

Guest Faculty List (As on 09th November, 2017)

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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.com
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	krishnagverma@gmail.com
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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
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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
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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
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34.	Sh. Prodipto Ghosh, TERI, India Habitat Center	9810490639	Climate Change, water & Environment Management	prodipto5@gmail.com
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36.	Sh. Nanditesh Niley, Director, TRANC	9871033667	Organizational Behaviour, 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, Neuro 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
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40.	Prof. Guha Roy, Retd faculty IIPA	9868781671	Public Administration, Political Science, Human Rights, Constitution	j_g_roy@yahoo.com

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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
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47.	Sh.Jatinder Kumar Luthra, Microphotographer, 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 , Associate 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 Management, Organisational Behaviour, Counseling, Stress Management	venkatesan@iift.ac.in

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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
65.	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

66.	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
67.	Sh. Prafulla Kumar Jaiswal Retd. AG Office (Mumbai)	Mobile: 09869280973, (R) -022- 28703383	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,	Email : pkjaiswal30@gmail.com
68.	Sh. S.S. Khanka Professor (HR) NIFM (Faridabad)	9560840090 0129-2418755	Human Resource Management, Organizational Behaviour, Ethics and Values	khanka@nifm.ac.in 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

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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
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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

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91.	Madhvi Gupta , Research Associate at (MGSIPAP), Punjab		Public Administration, Disaster Management	madhvigupta_pk@yahoo.com
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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
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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
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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.	Brig Sekhar Visvanathan, (Retd.), National Defence Academy & Indian Military Academy	9868249836	Leadership, Ethics and Values, Personal Development, Disaster Management	vishfamilie@gmail.com
111.	Meenakshi Sharma, Director Resurge Management Consultant	9953297651	Team Building, Interpersonal Skills	

112.	Ravinder Kumar I.R.P.S., Chief Personnel Officer SC Railway, JS (Retd.)	9711250320, 9701370612	Organizational Behavior, Office Procedure	
113.	Jitender Singh, Indian Economic Services (IES) Deputy Director M/o Finance	9968987724	Indian Economy, Economic Liberalization/ Globalization, WTO	singh.jitender@nic.in
114.	Anohar John, Faculty ASAP, Govt. of Kerala	91-9037919912	Office Management, Financial Management, Behavioral Techniques, Constitution, Administrative Law, Capacity Building	mranoaharjohn@yahoo.com
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117.	Prof. Dr. Saurabh Agarwal, (Accounting and Finance), Dean of Indian Institute of Finance	120-2323683- 87; 9811537057	Financial Management, WTO	sa@iif.edu
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119.	Madhu Sharma, Former, HOD Training for PVR Ltd.	9811007643	Gender Sensitivity, Sexual Harassment, Leadership, Stress Management	madhuramona26@gmail.com
120.	Hema Jaiswal, Joint Director(ISSP), MOSPI	9953328082	Gender Issues, Right to Information Act, Computer Inputs- MS-Word, MS-PP, MS-Excel	hema_iss@yahoo.co.in ,
121.	Ramesh Prasad Tiary/ Retired Banker now Freelance Trainer	0512-2260784, 91-9450938784	Human Resource Management, Pension Rules	tiwary.rp@gmail.com
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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.com

GUEST FACULTY (Ex-Faculty – (ISTM))

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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	ghoshsk@cbip.org
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

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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.com
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
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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
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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
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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.com
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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.	biswajitbanerjeephilosopher@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	menonajk30@gmail.com

			<p>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) <u>Behavior Skills & Office Procedure:-</u> Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting ,</p> <p>3) <u>Computers (Computer Applications):-</u> MS Power Point, MS Word, MS Excel 4) <u>Training Technique Areas:-</u> RT for DTS, RT for DoT</p>	
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40	Naresh Bhardwaj (US)	8010101800	<p>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</p>	naresh_istm@yahoo.com

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46	Mukesh Chaturvedi, Director (E), DoPT	9350118423 Email:	Constitution of India, Pay matters, CCS (CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	dire-dopt@gov.in, vigadvice@yahoo.co.in
47	T. P Narayan Moorthy, Staff Officer (Retd.) Ministry of Defence, Nagpur	9423060670	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 Kumar Kundi, (US)	9810864709	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.	rajeev.kundi@nic.in
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