Guest Faculty List (As on 26th September, 2018)

S.No	Name	Telephone No.	Subject	E-mail:
1.	Dr. M. Kallumal IIFT (Faculty)	9711008068	Tariff and Non-Tariff Measures; Free Trade Agreements; and WTO Agreements	muralik@iift.ac.in muralikallummal@gmail.com
2.	Dr. Sachin Chowdhry IIPA (Faculty)	9868619162	Public Administration, Public Policy, Governance issues, Urban Management	sachin.chowdhry@gmail.com
3.	Dr. Shailendra Kumar Director, MH&FW	9871549756	Economics and Finance, WTO	shilku@yahoo.com
4.	Jagabandhu Banerjee J. Banerjee Systems Pvt. Ltd.	9811504669, 26535356	Economics and Finance	info@jbanerjee.com jbandhu@yahoo.com
5.	Rajiv Manjhi, Director MH&FW	9868471347 8860067378	PMES, RFD, HRM, Strategic Management & Strategic Planning	rajivmanjhi@yahoo.com
6.	Dr. Ranjeet Mehta, Director Corporate Trainer, PHD Chamber of Commerce	9811085662	Leadership development, Strategic Management and corporate Planning, Time Management Attitude Building, Communication and Negotiation skills, Behavioral Management, Team Building	ranjeetmehta@gmail.com
7.	Mrs. Pritima Kaushal, Director, Enablers India , New Delhi	9818423259	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	pritima_kaushal@yahoo.com

8.	Sh. Pankaj Shreyaskar, Ministry of Statistics and Programme Implementation	9810530944	RTI Law & E Governance, Communication Skills, Ethics Leadership	shreyaskarps@gmail.com
9.	Dr. Pradeep Suri, Delhi Technical University	9811917530	E- Governance, IT Management, Project Management and Quantitative Methods.	pks.suri@gmail.com
10.	Sh. K. K. Chug, Director (Rtd.)	9968290016	New challenges & role of Under Secretaries, Vigilance, Conduct Rules, Disciplinary Matters	chug.krishan@gmail.com
11.	Sh. Sanjeev Duggal, DGM, SAIL	9717179234 9650990162	Strategic Management & Corporate Planning, Strategic Marketing & International Marketing	sanjeevduggal@gmail.com
12.	Shri Chandan Shahi, Sr. Manager, Corp. Planning, NTPC	9650990309	Corporate Planning, Strategic Management	chandan_shahi2000@yahoo.co m
13.	Shri M.C. Panda, Former Addl. DG, DGS&D, Addl Secretary, Min of Commerce	9999008545	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	manidra.panda@yahoo.com
14.	Sh. Y.N.Kaushal, Enablers India, New Delhi	9313000890 8800739953	Strategic Management, Human Resource Management, Organization Behaviour, Marketing and Business Development, Training of Trainers / Management Development.	ynkaushal@yahoo.com

15.	Dr. L.R. Aggarwal Retd. Director, GOI	9999798606	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	aggarwal.lr@gmail.com
16.	Shri K.G. Verma, Ex-Director, ISTM	9968099867	RTI, Reservation in Services ,Protection, Prevention and Redressal of Sexual Harassment at Workplace.	krishnagverma@gmail.com
17.	Sh. Venkatesh Nayak, Coordinator, CHRI	9871050555 01126528152	RTI and Role of Civil Society	nayak.venkatesh@gmail.com
18.	Sh. Aakashdeep Chakravarty, JS&Addl. Regr.,CIC	9868019566	RTI, Management and Law	aakash.dc.@nic.in
19.	Saroj Kumar Patro, NIC	9958003526	e- office	Sk.patro@nic.in
20.	Dr. D.B. Singh, Addl. Secretary, Rajya Sabha Secretariat	01123012592 99650077416	Constitution of India, Legislative Drafting; Parliamentary Processes; Noting and Drafting, Disciplinary Proceedings and Conduct Rules etc.	dineshbsingh@gmail.com
21.	Prof. A.K.Rath, Retd. Secretary	9910436439	Ethical Governance, Good Governance, Corporation, CSR.	arun.rath73@gmail.com
22.	Vijay Rajmohan, Director, DGFT	9650519423	Managing Impact of IT, International Trade & Management	vijay.rajmohan@nic.in
23.	Sh. Pradip Chanda, DGM, NTPC	9650990162	Corporate Planning	pradipchanda@ntpc.co.in
24.	Purushottam Verma Asstt. Director, ISS	7827057682	Statistics, Mathematics, Operations Research, Applications in various aspects of Statistics.	purustat@gmail.com
25.	Reena Sethi, Dy. Secy., Ministry of Civil Aviation.	9560700200	NeGP, e-Governance, Impact of Internet and IT related matters.	reenasethi@nic.in
26.	Dr. Zeenat, Society for Promotion of Youth and Masses	9891993872	Drug Addiction, Addiction Treatment, HIV/AIDS, Homeless Population, Juvenile Delinquency	spymdelhi@gmail.com
27.	Dr. Rajesh, Society	9891268872	Drug Addiction, Addiction	spymdelhi@gmail.com

	for Promotion of Youth and Masses		Treatment, HIV/AIDS, Homeless Population, Juvenile	rajesh@spym.org
			Delinquency	
28.	Prof. G.S. Gupta, Consultant	9811631445	Financial Accounting, Cost Accounting, Management Accounting, Financial Management, Corporate Tax Planning, Investment Analysis, International Finance, Project Management, Business Ethics, CSR, Corporate Governance	gsgupta63@hotmail.com
29.	Ms. Surabhi NIC, DoPT	9999591612	e- Office	training.eoffice@nic.in
30.	Sh. Y.P. Sharma, Commander, Indian Navy	8447221551 08004621404	Team Building & Leadership, Motivation, Conflict Management, Getting Along with boss, Communication Skill, Attitude & Behavior skills, Gender Sensitization, Time Management, Transactional Analysis, Stress Management, IPR, Ethics & Value and Presentation Skills.	yogendra_1006@yahoo.com
31.	Dr. A.P. Dash, Power Management Institute, Noida	9650991299	Knowledge Management, Financial Management, Corporate Governance, Enterprises Risk Management and Project Management	apdash@ntpc.ac.in, dr.apdash@gmail.com
32.	Dr. R.K. Mitra, Joint Secretary, MHA	9717847958	E-Governance, Foreign Trade, strategic management	rajatkmitra@gmail.com
33.	Sh. Rajesh Kumar Singh, Director (Policy and Plan) NDMA	9811902004 01126701840	Disaster Management, Cultural Heritage of India	singhkrajesh@hotmail.com
34.	Sh. Prodipto Ghosh, TERI, India Habitat Center	9810490639	Climate Change, water & Environment Management	prodipto5@gmail.com
35.	Sh. C.Uday Bhaskar, Former Director, IDSA,	9810621252	Internal Security	cuday@gmail.com

	New Delhi			
36.	Sh. Nanditesh Niley, Director, TRANC	9871033667	Organizational Behavioiur, Organizational Development, Values & Ethics in Administration & Life, Vision Based Leadership, Transactional & Transformational Leadership, Authentic Leadership, Stress Management, Emotional Intelligence, Interpersonal relationship, Conflict & Management, Negotiation Skills, Social issues in History, Gandhian Leadership, Change Management, Appreciative Enquiry, Nero Linguistic Programming, Transactional Communication, Motivation at work place, Lateral Thinking, Creativity & Innovation, Art of Narration, Public Speaking, Handling Training Methodologies.	nanditeshnilay@gmail.com
37.	Sh. V.K.S. Chauhan, Retd. Addl. Secretary, NCT of Delhi	9868213787	Ethics and Values in Administration/ Public Governance; Training Needs Analysis; Public Private Partnership; Retirement Planning; Vigilance matters and Conduct of Disciplinary Proceedings; Courtesy in Public Dealing. International labour Practices and Ethics; Motivation and Leadership; Communication Skills for the Government Employees.	chauhanvks@yahoo.co.in
38.	Sh. Samir Mukhopadhyay, DIT	9013850594	Business proces Re-engineering	Sm02011957@gmail.com
39.	Prof. Kamna Sachdeva, TERI	01124682100 71800222	Climate Change	kamna.sachdeva@gmail.com sachdevakamna@gmail.com
40.	Prof.Guha Roy, Retd faculty IIPA	9868781671	Public Administration, Political Science, Human Rights,	j_g_roy@yahoo.com

			Constitution	
41.	Sh.Alok Kumar Singh Asstt. Director, ISS	9811669178 01126172836	Statistics & Numeracy Skills Operation Research, Decision Science, ICT, Monitoring and Evaluation [M&E], Management Communication/ Presentation Skills, Economics/ Economic issues/ Monetary policy, E- governance, Gender Statistics, Gender Budget	alokstat@gmail.com
42.	Mrs. Manvi Sharma, Advocate	09999499521 01126144549	Communication Skills, Gender Sensitisation, Attitude & Behavioural Training, Stress & Conflict Management, Time Management, Inter Personal Relations/Skills, Language Skills.	manvi_advocate@yahoo.com
43.	Dr. Ajay Kumar Singla, Spl. Secretary to LG	09971844992	Public Private Partnerships Stress Management and Self Improvement Financial Markets	sstolg.delhi@nic.in
44.	Sh.T. Hussain, Assistant Director of Archives, NAI	9810630075	Records Management, Archives Administration	archives@nic.in
45.	Sh.Syed Farid Ahmed, Assistant Director of Archives, NAI	23383436	Records Management, Archival Administration	archives@nic.in
46.	Sh.Ram Swaroop, Assistant Director of Archives, NAI	01123383436 9013275133	Conservation, Preservation of Records	archives@nic.in
47.	Sh.Jatinder Kumar Luthra, Microphotographist, NAI	9313425408	Digitalization/ Computerization of records	archives@nic.in
48.	Dr. Devendra Kumar Sharma, Archivist, NAI	01123383436	Records Management	archives@nic.in
49.	Dr. M. Venkatesan , Assosiate Professor, IIFT	9968143993	Transformational Leadership, Leadership and Team Building, Communication Skill, Negotiation Skill, Personality Development through psychometric assessment, Motivation Self and Others, Emotional Competence for Leadership Service Orientation, Positive emotions and happiness, conflict	venkatesan@ifft.ac.in

			Management, Organisational Behaviour, Counseling, Stress Management	
50.	Sh.Karan Singh, Asstt. Director, CHTI	9716101069 01124366794	Official Language Policy, Act &Rules Hindi Skill Development Standardisation of Devnagri Script and Grammatical Errors Terminological Errors	chti1136@nic.in
51.	MS.Usha Bande, Assistant Director, CHTI	01124368158 9816114490	English language and literature, Spoken English, Communication skills.	ushabande@gmail.com
52.	MS.Sneh Lata Assistant Director, CHTI	9868538656	Official Language Policy, Act &Rules Hindi Skill Development Standardisation of Devnagri Script and Grammatical Errors Terminological Errors Noting and Drafting in Hindi	chti122@nic.in
53.	Sh.Yogendra Kumar, Reserch Assistant, CHTI	9717045421	Official Language Policy, Act &Rules Hindi Skill Development Standardisation of Devnagri Script and Grammatical Errors Terminological Errors Noting and Drafting in Hindi Unicode Software related to Official Language Mantra and Srutlekhan Lila- Prabodh, Praveen and Pragya	Chti2105@nic.in
54.	Sh.Ajit Singh Khola Research Assistant, CHTI	8882331976	Official Language Policy, Act &Rules Hindi Skill Development Standardisation of Devnagri Script and Grammatical Errors Terminological Errors Noting and Drafting in Hindi Unicode Software related to Official Language Mantra and Srutlekhan	Chti2106@nic.in

			Lila- Prabodh, Praveen and Pragya	
55.	Sh.Mohinder Kumar, CHTI	01124368158 9868846173	Official Language	Mohinder_ad@yahoo.com
56.	Sh.Prithvi Singh, Joint Director, CHTI	01124368158 9718280663	Official Language	
57.	Sh.Suresh Chand Sharma, Asstt Director, CHTI	01124361852 9868152015	Typing /Shorthand	Suresh.152015@gmail.com
58.	Sh. Suresh Chandra Panda, Retd,. Spl. Secy, Gol . Member(P) Prasar Bharti Board	9968193767	Ethical Governance	sureshpanda@yahoo.com
59.	Dr. Sachin Kumar Sharma, Faculty IIFT	9818885835	WTO, International Trade and Agriculture Negotiation	sksharma.jnu@gmail.com sksharma@iift.ac.in
60.	Sh. Debasish Prusty, Director, M/o Environment in forest	01124695272 9968686833	Climate Change/Global Warming	d.prusty75@nic.in d.prusty75@gmail.com
61.	Sh. Risha Syed, Consultant, M/o WCD	8800630510	Law related to women empowerment and protection	rishasyed@gmail.com
62.	Sister Rama, Brahma Kumaris	9650924612	Ethics & Value	point.light@gmail.com
63.	Sh. Kush Verma, IAS Commissioner, National Capital Region, U.P(Ghaziabad)	7042502022	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.	kush56@hotmail.com
64.	Dr H.S Rana, Principal Director, Institute of Public Administration (Bengaluru)	09448451380	Reservation Policy, Prevention, Prohibition and Redressal of Sexual Harassment at Workplace, The Right to Information Act, 2005.	hsrana1@gmail.com

Dr. NIVEDITA MURKUTE Freelance Corporate Trainer	9999031093 9810972296	Soft skill, Behavioral, Spoken English Trainer, in educational Institutions, Hospitals and corporate. Team Dynamics and Leadership, Time Management, CRM- Customer Relationship Management, Stress Management, Sales and Negotiation Skills, Response and Reaction, I and You Approach, Spoken English.	niwedita1@gmail.com
Sh. P. Pratap Maurya DRDO, Scientist	9868000691 9716260976	Information Security, Cryptography, Public Key Cryptography, Risk Assessment & Disaster Recovery, Database Security, Biometric-based Security System, Security Standard & Information Security Policy, IT Audit Techniques	prabalpr@gmail.com
Sh. Prafulla Kumar Jaiswal Retd. AG Office (Mumbai)	Mobile: 09869280973, (R) -022- 28703383	Administrative 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	Email: pkjaiswal30@gmail.com

68.	Sh. S.S. Khanka	9560840090	in Teaching, Good interpersonal skills, Ability to adapt to the work environment, Ability to work in a dynamic, deadline oriented environment, Human Resource Management,	khanka@nifm.ac.in
	Professor (HR) NIFM (Faridabad)	0129-2418755	Organizational Behaviour, Ethics and Values	sskhanka05rediffmail.com
69.	Sh.B.G.Gupta IT Consultantand Trainer	09312283744	BPR/GPR, All topics of e-Governance, Information Security, Project Management.	bggupta1@gmail.com
70.	Smt Ratna Ghosh, Independent Consultant	09810658081	Communication Skills, Positive Attitude, Leadership, Interpersonal Skills, Motivation, Team Building, Decision Effectiveness	ratnaghosh03@gmail.com
71.	Dr. Vandana Gambhir Chopra, Assistant Professor & Corporate Trainer	8447777881, 41027870	Stress Management, Communication, Team Building, Problem Solving, Decision- Making, Emotional Intelligence, Diversity Training	drvandanagambhir@yahoo.co.in
72.	Sh. Kanhaiya Chaudhary, ICAR, Agricultural Education Division	9891512655	Purchase Management in Govt., Educational Management, New age Education and science of learning, Training Management	kanhaiya.icar@nic.in dsedn.icar@gmail.com
73.	Sh. Dilip Kumar Barnwal, Assistant DG: Doordarshan	9958705306	CGHS & CS(MA) Rules. (Medical Cases)	dilipkumar_472000@yahoo.com
74.	Preeti Rawat Self-employed	07042600795 09873030062	Stress Management, Time Mgt. Communication Skills, Motivation, Goal Mapping, Life Skills and Public Admn.	Preetizen2014@gmail.com
75.	Dr. Bichar Das (Retd.) Director, Central Translation Bureau	9313803067	Official Language policy Noting and Drafting in Hindi	vipulrananbhatt@yahoo.com
76.	Sh. R N Mishra Deputy Secretary (Retd)	9968502767	DFPR, GFR	mishrarn@gmail.com
77.	Prof. S.P. Kala Prof of Strategic Management, H.N.B. Garhwal University	9412079140 9012464090	Strategic Management, Corporate Planning	guruspkala@gmail.com
78.	Ms. Meenakshi Gupta, PPS Department of Revenue	25258070, 9818674981	Stenography Skill Development Typing/ Shorthand, Yoga	revenue.meenakshi@gmail.com
79.	Dr. G. Sreekumar Menon	09899781449	Leadership, Motivation	dg@nacen.gov.in

	Director General, National Academy of Customs Excise & Narcotics (NACEN)			
80.	Sh. Hrishikesh Sharan OMBUDSMAN Ministry of Finance, Mumbai (Retd.)	9869012294 9871212294	Motivation	hsharan@hotmail.com
81.	Sh. R.K. Bandyopadhyay Deputy Secretary (Ministry of HRD), (Retd.)	9868152780	Parliamentary Procedures & Practices	rankuban@yahoo.com rukubando@gmail.com
82.	Dr. S.N. Venkatesan, Management & Legal Consultant (Chennai)	9444040989	Right to Information,	sulurvenkatesan@rediffmail.com
83.	Jagdeep Ramchandani Visiting faculty & Corporate Trainer	9999482728	Grievance Handling, Financial Management, Administrative Law	ramchandani.a@hotmail.com
84.	Sh,Akhtarul Hanif DS M/o Road Transport and Highways	23358288	Vigilance, Financial matters (GFR,DFPR), Tendering procedures	akhtar1961@yahoo.com
85.	Sh. Rajib Roy Choudhury, Assistant, Directorate of P.P.Q.&S., NH-IV, Faridabad	9868307469	MS Word, MS-Excel, MS-Power Point, Pay Fixation, Pension & Other Retirement Benefits	royrajib99@yahoo.com
86.	H.C. NARANG, Retired Sr. PPS from MOEF	9811450622	MS Office, MS (Word), MS (Power Point), MS (Excel).	hcnarang@yahoo.com
87.	Smt Raj Bala Singh Director (Official Language), DGS&D	9868918478	Office Procedure, Training Need Analysis, Official Language Policy, Reservation in Service, Establishment Rules, Administrative and Financial Rules	rajbala.singh31@gmail.com
88.	Sh. Anand Kishore Shrivastava Section Officer M/O ROAD TRANSPORT &		Office Management, Office Procedure, Noting & Drafting, Parliamentary Procedure, MS Office	anand.ks@nic.in

	HIGHWAYS			
89.	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
90.	Dr. Smita Gupta Asst. Professor, Discipline of Psychology, IGNOU	9910602320 011-29572761	Communication skills, Emotional Intelligence, Team building, Motivation	smitagupta@ignou.ac.in
91.	Madhvi Gupta , Research Associate at (MGSIPAP), Punjab		Public Administration, Disaster Management	madhvigupta_pk@yahoo.com
92.	Manwar Singh Freelance Trainer	9818399062	Human Resource Management	prof.ms@rediffmail.com
93.	Subrahmanian SV, HR, OD & Leadership C onsultant (Bangalore)	Mobile: +91 80565 55232	Communication Skills, Presentation Skills	subrahmaniansv@gmail.com
94.	S.K. Gautam (Retd.) NRPL, Indian Oil Corporation, Freelancer	9996666232	Time Management, Stress Management, Listening skills, Motivation	manageindia.org@gmail.com
95.	Sunanda Gupta, (Retd). Associate Professor DU.	9810489624	English Language	sunanda_gupta@hotmail
96.	Nisha Tiwari Assistant Professor New Delhi	9899318478	English Language	nishasixteen@gmail.com
97.	Lalit Wadhwa Deputy Director, M/o Commerce	9868209086	GFR, DFPR, Children Education Assistance, Pension Rules, Leave Encashment, CGHS/CSMA Rules, TA DA Rules, Leave Rules, LTC, Budget, GPF, Conduct rules, Income Tax, MS Word, MS Excel, MS PowerPoint	lalitwadhwa.icoas@nic.in

98.	Dr. Harish Chandra Karnatak ISRO Dehradun	09456565523	Space Technology & Application, Good Governance	
99.	Vinesh Malik, (freelancer)	9818722177	Emotional Intelligence, Inter Personal Skill	vineshmalik@gmail.com
100.	Guljit K. Arora, Principal, (Retd.), Bhim Rao Ambedkar College	01122814747, 01122814125	Indian Economic policy	
101.	Shishir Verma, Managing Director in a Firm "V the People Consulting"		Leadership Skills, Team Building, Inter Personnel Skills, Communication Skills, Presentation Skills	ak@vtpc.in
102.	Suresh Chandra Sharma, Deputy Director General	01123385203	Preventive Vigilance, Good Governance, RTI	suresh56sharma@gmail.com
103.	Satish Sachdeva, Under Secretary (Fin & Accts)	09968305962	Budget, Financial Rules, Purchase Procedure	satish1971in@gmail.com
104.	Naresh Kumar, AAO, M/O PPG&P	9818693732	MS-Word, MS-PPT, MS-Excel	
105.	Parvesh Kumar, Deputy Director, Ministry of Defence	9968955288, 9810270249	Income Tax, CGHS, CS(MA) Rules, CCS(Conduct) Rules, CCS(CC&A) Rules, Parliamentary Procedure, Advances to Govt. Servants	
106.	G. Subramanian Deputy Registrar & Deputy Secretary (Retd.) for CIC	09871033885	Right to Information, Communication Skills	
107.	Santosh Gauriar, Member Postal Service Board (Retd.)	9650355333, 7276016055	Human Resource Management, Vigilance	santosh.gauriat@gmail.com
108.	Reetha S. Prabha, Joint Secretary, Govt of Kerala	09446041415	Time Management, Communication Skills, Good Governance	
109.	Manabendu Sen, (Retd.as Director D/AHD&F in M/o Agriculture)	9213351197	Record Management	
110.		9868249836	Leadership, Ethics and Values, Personal Development, Disaster	vishfamilie@gmail.com

	(Retd.), National		Management	
	•		Managomon	
	Defence Academy			
	& Indian Military			
4.4.4	Academy	0050007054	T 5 % F 1 / 1	
111.	Meenakshi	9953297651	Team Building, Interpersonal	
	Sharma, Director		Skills	
	Resurge			
	Management			
	Consultant			
112.	Ravinder Kumar	9711250320,	Organizational Behavior, Office	
	I.R.P.S., Chief	9701370612	Procedure	
	Personnel Officer			
	SC Railway, JS			
	(Retd.)	222222		
113.	Jitender Singh,	9968987724	Indian Economy, Economic Liberalization,	singh.jitender@nic.in
	Indian Economic		Liberalization/ Globalization, WTO	
	Services (IES)		WIO	
	Deputy Director			
	M/o Finance			
114.	Anohar John,	91-9037919912	Office Management, Financial	mranoharjohn@yahoo.com
	Faculty ASAP,		Management, Behavioral	
	Govt. of Kerala		Techniques, Constitution,	
			Administrative Law, Capacity	
115	D ' 1 1/		Building Motivation	ravi5896@gmail.com
115.	Ravinder Kumar		Wollvation	<u>raviooso@gmaii.com</u>
440	IAS		T.P. d. Language Footbale	much sign (® grandil som
116.	Munni Chaudhary, Asst Profesor	91-9999088669	Hindi Language, English	muchajoy@ gmail.com
117.	Prof. Dr. Saurabh	400 0000000	Language Financial Management, WTO	sa@iif.edu
'''	Agarwal,	120-2323683-	Tinanciai Wanagement, WTO	Sa Sin. Saa
	(Accounting and	87;		
	Finance), Dean of	9811537057		
	Indian Institute of			
	Finance			
118.	Dr. S.P. Verma	9810652265	Human Resource Management,	
	Executive Director,	verma	Office Management,	
	Indian Society for		Management Concept, Time	
	Training & Development		Management, Stress Management	
119.	Madhu Sharma,	9811007643	Gender Sensitivity, Sexual	madhuramona26@gmail.com
113.	Former, HOD	3011007043	Harassment, Leadership, Stress	
	Training for PVR		Management	
	ltd.			
120.	Hema Jaiswal,	9953328082	Gender Issues, Right to	hema_iss@yahoo.co.in,
	Joint		Information Act, Computer	
	Director(ISSP),		Inputs- MS-Word, MS-PP,	
404	MOSPI	0540 0000704	MS-Excel	Airrean ma @ mana ii a a ma
121.	Ramesh Prasad	0512-2260784, 91-9450938784	Human Resource Management,	tiwary.rp@gmail.com
		010-00000704		

	Tiwary/ Retired Banker now Freelance Trainer		Pension Rules	
122.		9838181608	Pension Rules, Soft Skill	ashokebagga@gmail.com
123.	Krishna Mohan IAS (Retd.)	9876666666 9915555555	Ethics & Value, E-Governance, Business Process Re- engineering, Change Management, Citizen Charter	krishnamohan718@gmail.com
124.	Priyanka Sukhija	0717547532	MS Office, Power Point, Word, Excel	priyankasukhija2012@gmail.co m
125.	MS. Renu Kakkar Dy.Director General(DGFT)	9818284889	Stress Management	renukakkar <u>2004@yahoo.co.i</u> n
126.		9818239478	Reservation in Service Records Management Time Management Disciplinary Matters Financial management	nirmalchanderaj@gmail.com
127.	Prof. Alapati Srinagesh, Training Consultant	8790713552/ 9346239452	Soft Skills- Behavioral Management Communication Skills-Verbal English Team Building Competency Mapping Training Need Analysis Leadership Conflict Management Inter Personnel Relation	srinageshalapati@gmail.com
128.	Nirmal Goel Director CPWD	9810861710	Tendering Procedures & Contract Management Vigilance Public Procurement	nirmal_goel@hotmail.com
	Senior Consultant (Soft Skill+Public Speaking	91- 9999978474	Time Management Interpersonal Skill Negotiation Skill Motivation Talks Communication Skills Stress Management	Bhomick.Sen@gmail.com
	Lt. General Avinash Laxman Chavan AVSM,SM,VSM	09560494951	Human Resource Management	alan35953@gmail.com
131.	D. Lakshmanan DDG, NIWE (Administration and Finance)	91 9445798001	FR&SR-Pay Fixation TA Rules Leave Rules Medical Rules CCS Pension Rules 1972 Right to Information GFR-2017	dlaxmanan@yahoo.com

132.	Dr. Pradeep Bhardwaj CEO & Medical Director Six Sigma Healthcare Ltd.	09818868727	E-governance Leadership & Administration HRM & Strategy Management	pradeepkb28@gmail.com
133.	Mrs. M. Sachdev Retd. Admn.Officer from CBI	9968081301	Pension Rules and New Pension Scheme Record Management Leave Rules Advances	sachdevm1953@gmail.com
134.	Chetan Upadhyaya Satyafoundation	9212735622 (Delhi) 9235088999 (Varanasi)	Stress Management Time Management Team Building Leadership Communication Skills	satyafoundation2000@gmail. com
135.	AQUIB JAVED Joint Director (Employment) M/o Labour & Employment	011- 23382878; 911- 9818271825	Communication Skills Motivation Leadership Time Management Knowledgement Management Stress Management HRM/HRD	aquibjaved1976@gmail.com
136.	Puneet Mohan Director, Loqman Consultants Pvt. Ltd	9560064618, 8948951126	Soft Skills Capacity Building Competency Mapping Climate survey Personality Profiling Psychometric Testing	puneet06@yahoo.co.uk
137.	Dipak Roy Choudhury (Retired) Deputy Registrar General (Census & Tabulation)	9868921228	Demography Statistics and Population Studies Data Collection for the census functionaries during both the phase of Census	dipakp1951@gmail.com
138.	Mohan Kumar, DANICS (Probationer), M/o Home Affairs	9717445149	Information Technology E-Governance Climate Change Environment & Biodiversity Disaster Management International Relations RTI Bills & Acts of Parliament National & Socioeconomic contemporary issues	mohankumarhbti@gmail.com
139.	Gunjan Gandhi, Dy.Dir.(OM & IT), Defence HQ Trianing Institute	9810140527	Office Procedure Noting & Drafting Record Management Parliamentary Procedure RTI ACT 2005	gunjan.p.gandhi@gnailo.com

140.	Dr. Vineet Banga Senior Specialist (Pathology) Govt. of NCT Delhi	9818574648,	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 Stress and conflict Management Communication Skills Motivation Yoga and Medition	drvineetbanga@rediffmail.co m
	Sharma SO E2W(PPC) IHQ of Ministry of Defence	9136451634, 9015917343	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	nice2cumk@gmail.com
	B.K. Vikas Ranjan(Rajyogi)	08800439049	Stress Management Ethics and Values Motivation	bkvranjan@gmail.com
143.	Shashi Mohan Srivastava [Retd. Under Secretary, MHA]	9911182824	Preventive Vigilance Punitive Vigilance Minor and Major Penalty Proceeding Mock Inquires Constitution of India CCS(CCA) Rule Office Procedures Conduct Rule Vigilance Matter	sms82824@gmail.com

			Dischaller and	
			Disciplinary proceeding Right to Information Act Gender Equality APAR Street Management	
144.	Dr. C V Ramanan	9818076589, 26963294	Stress Management Ethics & Value Leadership Communication Emotional Intelligence Time Management Stress Management	drcvramanan@totalqualityper son.com
145.	Surrinder Mohan Gupta, Retd. as Joint Director	9891110970	Establishment and Personnel Matters Recruitment Rules Recruitment Procedure Probation and confirmation Seniority Fixation DPC Work Posting/Tranfer Transfer Policy Handling Court Cases Preparation of Reservation Rosters	ushagupta0454@gmail.com
146.	Shri Sanjay Sharan Commissioner of Customs & CGST (Retired)	8447859469	GST Life Management through Yoga & Meditation Communication Skills Leadership Skills	Sanjay_sharan@hotmail.com
147.	Shri Ajay Arora Retired Asstt. General Manager from a National Bank	9958359596	Yoga Meditation Motivation Stress Management Interpersonal Skill Team Building	apajay06@gmail.com
148.	Ashish Singh Dy.Director (Scientist C. DRDO)	01123007678 9990796105	Time Management Knowledge Management Team Building Human Resource Management Interpersonal Relations	Sharp.ashish@gmail.com ashishsingh12@rediffmail.co m
149.	Dr.Rajnish Ranjan Senior Consultant National Disaster Management Authority	91- 9971767760	Disaster Management Sustainable Development Knowledge Management Training Needs Analysis	dr.rajnishranja@gmail.com
	Dr. Tapan Chakraborty Ph.D, Deputy Director (Research) Retired from BPR&D, MHA	9868832480; 07503031011	Stress Management Ethics Research Methology Gender Justice	chakraborty39@gmail.com t_chakraborty_1999@yahoo.co.u k
151.	G.S. Krishnan Director, National Productivity Council	9987132311	Ethics and values in public services, Knowledge Management, e-Governance,	Krishnangs13@gmail.com

152.	Ajay Bhatia, Deputy Superintendent,	9211533684, 9868231212	Office Management, Conduct Rules, Right to Information, Disaster Management and Emergency Planning Stress Management, Personality Development,	aajjugee@gmail.com
153.	Delhi Prisons Rajiv Manjhi, Joint Secretary, M/o Health and Family Welfare	9968248083,0 11-26164285	Motivation & Creatives Budgeting, GFRs, DFPRs, Project Appraisal Performance Monitoring and Evaluation System Strategy & Strategic Planning, HRM and Leadership Development.	rajivmanjhi@gmail.com
154.	Tanuja Sachdev, Deputy Director, CHTI, D/o Official Language, MHA	9891308795	Hindi Grammar, Official Language policy of govt. of India Noting and Drafting in Hindi	tanujasachdev1956@gmail.co m

GUEST FACULTY (Ex-Faculty – (ISTM)

S.No.	Name	Mobile Number	Subject	E.Mail
1.	Sh. M.P. Sethy Retd Ex- faculty, ISTM	9958483963 011- 22796474	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	mpsethy@rediffmail.com
2.	Prof. S.K.Ghosh Retd Ex- faculty, ISTM	9818046720	Training Methodology/ Techniques Oral & Written Communication/Presentation Skills, Organisational Behavior, Good Governance, Administrative Ethics, Office Management, HR Solutions	Ghosh_subir2001@yahoo .co.in
3.	Dr. N.K Rai. Retd Ex- faculty, ISTM	9818095550	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.	raidrnareshk@hotmail.com
4.	Dr. A.N.	9868299796	Behavioral Techniques & Training	anc99@rediffmail.com

	Chakrabarty Retd Ex- faculty, ISTM		Techniques, Personal Management & Performance Appraisal, Office Management, Noting & Drafting, RTI	docchak@yahoo.com
5.	Sh. Vinod Jindal, Retd Ex faculty, ISTM	9717434112	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 /Honorarium.	vjindal2001@yahoo.co.in
6.	Sh.M.S. Kasana Retd Ex- faculty, ISTM	9868284717	RTI, DTS, DOT, MOT, Margining Skills, Good Governance, Behavior Skills Service Law, Competition Law, Constitutional law, Commercial law and Right to information Act.	mahabir.kasana@gmail.c om
7.	Sh. K.S. Kumar Retd Ex- faculty, ISTM	9811259805 7053917474	Noting & Drafting, Conduct Rules, Vigilance & Disciplinary, Procedure, RIS, RTI, Team Building, Leadership Skill, TOT, DTS, DOT, MOT and Preparing Cabinet Note.	kskumar0953@gmail.com kskumar53@hotmail.com
8.	Sh.K. S. Samarendra Nath, Ex- faculty, ISTM	0112611872 1 9899221822	NTP, Ethics Values, Presentation Skills, TDP, FM, GFRs, DFPRs Appraisal, RTI, Time Management, Economic policy, Reservation in Services, Cabinet, Notes Legislative Initiatives	samar.nath@nic.in
9.	Sh. S. Sridhar	9868868908	Office Management,	sridhar.sairam@gmail.co

10.	Retd Ex Faculty, ISTM	9891273707	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 Accounting and Audit, Financial Rules	m bsbaljitsingh@yahoo.com
	Singh, Ex Faculty, ISTM			, , ,
11.	Sh. K.S. Sachdeva Retd Ex Faculty, ISTM	9871517757 9810549621 011- 26941115	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.	kssachdeva@yahoo.com
12.	Ms. Jayanthi Sriram Ex Faculty, ISTM	9810393946	Gender and Gender Budgeting, Noting & Drafting, Presentation Skills, Training Techniques	sriramjayanthi@yahoo.co m
13.	Sh. S.K. Dasgupta Retd Ex Faculty, ISTM	9868380519	Public Administration Reservation in Services, RTI, Establishment Rules, Office Procedure, Presentation Skills, Constitution of India.	sapandasgupta57@gmail. com
14.	Sandeep Mukherjee Ex Faculty, ISTM	9868248678 23092110	Vigilance, Pay Fixation, Reservation in Services, Handling CAT cases & Administrative Law, DTS, DOT	sandeepm@nic.in
15.	Sh. Ranjan Kumar Ex Faculty, ISTM	9910493730	Vigilance, Office Procedure, Establishment Rules Conduct Rules, Communication Skills, Noting & Drafting, RTI, Constitution of India.	ranjan.adjustment@gmail. com
16.	I.J.Mittal,	9899731303	Professional Topics for	ijmittal49@gmail.com

	Retd Ex		Sr. PPS/PPS	
	Faculty, ISTM	26871224®		
17.	Sh. K.C. Ghosh Retd Ex Faculty, ISTM	0112279243 5 9968057261	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.	delhideerblue@yahoo.co.i n krncghosh@yahoo.co.in
18.	Manisha Bhatnagar, Ex Faculty, ISTM	9810164318	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.	trainer.mb.2010@gmail.com
19.	Sh Deepak Kumar Bist Ex Faculty, ISTM	9868261615	Office procedure, Noting & Drafting, Records Management, Checks on Delay, CSS Pension, Leave, Pay Fixation, LTC, TA, FRSR, Vigilance, Parliament Procedure, Drafting of Cabinet Note, RTI, Lokpal Act., MS-Office Suites, Indian Constitution, Adm. Law, Staff Car Rules.	deepakbist73@gmail.com
20.	Sh. M. Sethu	9891028235	Conduct Rules, CCA Rule,	msr_sethu@yahoo.com

	Ramalingam Retd Ex Faculty, ISTM		Administrative Vigilance, Administrative Law, Constitution.	
21.	Namita Malik, Ex Faculty, ISTM	9717033552	Estt. Rules, Office Procedure, Gender Issues, Behavior Skill	namitamalik@ymail.com
22.	G.K.Pandey Retd Ex Faculty, ISTM	9968284632	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	gkpandey123@yahoo.co.i n
23.	Arvind Pokhriyal, Ex Faculty, ISTM	9818692070	Noting Drafting, Office Procedure, Government Machinery, Gender Issues, Communication skills Motivation, GFR	arvind_p@nic.in
24.	Parth Vasaniya Ex Faculty, ISTM	9968239464	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	parth_vasaniya@yahoo.c o.in
25.	Lalit Grover Ex Faculty, ISTM	9868148375	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.	lalit_grover_1972@yahoo. com
26.	Rekha	9810197823	Noting & Drafting, File Management,	rekistm@gmail.com

	Sharma Ex Faculty, ISTM		Team Building, Management	
27.	Ravindra Kumar Ex Faculty, ISTM	9968094282	Leave Rules, LTC Rules, Pension Rules, Pay fixation Rules, Conduct Rules.	ravindra1959@rediffmail.c om
28.	Arun Gaur Ex Faculty, ISTM Retd JS (UPSC)	9013477178 9958770333	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	arun_gaur2005@yahoo.c
29.	Apendu Ganguly Ex Faculty, ISTM	9718408104	Establishment Rules, RTI, CSS/CCA, CCA, Conduct Rules	ganguly_apendu@yahoo. co.in
30.	Sh. Yashwant Singh Retd Ex Faculty, ISTM	9958201903	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.	sryashwant@yahoo.co.in seyashwant@gmail.com
31.	Sh. L.S. Negi Retd Ex Faculty, ISTM	9891297900	RIS, Budget and Budgetary Techniques, Public Procurement of Goods and services, Training Techniques, Cadre Management, General System of Financial	I_s_negi@hotmail.com

			Management and Delegation of Financial Powers.	
32.	Sh. V.P Sharma Retd. Ex Faculty, ISTM	9968289894	Risk Management, Quality Management & Contract Management	vpsharma7754@gmail.co m
33.	Sh. Manoj Gupta Ex Faculty, ISTM	9811481448	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.	manoj.gupta74@nic.in
34.	S.N. Singh, Ex Faculty ISTM	9871347025	Public Policy Analysis, Conduct skills, Team Building, Behavior Skill,	snsingh50@yahoo.com
35.	Sh. Biswajit Banerjee	9811437283	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.	biswajitbanerjeephilosoph er@yahoo.com
36	Dr Sudhir Naib,, Retd Ex Faculty, ISTM	9899361865	Organisational Behaviour, Public Sector Management, Ethics & Governance, and Public Policy issues like Disinvestment, Right to Information.	sudhir.naib@iilm.edu
37	P.K. Sachdeva Retd Ex Faculty, ISTM	9811462190	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	pks202a@gmail.com
38	A.J.K. Menon Ex Faculty, ISTM	9811569140	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	menonajk30@gmail.com

			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 2) Behavior Skills & Office Procedure:- Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting, 3) Computers (Computer Applications):- MS Power Point, MS Word, MS Excel 4) Training Technique Areas:- RT for DTS, RT for DoT	
39	Geetha Nair (DS)	9910110249	Motivation, Leadership, Team Building, Communication Skills, Good Governance, DTS, DoT, MT for DTS-II	nairgeetha63@hotmail.co m
41	Naresh Bhardwaj (US)	8010101800 9868839734	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 Central Civil Services (Conduct) Rules,	naresh_istm@yahoo.com pramod1108@gmail.com

Kumar Jaiswal, (US) Rules, Central Civil Services (Leave) Rules, Contral Civil Services (Leave) Rules, Contral Civil Services (Leave) Rules, Cabinat Civil Services (Leave) Rules, Records Management, Reservation in Services, Establishment Rules, Machinery of Govt., Constitution of India, Parliamentary Procedure, CCS (CCA) Rule, CCS (Conduct) Rule, Cabinat 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 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, Powerty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 Aton Research, CCS(Leave) Rules, Computer MS-Vord, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assured Career Progression, Computer-MS-Office Suit, CSS(Leave) Rules, CSMA), & CGHS Rules, (PRS/SRS), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suite, MS- Power-Point, MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. Chandan@nic.in Office Management and Personnel		17		Obdi Osmissa (Madissi Attack)	
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 CCS(CCA) Rules, CCS(Conduct) Rules, CGS(Conduct) Rules, CGS(Gonduct) Rules, CGS(Gonduct) Rules, Gagandeep Chawla (PPS) 42 Gagandeep Chawla (PPS) 43 Savita Sen (PPS) 44 Savita Sen (PPS) 9811378664 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 45 Savita Sen (US) 9811378664 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 Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRS/SR), 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, Vigiliance.				,	
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 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 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FR/S/Rs), 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.		Jaiswal, (US)		,	
Reservation in Services, Establishment Rules, Machinery of Govt., Constitution of India, Parliamentary Procedure, CCS (CCA) Rule, CCS (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 Chawla (PPS) 42 Gagandeep Chawla (PPS) 43 Gagandeep Chawla (PPS) 44 Gagandeep Chawla (PPS) 45 Savita Sen (PPS) 46 Gagandeep Chawla (PPS) 47 Gagandeep Chawla (PPS) 48 Gagandeep Chawla (PPS) 49 Savita Sen (PPS) 49 Savita Sen (PPS) 40 Savita Sen (PPS) 41 Savita Sen (PPS) 42 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 45 Chandan 9810096900 46 Chandan 9810096900 47 Chandan 9810096900 48 Chandan 9810096900 48 Chandan 9810096900 49 Chandan Chandan 9810096900 49 Chandan 9810096900 40 Chandan 9810096900 40 Chandan 9810096900 40 Chandan 9810096900 40 Chandan 9810096900 41 Chandan 9810096900 42 Chandan 9810096900 43 Chandan 9810096900 44 Chandan 9810096900 45 Chandan 9810096900 46 Chandan 9810096900 47 Chandan 9810096900 48 Chandan 9810096900 48 Chandan 9810096900 48 Chandan 9810096900 48 Chandan 9810096900					
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, Pension Rules				,	
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 CCS(CCA) Rules, CCS(Conduct) Rules, OGEGIS, 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, Povertry Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 Action Research, CCS(Cleave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRS/Rs), 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.				Reservation in Services, Establishment	
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 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 Assirta Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 45 Chandan 9871999518 Action Research, CCS (CS) 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 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. chandan@nic.in				Rules, Machinery of Govt., Constitution	
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 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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Savita Sen (PPS) 45 Jayashree Chellamani (US) 46 Chandan 47 General Rules, Computer Inputs (MS Word, MS 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 Rules, Official Language Policy Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, 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. 45 Chandan 46 Chandan 47 Chandan 48 Chandan 48 Chandan 49 81096900 88 Chandan 89 81096900 88 Chandan 89 81096900 80 Chandan				of India, Parliamentary Procedure,	
(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 42 Gagandeep Chawla (PPS) 42 Gagandeep Chawla (PPS) 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 45 Chandan 981099690 45 Chandan 981096900 46 Chandan 981096900 47 Chandan 981096900 48 Chandan 981096900 48 Chandan 981096900 49 Chandan C				CCS (CCA) Rule, CCS (Conduct)	
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 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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 45 Chandan 981099900 Point MS-Word 9871999518 Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance.				Rule, Cabinet Note, Computer Inputs	
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 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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 45 Chandan 981099900 Point MS-Word 9871999518 Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer Input & Exercise, Fundamental Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance.				(MS Word, MS Excel, MS Power	
Old & New Pension Rules, Pay Fixation Rules, Advance to Govt. Servants, General Financial Power Rules CS(CA) 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 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 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.				,	
Fixation Rules, Advance to Govt. Servants, General Financial Rule, Delegation of Financial Power Rules 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 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suit, MS- PowerPoint, MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance.					
Servants, General Financial Rule, Delegation of Financial Power Rules CS(COnduct) Rules, CCS(Conduct) Rules, CGS(Conduct) Rules, CGS(Conduct) Rules, CGS(Conduct) Rules, CGS(Gonduct) Rules, CGS(GIS, 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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Savita Sen (PPS) 9811378664 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 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. chandan@nic.in					
Delegation of Financial Power Rules					
42 Gagandeep Chawla (PPS) 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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 44 Jayashree Chellamani (US) 45 Chandan 9810096900 46 Chandan 9810096900 47 Chandan 9810096900 48 Chandan 9810096900 48 Chandan 9810096900 49 Chandan Organisation Scrices, Role of Assistant/SO/US, Vigilance. Chandan@nic.in					
Chawla (PPS) 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 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 44 Jayashree Chellamani (US) Grafting, Office Procedure, Pay 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.	42	Gagandeen	9810332827		chawla 098@vahoo.com
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 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. chandan@nic.in	72		3010332021		chawia_000@yanoo.com
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 43 Savita Sen (PPS) 43 Savita Sen (PPS) 44 Jayashree Chellamani (US) 44 Jayashree Chellamani (US) 45 Chandan 981096900 46 Chandan 981096900 47 Chandan 981096900 48 Chandan Partiamentary Procedure, Ms Chicas Rules, Office Suite, Ms-PowerPoint MS-Word, Noting & Drafting, 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.				,	
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 43 Savita Sen (PPS) 9811378664 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 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. chandan@nic.in		(1 1 0)		· · · · · · · · · · · · · · · · · · ·	
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 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chands in Services, Role of Assistant/SO/US, Vigilance.				, ,	
Pension Rules, Presentation Skills, Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. chandan@nic.in					
Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. Chandan@nic.in					
Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 45 Chandan Poverty Alleviation, RTI Act, Computer Instruction, MS-Word, Noting & Drafting, Office Suite, NS-PowerPoint MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. Chandan@nic.in					
Introduction, MS-Excel, MS-Power Point MS-Word 43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 981096900 Introduction, MS-Power Point MS-Word Govt, MS-Power Point MS-Word, Noting & Drafting, Office Procedure, Role of Assistant/SO/US, Vigilance.					
Point MS-Word Savita Sen (PPS) 9811378664 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 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. Chandan@nic.in					
43 Savita Sen (PPS) 9811378664 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 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chands Chandan@nic.in					
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, Official Language Policy 44		0 1: 0	22//2=22/		27.0
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 44 Jayashree Chellamani (US) 9871999518 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. chandan@nic.in	43		9811378664	· · · · · · · · · · · · · · · · · · ·	sav65@rediffmail.com
Skills, Órganisation 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 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chandan@nic.in		(PPS)		• • •	
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 44 Jayashree Chellamani (US) 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. 45 Chandan 9810096900 Secretarial Skills (Topics related to enchantment of personal skills of personal ski					
enchantment of Professional skills of personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 enchantment of Professional skills of personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CGHS Rules, Office Suite, MS- 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.					
personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chandan@nic.in					
Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chandan@nic.in					
CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy 44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chandan@nic.in				· · · · · · · · · · · · · · · · · · ·	
Rules, Official Language Policy 44 Jayashree Chellamani (US) 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. 45 Chandan 9810096900 Rules, Office Policy Action Research, CCS(Leave) Rules, Jayashree.c@nic.in				· · · · · · · · · · · · · · · · · · ·	
44 Jayashree Chellamani (US) 9871999518 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. 45 Chandan 9810096900 chandan@nic.in					
Chellamani (US) Chellamani (US) 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. Chandan@nic.in					
(US) 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. Chandan 9810096900 chandan@nic.in	44	•	9871999518	, , , , , , , , , , , , , , , , , , , ,	Jayashree.c@nic.in
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. Chandan@nic.in				·	
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. 45 Chandan 9810096900 chandan@nic.in		(US)			
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. 45 Chandan 9810096900 chandan@nic.in				, , ,	
PowerPoint. MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in				Assured Career Progression,	
Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in				Computer-MS-Office Suite, MS-	
Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in				PowerPoint. MS-Word, Noting &	
Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in				Drafting, Office Procedure, Pay	
Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in				·	
Assistant/SO/US, Vigilance. 45 Chandan 9810096900 chandan@nic.in					
45 Chandan 9810096900 chandan@nic.in					
	45	Chandan	9810096900	, 9	chandan@nic.in
				Office Management and Personnel	

46	Mukherjee (DS)	9350118423	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 Constitution of India, Pay matters, CCS	dire-dopt@gov.in,
	Chaturvedi, Director (E), DoPT	Email:	(CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	vigadvice@yahoo.co.in
47	T. P Narayan Moorthy, Staff Officer (Retd.) Ministry of Defence, Nagpur	9869439284	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.	moorthynadp@yahoo.co.in n_murthey@yahoo.co.uk
48	Rajeev	9810864709	Management Service Organization Analysis, Method Study, Work	rajeev.kundi@nic.in

	Kumar Kundi, (US)		Management, Office Procedure, File Management, Noting & Drafting,	
			Machinery of Government, D.S.I, RTI, Citizens Charter, Record Management.	
49	M N Kundu, Ex Joint Director ISTM	8587871437	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.	mn.kundu@yahoo.com