Bijoy Kumar Mishra	Principal Director (Retd)	Retd.	Public Policy,Policy Analysis, Good Governance, E- Governance, Decision Making Ethics and Values, Global Warming & Climate Change	9971200489	bkm235@yahoo.com
168	Ms.	Poonam Goila	Principal Director		Noting & Drafting, Office Procedure, Records Management, Establishment Matters, Presentation Skills, Motivation, Gender Issues, Budget , Advances, Leave Rules, GPF, Pay Fixation, GFRs/DEPR, Capital & Revenue Expenditure, Right To Information Act, MS Office Package for Computer	9871006636	pgoila59@gmail.com
169	Sh.	Mr. Pankaj Dhamija	Section Officer	M/o Youth Affairs and Sports	MS-Word, MS-Excel, MS-Power Point Application of Technology in office functioning , Leave Rules, LTC Rules, Noting, Drafting	9910104606	pankajbuml@yahoo.com
170	Sh.	Sh Rajesh Saxena	Director (Retd)	Retd.	Public financial management, Behavioural training, Office management, Personnel Administration, Public Private Partnership, Project Development, Formulation and appraisal	9810488416	rasax59@yahoo.co.in
171	sh.	. Vinai Kumar Saxena	Chairman	KVIC	Leadership Skills, Atmanirbhar Bharat	1123724690	chairman.kvic@gov.in

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
1	Sh	M.P. Sethy	Ex-Faculty (Retrd.)	ISTM	A) Training Methodology And Management-Direct Trainer Skills, Design of Training, Management of Training, National Training Policy, Systematic Approach To Training, Training Policy And Strategies, Learning Principle And Processes, Presentation Skills B) Organisation Behaviour And Management, Transformational Leadership, Stress Management, Time Management, Change Management, Self Management Mid Life Transition, Ethics And Values, Capacity Building	9958483963 011-22796474	mpsethy@rediffmail.com
2	Prof	S.K.Ghosh	Ex-Faculty (Retrd.)	ISTM	Training Methodology/ Techniques Oral & Written Communication/Presentation Skills, Organisational Behavior, Good Governance, Administrative Ethics, Office Management, HR Solutions	9818046720	ghosh_subir2001@yahoo.co.in
3	Dr	N.K Rai	Ex-Faculty (Retrd.)	ISTM	Organisational Behavior, Human Relations in Organisations Behavioural Skill & Public Relations, Stress Management, Conflict Management, Team Building, Leadership, Disability, Guidance and Counseling, Psychology of Learning & Learning Styles, Community Based Rehabilitation, Interpersonal Effectiveness, Transformational Leadership, Motivation, Emotional Intelligence, Social Influence & Persuasion, Performance Appraisal, Ethics & Values/Ethical Dilemma, Self Development, Communication Skills, Transactional Analysis, Group Dynamics, Psychometric Assessment, Personality Development, Life Skills, HRM & HRD, Training Techniques.	9818095550	raidmareshk@hotmail.com
4	Dr	A.N. Chakrabarty	Ex-Faculty (Retrd.)	ISTM	Behavioral Techniques & Training Techniques, Personal Management & Performance Appraisal, Office Management, Noting & Drafting, RTI	9868299796	anc99@rediffmail.com docchak@yahoo.com
5	Ms	Vinod Jindal	Ex-Faculty (Retrd.)	ISTM	Communication Skills, Interpersonal Skills / Assertive Skills, Team Building/Motivation, Leadership Emotional Intelligence, Stress Management, Self-Awareness and Meditation, Negotiation Skills, Conflict Management, Lateral Thinking De-Bono Model, Creative Thinking and Innovativeness, Positive Attitude, Values and Ethics in Administration, Personality Development, Presentation Skills, Performance Appraisal, Gender Sensitization / Gender Issues, Personality Development, Becoming Role Model, Management of Change, Self-Concept and Attitude, Time Management, Decision making process, Creativity, Re-invention & self-development, Financial Management: Constructive Interpretation of Rules Pay fixation, MACP, Deputation / Foreign Service, GFRs / DFPRs. Advances. Joining time Fee	9717434112	vjindal2001@yahoo.co.in

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

6	Sh	M.S.Kasana	Ex-Faculty (Retrd.)	ISTM	RTI, DTS, DOT, MOT, Margining Skills, Good Governance, Behavior Skills Service Law, Competition Law, Constitutional law, Commercial law and Right to information Act.	9868284717	mahabir.kasana@gmail.com
7	Sh	K.S. Kumar	Ex-Faculty (Retrd.)	ISTM	Noting & Drafting, Conduct Rules, Vigilance & Disciplinary, Procedure, RIS, RTI, Team Building, Leadership Skill, TOT, DTS, DOT, MOT and Preparing Cabinet Note	9811259805 7053917474	kskumar0953@gmail.com kskumar53@hotmail.com
8	Sh	K. S. Samarendra Nath	Ex-Faculty	ISTM	NTP, Ethics Values, Presentation Skills, TDP, FM, GFRs, DFPRs Appraisal, Time Management, Economic policy, Reservation in Services, Cabinet, Notes Legislative Initiatives	9899221822 01126118721	samar.nath@nic.in
9	Sh	S. Sridhar	Ex-Faculty (Retrd.)	ISTM	Office Management, Personnel Management, Time Management, Records Management, Effective Noting & Drafting & Forms of Communication, Establishment Rules (promotion , confirmation), Seniority , Framing of Rules, Decision Making, Project Management, Direct Trainers Skills courses as a recognizer	9868868908	sridhar.sairam@gmail.com
10	Sh	Baljit Singh	Ex-Faculty	ISTM	Accounting and Audit, Financial Rules	9891273707	bsbaljitsingh@yahoo.com
11	Sh	K.S. Sachdeva	Ex-Faculty (Retrd.)	ISTM	Pension & Other Retirement Benefits; New Pension Scheme; General conditions of service GFR, FRSR,DFPR, Role of HOD/DDO; Audit; Pay Fixation Rules; MACP; Financial Management; Purchase TA & LTC,Procedures; PPP; Budget; Office Procedure; ER; CGHS & CSMA Rules,RM; Reservation Policy; Conduct Rules& CCA Rules, Soft Skills, Noting & Drafting; RTI, National & International Competitive Bidding, Defence Procurement Procedure, Handling of Classified Documents; DPC, Promotion & Seniority	9871517757 9810549621 011-26941115	kssachdeva@yahoo.com
12	Ms	Jayanthi Sriram	Ex-Faculty	ISTM	Gender and Gender Budgeting, Noting & Drafting, Presentation Skills, Training Techniques	9810393946	sriramjayanthi@yahoo.com
13	Sh	S.K. Dasgupta	Ex-Faculty (Retrd.)	ISTM	Public Administration, Reservation in Services, RTI, Establishment Rules, Office Procedure, Presentation Skills, Constitution of India	9868380519	sapandasgupta57@gmail.com
14	Sh	Sandeep Mukherjee	Ex-Faculty	ISTM	Vigilance, Pay Fixation, Reservation in Services, Handling CAT cases & Administrative Law, DTS, DOT	9868248678 23092110	sandeepm@nic.in
15	Sh	Ranjan Kumar	Ex-Faculty	ISTM	Vigilance, Office Procedure, Establishment Rules Conduct Rules, Communication Skills, Noting & Drafting, RTI, Constitution of India	9910493730	ranjan.adjustment@gmail.com
16	Sh	I.J.Mittal	Ex-Faculty (Retrd.)	ISTM	Professional Topics for Sr. PPS/PPS	9899731303 26871224	ijmittal49@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

17	Sh	K.C. Ghosh	Ex-Faculty (Retrd.)	ISTM	Office Procedure, Records Management, Noting & Drafting, Effecting Writing, Decision Making, Communication, Desk Officer System, Constitution of India, Public Administration, Motivation, Team Building, Human Relation, Public Relation, Telephone Manners, Time Management, Work Study, Department Security, Official Language Policy, Work Simplification, RTI, Machinery in Govt., Supervision, Conduct Rules, Disciplinary Rules, GPF Rules, Leave Rule, Ethics & Values, Presentation Skills, Coaching Skills, Lecturing Skills, Designing Skills, Audit Para, Gender Issues, Parliamentary Procedure, Stress Management	9968057261 01122792435	delhideerblue@yahoo.co.in krncghosh@yahoo.co.in
18	Ms	Manisha Bhatnagar	Ex-Faculty	ISTM	Office Management & Personnel Administration, Office Procedure, Record Management, Noting & Drafting, Cabinet Note, Machinery of Govt., FR/SR (10-18), Training Techniques, (EOT), Reservation in Services, Parliamentary Procedure. Behavior Technique and Computer, Stress Management, Conflict Management, Communication Skills, Team Building & Leadership, Motivation, Interpersonal Relationship, Organizational Behavior, Performance Appraisal, MS Word, Excel, Power Point	9810164318	trainer.mb.2010@gmail.com
19	Sh	Deepak Kumar Bist	Ex-Faculty	ISTM	Office procedure, Noting & Drafting, Records Management, Checks on Delay, CSS Pension, Leave, Pay Fixation, LTC, TA, FR/SR, Vigilance, Parliament Procedure, Drafting of Cabinet Note, RTI, Lokpal Act., MS-Office Suites, Indian Constitution, Adm. Law, Staff Car Rules	9868261615	deepakbist73@gmail.com
20	Sh	M. Sethu Ramalingam	Ex-Faculty (Retrd.)	ISTM	Conduct Rules, CCA Rule, Administrative Vigilance, Administrative Law, Constitution	9891028235	msr_sethu@yahoo.com
21	Ms	Namita Malik	Ex-Faculty	ISTM	Estt. Rules, Office Procedure, Gender Issues, Behavior Skill	9717033552	namitamalik@ymail.com
22	Sh	G.K.Pandey	Ex-Faculty (Retrd.)	ISTM	Administrative Vigilance, Org Behavior -Leadership, Communication, Motivation, Team Building, Change/Time/Conflict Management etc, Office Procedure, Noting Drafting, Establishment Rules, Good Governance, Ethics and Values, RTI, Reservation in services, APARs, DPC Procedure, GFRs, Leave Rules, Negotiation Skills, Total Quality Management, Training Techniques	9968284632	gkpandey123@yahoo.co.in
23	Sh	Arvind Pokhriyal	Ex-Faculty	ISTM	Noting Drafting, Office Procedure, Government Machinery, Gender Issues, Communication skills Motivation, GFR	9818692070	arvind_p@nic.in

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

24	Sh	Parth Vasaniya	Ex-Faculty	ISTM	Administrative Vigilance, Preventive Vigilance, Pay Fixation Rules, Pension Rules, NPS, Establishment Rules, Recruitment Rules, Probation and Confirmation, Promotion and DPC Procedure, RTI, Conduct Rules, Leave Rules, LTC Rules, Handling CAT cases, Income Tax on Salary, TA Rules, Advances, APAR, Service Book, Staff car Rules, Stress Management, Presentation Skills	9968239464	parth_vasaniya@yahoo.co.in
25	Sh	Lalit Grover	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, CCS(Leave) Rules, LTC Rules, Advances including, HBA, Computer inputs, GFRs, DFPRs, CGEGIS, Receipts and Payments Rules, TA/DA Rules and GPF Rules	9868148375	lalit_grover_1972@yahoo.com
26	Ms	Rekha Sharma	Ex-Faculty	ISTM	Noting & Drafting, File Management, Team Building, Management	9810197823	rekistm@gmail.com
27	Sh	Ravindra Kumar	Ex-Faculty	ISTM	Leave Rules, LTC Rules, Pension Rules, Pay fixation Rules, Conduct Rules	9968094282	ravindra1959@rediffmail.com
28	Sh	Arun Gaur	JS (Retd.) & Ex-Faculty (Retrd.)	UPSC & ISTM	Pension Rules, New Pension System, Constitution of India, Administrative Vigilance (including matters relating to CVC, CBI and UPSC), Disciplinary Rules, Conduct Rules, 1965, CCS(CCA) Rules, 1965, Public- Private Partnership, Right to Information Act, 2005, handling of CAT cases, Manual of Office Procedures, Leave Rules and FRs & SRs, Parliamentary Procedures, Presentation Skills, Reservation in Services, Official Language Policy, Principle of Natural Justice, Machinery of the Government, Delegation of Financial Power Rules, General Financial Rules, Stress Management, Challenges of Change, Gender Equality, Communication Skills. Experience of Inquiring Authority and Defence Assistant in the disciplinary cases in different Ministries, Prevention of Corruption Act 1988, Theamscare as Announced by PM. Issues regarding elderly, Gender equality, Service Book	9013477178 9958770333	arun_gaur2005@yahoo.com
29	Sh	Apendu Ganguly	Ex-Faculty	ISTM	Establishment Rules, RTI, CSS/CCA, CCA, Conduct Rules	9718408104	ganguly_apendu@yahoo.co.in
30	Sh	Yashwant Singh	Ex-Faculty (Retrd.)	ISTM	Public Procurement /Contract & Purchase Management, O & M and work Study, Total Quality Management, Governance Issues – RTI Citizen charter, service delivery, Office Management & Procedure, Noting & Drafting, Govt. Machinery and Transition and Allocation of Business, DTS	9958201903	sryashwant@yahoo.co.in seyashwant@gmail.com
31	Sh	L.S. Negi	Ex-Faculty (Retrd.)	ISTM	RIS, Budget and Budgetary Techniques, Public Procurement of Goods and services, Training Techniques, Cadre Management, General System of Financial Management and Delegation of Financial Powers	9891297900	l_s_negi@hotmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

32	Sh	V.P Sharma	Ex-Faculty (Retrd.)	ISTM	Risk Management, Quality Management & Contract Management	9968289894	vpsharma7754@gmail.com
33	Sh	Manoj Gupta	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, Vigilance, Establishment Rules, Computer inputs, Leave Rules, CGHS/CSMA, MACPs, APAR, HCAT, Finance, Advances, Budget, DFPR, Purchase Management, Inventory Control, Pay Fixation, Pension Rules	9811481448	manoj.gupta74@nic.in
34	Sh	S.N. Singh	Ex-Faculty	ISTM	Public Policy Analysis, Conduct skills, Team Building, Behavior Skill	9871347025	snsingh50@yahoo.com
35	Sh	Biswajit Banerjee	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, Constitution of India, Parliamentary Procedure, CCS(Conduct) Rules, FRs/SRs, Handling of CAT/Court Cases, CS(MA) & CGHS Rules, Official Language Policy, Computer Inputs, GFRs, DFPRs, Advances including HBA, Fixation of Pay Rules, GPF Rules, JCM.	9811437283	biswajitbanerjeephilosopher@yahoo.com
36	Dr	Sudhir Naib	Ex-Faculty (Retrd.)	ISTM	Organisational Behaviour, Public Sector Management, Ethics & Governance, and Public Policy issues like Disinvestment, Right to Information	9899361865	sudhir.naib@iilm.edu
37	Sh	P.K. Sachdeva	Ex-Faculty (Retrd.)	ISTM	Budget and Budgetary Control, Income Tax, Pensionary Benefits, New Pension Scheme, Analysis of Financial Statement, Government Accounting, Cash Book, Commercial Accounting Audit, Role of C&AG, GFR, DFPR, GPF Rules, FR&SR, Leave Rules, Noting & Drafting	9811462190	pks202a@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

38	Sh	A.J.K. Menon	Ex-Faculty	ISTM	<p>1) Topics related to Professional Skills /Secretarial Skills in respect of Stenographers, Personal Assistants, Sr. PAs, PSs/PPSs:- Personality Development, Role & Responsibilities of PAs/Sr. PAs/PS in the present changed scenario, Official Meetings – Role of Personal Staff in Organising/Arrangement, Issuing Agenda, Minutes, Getting along with the Boss, Management of Information, Organising Work and Maintenance of Engagement Diary, Tour Programmes and Travel Arrangements, Foresight & Security, Managing Office in the Absence of officer, Effective & Responsive Handling of Telephone Calls, Setting Up and Winding Up of Office, Handling Parliament Work – Role of Personal Staff, Managing Visitors, Managing Office in the Absence of Boss, Personal Section - Files and Publications Maintained in the Personal Section, Records Management in r/o Personal Section</p> <p>2) Behavior Skills & Office Procedure:- Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting ,</p> <p>3) Computers (Computer Applications):- MS Power Point, MS Word, MS Excel 4) Training Technique Areas:- RT for DTS, RT for DoT</p>	9811569140	menonajk30@gmail.com
39	Ms	Geetha Nair	Deputy Secretary & Ex-Faculty	ISTM	Motivation, Leadership, Team Building, Communication Skills, Good Governance, DTS, DoT, MT for DTS-II	9910110249	nairgeetha63@hotmail.com
40	Sh	Naresh Bhardwaj	Under Secretary & Ex-Faculty	ISTM	Personnel Administration, CCS(CCA) Rules, Conduct Rules, Joining Time, Medical Examination, Service Book, Pension Rules, JCM, Official Language Policy, Medical Attendant Rules, Group Insurance Scheme, Children Education Allowance, Reservation in Services, CGEIS, GFRs Administrative Law, Constitution Law	8010101800	naresh_istm@yahoo.com
41	Sh	Pramod Kumar Jaiswal	Under Secretary & Ex-Faculty	ISTM	Central Civil Services (Conduct) Rules, Civil Services (Medical Attendance) Rules, Central Civil Services (Leave) Rules, Noting & Drafting, Office Procedure, Records Management, Reservation in Services, Establishment Rules, Machinery of Govt., Constitution of India, Parliamentary Procedure, CCS (CCA) Rule, CCS (Conduct) Rule, Cabinet Note, Computer Inputs (MS Word, MS Excel, MS Power Point), RTI, LTC Rules, Pension Rules Old & New Pension Rules, Pay Fixation Rules, Advance to Govt. Servants, General Financial Rule, Delegation of Financial Power Rules	9868839734	pramod1108@gmail.com

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

42	Sh	Gagandeep Chawla	PPS & Ex-faculty	ISTM	CCS(CCA) Rules, CCS(Conduct) Rules, CGEGIS, Constitution of India, Leave Rules, Machinery of Government, Noting & Drafting, Office Procedure, Organisation & Method, Parliamentary Procedure, Pay Fixation, Pension Rules, Presentation Skills, Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word	9810332827	chawla_098@yahoo.com
43	Ms	Savita Sen	PPS & Ex-faculty	ISTM	Office Procedure, Machinery of Govt, Noting & Drafting, Departmental Security Instructions, Presentation Skills, Organisation Behaviour, Secretarial Skills (Topics related to enchantment of Professional skills of personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy	9811378664	sav65@rediffmail.com
44	Ms	Jayashree Chellamani	Under Secretary & Ex-Faculty	ISTM	Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suite, MS-PowerPoint, MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance	9871999518	jayashree.c@nic.in
45	Sh	Chandan Mukherjee	Deputy Secretary & Ex-Faculty	ISTM	Office Management and Personnel Administration: Office Procedures, Noting and Drafting, Cabinet Note, Parliamentary Procedures, FR/SR, Machinery of Govt. and Grievance Handling, Leave Rules, LTC Rules, Fixation of Pay Rules and GPF Rules Training Techniques and Good Governance: SAT, NTP, DTS, DoT, DTS-II (ELT) Total Quality Management and Citizens' Charter Information & Communication Tools: IT, MIS, Computers (Windows, Basics, LAN) and MS Office Package Behavioral Techniques: Stress Management, Organisational Development, Team building & Leadership, Public Private Partnership Computer and Others: MS Word/Excel/Power Point/Access	9810096900	chandan@nic.in
46	Sh	Mukesh Chaturvedi	Director	Establishment, DoPT	Constitution of India, Pay matters, CCS (CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	9350118423	dire-dopt@gov.in vigadvice@yahoo.co.in

Institute of Secretariat Training and Management (ISTM)

Guest Faculty List (Ex-Faculty, ISTM)

(as on 08.12.2020)

47	Sh	T. P Narayan Moorthy	Staff Officer (Retd.)	Ministry of Defence, Nagpur	Establishment Rules, Framing/ Review of recruitment Rules, Employee Resourcing , Public Office Communication & documentation management , Office Procedure, Reservation in Services, Handling CAT /Court Cases, Financial Management in Government – Budget preparation, Travelling Allowance Rules, Fixation of pay , Preventive discipline – Conduct Rules, Disciplinary Procedures, Impact of Positive discipline in Office Productivity , Grievance Redressal management, Time Management, Communication , Presentation Skills, Innovation, Decision making, Conflict management, Team building, Leadership, Motivation, Counseling, Personnel Management & Industrial relation	9423060670	moorthynadp@yahoo.in n_murthey@yahoo.co.uk
48	Sh	Rajeev Kumar Kundi	Deputy Secretary & Ex-Faculty	ISTM	Management Service Organization Analysis, Method Study, Work Management, Office Procedure, File Management, Noting & Drafting, Machinery of Government, D.S.I, RTI, Citizens Charter, Record Management	9810864709	rajeev.kundi@nic.in
49	Sh	M N Kundu	Ex-Joint Director	ISTM	Developing Emotional Intelligence through Yoga way, OB & Managing Men, Using Stress as inner Drive (Mgt of Stress), Motivating Self and other through psycho-physical tools, Ethics & Values, Performance Appraisal, Developing Interpersonal Relation, Organizational Behaviour, Negotiation Skill & Conflict Management, Communication Skills, Listening Skill, Presentation Skills, Lateral Thinking, Team Building & Leadership, Administrative Vigilance & Disciplinary Cases	8587871437	mn.kundu@yahoo.com
50	Sh	K.H.Sivaramakrishnan	US	M/o Water Resources	RTI act, 2005, Pension Rules, Court cases Service Book, Leave Rules, LTC Rules Establishment matters	9868896850	kh.siva@gov.in
51	Dr	Sunita Handa Khurana	Director	Retd.	Direct Training Skills, Design of Training, Right to Information Act, Gender Budgeting Gender Sensitization, Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act 2013, Policy Formulation and Analysis Managerial Skills, Work and Time Management, Communication Skills, Writing Skills for Report/Proposal Writing, Ethics and Governance, Government Policies and Programmes, Indian Economy and Development, Poverty Alleviation, Public Speaking, Handling Difficult Bosses	9818065366	sunitak1@gmail.com