



भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान
**INSTITUTE OF SECRETARIAT TRAINING &
MANAGEMENT**

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

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

2020-21

प्रशासनिक ब्लॉक, जे ऍन यू परिसर (पुराना)

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

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Chapter 1

Introduction

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

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.
3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.
4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 of this document.

Chapter 2

Description of Organization, Functions and Duties

Objectives

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

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

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

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

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

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

Vision

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

Mission

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

Functions and Activities

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

I. Major functions

a) Training

- b) Research
- c) Consultancy

II. Complementary functions

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

III. Other activities

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

Chapter 3

Powers and Duties of Officers and Employees

Director

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

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

Additional Director

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

Joint Directors (4)

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

Deputy Directors (14) and Assistant Directors (8)

Deputy Directors and Assistant Directors are primarily imparting direct training to various courses in their respective subject specialization. In addition, supervision of functions of Training Coordination, Administration and House Keeping are also assigned to individual faculty members from time to time by the Director.

Deputy Director (Official Language) (1)

Assistant Director (Official Language) (1)

Senior Hindi Translator (1)

Junior Hindi Translator (1)

Training Associate (1)

Training Associates provide support to the Institutes training coordination functions.

Section Officer (7)

Assistant Section Officers (4)

Junior Secretariat Assistant (1)

Steno Grade C (6)

Steno Grade D (6)

Draftsman (1)

Preparation of transparencies, Preparation of Certificates, Preparation of Banners, Preparation of Indication Boards, Preparation of Name Plates, Preparation of lay-outs etc, preparation of diagrams, illustrations and art work, Design and preparation of Lay-out of Annual Calendar of the Institute, preparation of graphical charts etc.

Assistant Library and Information Officer (1)

In-charge of books (acquisition of books, technical procession, circulation-issue and return etc.), procurement and renewal of journals/ magazines, newspaper and maintenance of

stock registers, volume numbering works, Preparation of list of books to be purchased for the Library ever year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury/ Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Auction sale of old newspapers/ magazines and other works allotted to the official by the Institute from time to time.

Library Attendant (1)

Training Equipment Operator (1)

1. To control, maintenance and upkeep of all training aid equipment like OHP, LCD projectors, white board and flip charts etc.; ensure that LCD projectors and OHP are in working condition by scheduling through systematic inspection.
2. Servicing of all training aid equipment's through suppliers and AMC holders maintaining their lists and keeping track of faults and their repair.
3. Inventory maintenance of all training aid equipment.
4. To ensure that white board markers, dusters, flip chart boards, OHP are available in training rooms and are in working condition.
5. Assisted by Farash of Seminar Halls to get computers, the keyboard and allied attachments cleaned with sort brushes.
6. Assistance to faculty during training courses in respect of the above items of work.
7. Any other duty assigned by Director.

Staff Car Driver (3)

Multi-Tasking Staff (27)

DoPT vide its OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 has issued the following duties & responsibilities of the M.T.S:-

- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixture etc.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license

Upkeep of parks, lawns, potted plants etc. Any other work assigned by superior authority

Chapter 4

Procedure Followed in the Decision Making Process

Training Courses and Programmes Functions

- 1. Training Calendar** is prepared and decided on the basis of inputs given by concerned faculty members through Joint Director (Coordination) with approval of Director, at the beginning of every training calendar year i.e. 1st April – 31st March. The Training Calendar with necessary details for inviting nominations from various organization is published and uploaded on ISTM's website.
- 2. Cadre Training Courses for officers of CSS and CSSS** - Based on the Schedule of training for different levels of courses, nomination of officers is made by the CS Division of the Department of Personnel & Training. The course coordinator or the Director, ISTM has little role to play except in isolated cases of unforeseen situations. While course content and duration is as laid down in the Cadre Training Plan of respective Service, Schedule of input on different parts of the content, and faculty is decided by the Institute with the approval of the Director.
- 3. Specialized (Skills) Courses** - Based on the calendar schedule, nominations are invited from Ministries / Departments and other organization by the designated Course Coordinator ten (10) weeks before the beginning of the Course. Sponsoring organization can nominate their officers on-line on ISTM's website, four weeks before commencement of the course. Only those nominations are accepted which are forwarded by the sponsoring/ employing organizations (Ministry/ Deptt./State govt./ PSU/ Autonomous bodies). Nominations for each is decided on first-cum-serve basis from each organization upto 2-3 nominations of eligible officers and who had applied within the stipulated date are accepted.
- 4. Organisation Specific Courses-** Nominations of the candidates are decided by the Organisation, subject to final approval of the Director, ISTM on eligibility conditions and number in each course. Course content is decided by the Course coordinator in consultation with the Organisation and the training need with approval of the Director, ISTM.
- 5. Peripatetic Faculty Assistance to State Government:** Schedule and faculty to conduct Peripatetic training is decided by the Institute with the approval of the Director on specific request received from the State /UT Governments, subject to availability of in-house faculties (or former faculties of ISTM).

Administrative and Personnel Functions

Administrative Functions-

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

Personnel Functions –

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

Chapter 5

Norms set for Discharge of Functions of ISTM

Transcript from Citizen's/Client's Charter 2019-20

Main Services / Transactions and Service Standards

S. No.	Services / transaction	Service Standards	Responsible Person (Designation)	Email	Mobile Phone No.
1	Preparation of Annual Training Calendar by 31 st Jan.	By 31 st January each year	DD (Coord)	coordunit-istm@gov.in	9968305763
2	Issuance of Circulars of courses	90 days before commencement of course	Concerned course Director	As per list on ISTM website	As per list on ISTM website
3	Acceptance/ Non-Acceptance of the nominations before the start of the course	30 days before the start of the course	- do-	As per list on ISTM website	As per list on ISTM website
4	Hostel facilities [Housekeeping & Lodging]	≥ 3.5 (on the scale of 1 to 5)	Hostel Warden	bpadhy@nic.in	9868449436
5	Catering services & Security	≥ 3.5 (on the scale of 1 to 5)	US (A)	shefali.saraf@nic.in	9582482682
6	Time taken to provide hostel room	20 minutes	Hostel Warden	bpadhy@nic.in	9868449436

7	Grievance Redressal		Public Grievance Officer	sanjaysharma.148p@gov.in	011- 26737608
7.1	Average time taken to acknowledge grievance received electronically through CPGRAMS portal	3 working days			
7.2	Average time taken to acknowledge grievance received through registered post	7 working days			
7.3	Average time taken to send communication for additional information	15 working days			
7.4	Average time taken for grievance settlement	60 working days			

Chapter 6

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

For Discharging Administrative, Personnel & Financial Functions

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

Central Secretariat Manual of Office Procedure	https://darpg.gov.in/sites/default/files/CSMOP-13.pdf
Notes on Office Procedure	http://www.istm.gov.in/home/rti_disclosure/95
General Financial Rules	https://doe.gov.in/sites/default/files/GFR2017_0.pdf
Delegation of Financial Power Rules	https://www.finmin.nic.in/circular-links/delegation-of-financial-powers?page=2
Central Civil Service (Pension) Rules	http://persmin.gov.in/pension/rules/ccspen1.htm
Central Civil Service (Leave) Rules	https://dopt.gov.in/acts/central-civil-services-leave-rules-0
Central Civil Service (Leave Travel Concession) Rules	https://dopt.gov.in/ccs-ltc-rules
Central Civil Service (Conduct) Rules	https://dopt.gov.in/ccs-conduct-rules-1964
Central Civil Service (Classification, Control and Appeal) Rules	https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf
Fundamental Rules and Supplementary Rules	https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf
Receipt and Payment Rules	http://cga.nic.in/DownloadPDF.aspx?filenameid=2
General Provident Funds Rules	http://persmin.nic.in/pension/rules_new/gpf_rules_1960_230913.pdf
Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters	Websites of the ministries
Staff Car Rules	https://doe.gov.in/order-circular/staff-car-rules
CS (MA) Rules	https://main.mohfw.gov.in/documents/csma
Transfer policy as per Department of Personnel & Training Order and Rules regarding it	https://dopt.gov.in/transfer-policy-and-transfer-orders

Chapter 7

List of Documents held or under Control of the Institute

Broad classification of documents	Name of the document and its introduction	Category of document	Procedure to obtain the document	Held by /under control of
Establishment and Service Matters documents	Allocation of work among officials/staff in ISTM and filling up of post of faculties in ISTM	Official	By making written request	Section Officer (Establishment)
	Personal Files of all Officials/Staff.			
	Service Books of all Officials/Staff.			
	Pension papers of retiring/retired Officials/staff.			
	APAR of officials/staff			
	Medical Bills of officials/staff			
	Orders, Circulars, O.Ms, Notifications relating to Establishment and Service Matters documents			
General Administration Matters	Procurement of Stationary and Training Material	Official	By making written request	Section Officer (Administration)
	Annual Maintenance Contract of Horticulture, Catering, Housekeeping etc.			
	Budgetary matters of ISTM.			
	Stock Register of stationary and non-stationary items.			
	Orders, Circulars, O.Ms, Notifications relating to these Matters			
Scheme related documents	Details of projects undertaken in scheme.	Official	By making written request	Deputy Director (Infrastructure)
	Documents related to rooftop water harvesting system			
Financial Documents	Pay Bills and Pay Bill Registers.	Official	By making written request	Draw and Disbursing Officer
	Contingency Bills and Registers.			
	Appropriation Registers.			
Training Related Documents	Annual Training Calendars	Official	By making written request	Deputy Director (Coordination)
	Faculty Development Initiatives			

Chapter 8

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

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

Chapter 9

Boards, Councils, Committees and other Bodies Constituted

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

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

F. Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 Committee:

I.	Name of Boards, Council Committee etc.	Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)
II.	Composition	1. Smt. R. Gayathri, Joint Director (Chairperson) 2. Dr. Zeenat N., Chairperson of SPYM (Member Non Official) 3. Shri B Dhanesh Joint Director (Member) 4. Ms. Subhashree A, Section Officer (Member) 5. Ms. Shefali Saraf, Section Officer (Member Secretary)
III.	Date from which constituted	19 July, 2019
IV.	Term/ Tenure	The committee will remain in existence till further dissolution.
V.	Power and functions	The committee shall enquire into all types of cases relating to Sexual Harassment at Workplace submitted by women employees of ISTM and will dispose complaints for redressal of the grievance made by a women employee in a time bound manner. A women employee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
VI.	Whether their meetings are open to the public?	-NO-
VII.	Whether the minutes of the meetings are open to the public?	-NO-
VIII.	Place where the minutes if open to the public are available?	-NO-

Chapter 10

Directory of Officers and Employees

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

<https://www.istm.gov.in/userfiles/DIR14220.pdf>

Chapter 11

The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation (As on 31.01.2021)

The system of compensation including the Basic Pay and allowances is as per the 7th Central Pay Commission. The employees are paid following allowances:

Dearness Allowance: Paid to all employees as per the prevailing rates monthly
House Rent Allowance: 24% of basic pay monthly (X class City) paid to employees as applicable

Dress Allowance: Paid to Multi-Tasking Staff once a year.

Honorarium: Paid to non-teaching staff once a year.

Training Allowance: Paid to faculties at 12% of basic pay monthly

For further ease of record maintenance; the employees in ISTM are divided in following categories:

GO-GPF: Gazetted Officers under General Provident Fund Scheme

GO-NPS: Gazetted Officers under New Pension Scheme

NGO-GPF: Non- Gazetted Officers under General Provident Fund Scheme

NGO-NPS: Non-Gazetted Officers under New Pension Scheme

MTS-GPF: Multi-Tasking Staff under General Provident Fund Scheme

MTS-NPS: Multi-Tasking Staff under New Pension Scheme

GO-GPF

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1	VADALI RAMBABU	JT. DIRECTOR (MS)	11(10)	₹ 133068/-
2	B.DHANESH	JT. DIRECTOR (FM)	11(10)	₹ 122460/-
3	AGAM AGARWAL	DY. DIRECTOR (OM)	11(10)	₹ 143676/-
4	YOGESH DWIVEDI	DY. DIRECTOR (PT)	11(12)	₹ 129426/-
5	SHIV DARSHAN KORI	DY.DIRECTOR(OL)	11(8)	₹ 125877/-
6	PANDEY RAKESH	ASST.DIRECTOR(O L)	10(9)	₹ 100143/-
7	R N KULSHRESHTHA	SECTION OFFICER	8(16)	₹ 62403/-
8	MAHESH CHAND	PRINCIPAL PRIVATE SECRETARY	11(9)	₹ 108810/-

9.	K SETHURAMAN	PRIVATE SECRETARY	9(16)	₹ 74246/-
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GO-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	COL. SANJAY KUMAR SHARMA (RETD.)	ADDITIONAL DIRECTOR	13(18)	₹ 222722/-
2.	K. GOVINDARAJULU	DY. DIRECTOR (MS)	12(10)	₹ 141036/-
3.	SHEFALI SARAF	SECTION OFFICER	11(3)	₹ 100854/-
4.	SHIKHA SINHA	SECTION OFFICER	8(10)	₹ 76986/-
5	VIJAY KUMAR	SECTION OFFICER	8(12)	₹ 81432/-
6	SANDEEP KUMAR	SECTION OFFICER	8(10)	₹ 76986/-

NGO-GPF

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	SHISHIR KUMAR	ASST. SECTION OFFICER	7(6)	₹ 65052/-
2.	TARA CHAND KAUSHIK	ASST SECTION OFFICER	7(6)	₹ 66052/-
3.	RAKESH KUMAR TOKAS	ASST SECTION OFFICER	7(3)	₹ 71328/-
5.	ANJU BALA VARMA	LIB. ATTENDANT	8(13)	₹ 100092/-
6.	VIMALESH KUMAR	TRG. ASSOCIATE	6(17)	₹ 70785/-

NGO-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	PUNEET CHATURVEDI	ASST SECTION	7(6)	₹ 65052/-

		OFFICER		
2.	NEELABH SINGH	ASST SECTION OFFICER	7(4)	₹ 61542/-
3.	NEHA THAKUR	STENO GR 'D'	6(5)	₹ 50895/-
4.	SUSHIL KUMAR	STENO GR 'D'	6(5)	₹ 60471/-
5.	AVINASH KUMAR	STENO GR 'D'	4(7)	₹ 39897/-
6.	NITESH BANSAL	STENO GR 'D'	4(6)	₹ 38844/-
7.	ASHUTOSH KR. CHORASIYA	STENO GR 'D'	4(5)	₹ 37791/-
8.	SARVESH KUMAR	STENO GR 'D'	4(7)	₹ 39897/-
9.	PREETI KUSHWAHA	JR. HINDI TRANSLATOR	6(4)	₹ 49491/-
10.	ROHIT KUMAR	TRAINING EQUIPMENT OPERATOR	5(6)	₹ 43875/-
11.	RAJ KUMAR	STAFF CAR DRIVER	4(8)	₹ 40950/-
12.	RAJE SINGH	JUNIOR SECRETARIAT ASSISTANT	4(15)	₹ 49374/-

MTS-GPF

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	DINESH SINGH NEGI	MULTI TASKING STAFF	3(18)	₹ 46449/-
2.	NARENDER SINGH	MULTI TASKING STAFF	4(15)	₹ 49374/-
3.	BINAY KR SINGH	MULTI TASKING STAFF	4(15)	₹ 58638/-
4.	AVTAR SINGH	MULTI TASKING STAFF	3(18)	₹ 55113/-
5.	RAJENDER SINGH	MULTI TASKING STAFF	2(20)	₹ 53562/-
6.	DINA NATH	MULTI TASKING STAFF	2(19)	₹ 43992/-
7.	ATTAR CHAND	MULTI TASKING	2(20)	₹ 45162/-

		STAFF		
8.	NARESH KUMAR	MULTI TASKING STAFF	1(18)	₹ 42822/-
9.	VINOD KUMAR	MULTI TASKING STAFF	1(18)	₹ 42822/-
10.	RAVI SHANKAR	MULTI TASKING STAFF	1(21)	₹ 49896/-
11.	PRAKASH CHAND	MULTI TASKING STAFF	1(21)	₹ 42120/-
12.	SURAM SINGH	MULTI TASKING STAFF	1(20)	₹ 41067
13.	R.S. RAWAT	MULTI TASKING STAFF	1(21)	₹ 42120/-
14.	VIJAY KUMAR	MULTI TASKING STAFF	1(21)	₹ 42120/-

MTS-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	PANKAJ SINGH	MULTI TASKING STAFF	1(2)	₹ 23225/-
2.	AMIT ANTIL	MULTI TASKING STAFF	1(7)	₹ 33714/-
3.	SARASWATI	MULTI TASKING STAFF	2(12)	₹ 36504/-

Academic Pay Structure

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
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1.	RAJESH SINGH	DY.DIRECTOR (MS)	Academic pay structure(Basic Pay 70900/-	₹ 99885/-
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Chapter 12

Institute of Secretariat Training and Management

Expenditure Statement for the Year 2018-19

(As on 31-03-2019)

MAJOR HEAD : 2070

04:00 : INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

04:03 : Mandatory Training of CSS/CSSS Officers

HEAD	PARTICULARS	RE 2018-19 /Final Allocati on	Amount authorised to CPWD	EXPENDITUR E UPTO 31-3-2019	% of Exp.
2	3	4	5	6	7
04.04.01	SALARY	61700000	-	59657000	96.69
04.04.03	OTA	30000	-	29280	97.60
04.04.06	MEDICAL TREATMENT	700000	-	613000	87.57
04.04.11	D.T.E.	350000	-	318000	90.86
04.04.13	O.E.	23900000	7393000	17692000	74.03
04.04.16	PUBLICATION	300000	-	227000	75.67
04.04.28	PROF. SERVICES	1150000	-	1148000	99.83
04.03	MANDATORY TRAINING OF CSS OFFICERS				
04.03.01	SALARIES	61918000	-	61918000	100
04.03.20	O.A.E.	179900000	-	171625000	95.40
04.99	INFORMATION TECHNOLOGY				
04.99.50	OTHER CHARGES (IT)	5885000	-	5885000	100.00
	TOTAL (NON-SCHEME)	336383000	7393000	319379280	94.95

	SCHEME				
04.04.50	OTHER CHARGES (PLAN)	15372000	-	15370000	99.99
42.01.53	CAPITAL OUTLAYS ON PUBLIC WORKS CONSTRUCTION	649000	-	649000	100
	TOTAL (SCHEME)	16021000	7393000	16019000	99.99
	GRAND TOTAL {SCHEME + NON SCHEME}	₹352404000	₹7393000	₹335398280	95.17

Total Budget for the Public Authority

GRAND TOTAL {SCHEME + NON SCHEME}	₹352404000	₹7393000	₹335398280	95.17
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Budget for programmes

TOTAL (SCHEME)	16021000	7393000	16019000	99.99
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Budget of Domestic Tour – DTE Head

HEAD	PARTICULARS	RE 2018-19 /Final Allocation	Amount authorised to CPWD	EXPENDITUR E UPTO 31-3-2019	% of Exp.
04.04.11	D.T.E.	350000	-	318000	90.86

Budget of Foreign Tour – No separate head in 2018-19

Chapter 13

Details of Information available in Electronic Form

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S.N o	Details of information available in electronic form	Name/title of the document/record/ other information	Location where available
1.	Training Programmes of ISTM	Annual Training Calendar	https://www.istm.gov.in/home/view_an_nual_calendar
2.	Online Registration for Directly Recruited ASOs/Stenographers	Online Form	https://www.istm.gov.in/home/online_form_details
3.	Contact No. of all officers/employees	Telephone Directory	https://www.istm.gov.in/home/directory
4.	Decision making and work distribution	Organisation Chart	https://www.istm.gov.in/home/cms/32
5.	Citizen Charter	Citizen Charter	https://www.istm.gov.in/home/cms/30
6.	Reading material	Knowledge Portal	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/4
7.	Annual Report of ISTM(bilingual)	Annual Report/Hindi Report	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/3
8.	RTI Handbook	Information Handbook 2019-20	https://www.istm.gov.in/userfiles/RTIHB_2019-20.pdf
9.	Notification/Circular/ Opportunity	Other Circulars	https://www.istm.gov.in/home/other_circular

Chapter 14

Particulars of Facilities Available for obtaining Information

The Facilitation Center in ISTM is a part of Reception Counter. On all working days, any information pertaining to all the sections is available at the Reception Counter from 9 A.M- 5.30 P.M During holidays, applications may be given in R&I Unit which is open 24*7.

S.No	Name and Location of the Facility	Details of information made available	Working hours of the facility	Contact person and contact details
1.	ISTM Reception Desk, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	09.00-17.30 on all working days	Shri R.N. Kulshreshtha, Section Officer 9971622477
2.	R&I Unit, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	24*7	Shri R.N. Kulshreshtha, Section Officer 9971622477

Chapter 15

Information related to Procurement made by this Institute since 01.03.2019

Procurement made by System Admin Unit

S. No.	Type of Procurement	Tender Notice dated/ Procured through	Tender Awarded to	Award/ Extension letter dated	Total Amount (Including GST)
1.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	11.04.2019	N/A	1,999.00
2.	Procurement of USB Hub (20 Nos.)	Through GeM	01.05.2019	N/A	7,800.00
3.	OFC patch cord	Local Market	N/A	N/A	12,900.00
4.	Procurement of Higher End PC for Software Developers (02 Nos.)	Through GeM	20.05.2019	N/A	1,74,012.00
5.	Procurement of Antivirus (40 Nos.)	Through GeM	30.07.2019	N/A	34,000.00
6.	Procurement of All in One (AIO) Desktop Computers for Officers & Staffs (20 Nos.)	Through GeM	29.08.2019	N/A	13,59,920.00
7.	Procurement of Antivirus (35 Nos.)	Through GeM	05.12.2019	N/A	24,850.00
8.	Procurement of Battery for AEBAS Tab Devices	Local Market	N/A	N/A	24,780.00
9.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	02.12.2019	N/A	3,000.00
10.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	20.12.2019	N/A	3,000.00
11.	Procurement of 10 KVA Online UPS for 215 (01 No)	Through GeM	17.01.2020	N/A	1,21,900.00
12.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (04 Nos.)	Through GeM	17.01.2020	N/A	12,000.00
13.	CAMC of Information Display installed in the reception of Admin Block, ISTM (AMC period from 01.07.2019 to 30.06.2020)	Through Tender	N/A	01.05.2019	18,000.00 (Excluding GST)
14.	CAMC of Computers and its Peripherals (CAMC period from 01.11.2019 to 31.10.2020)	Through Tender	N/A	23.10.2019	6,95,156.00 (Excluding GST)

15.	CAMC of LCD Projector, PA System, Visualizer and VC System (CAMC period from 01.06.2019 to 31.05.2020)	Through Tender	N/A		5,99,800.00 (Excluding GST)
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Procurement made by Administration Section since 01.03.2019

S.No	Type of Procurement	Tender Notice dated	Tender Awarded to	Award/Extension letter dated	Approx. yearly expenditure (Rs.)
1.	Purchase of Backpack	17.08.2018	M/s Outshiny	21.06.2019	14,80,782/-
2.	Annual Maintenance Contract for (i) Electrical Appliances (ii) Plumber's items and Sanitary items (iii) Air Conditioners, Water Coolers, Water Dispensers, Deep Freezers etc.	12.12.2017	M/s Anil Kumar's	25.11.2019	15,18,116/-
3.	Providing of Security Services in ISTM	08.03.2019	M/s Orion Security Solution Pvt. Ltd.	02.09.2019	80,56,620/-
4.	Tender for providing Canteen/ Catering Services to ISTM	30.06.2016	M/S Commercial Food Services	28.11.2019	62,36,108/-
5.	Housekeeping work in ISTM	28.11.2008	M/s Sulabh International	31.12.2019	1,00,00,000/- (1 crore) approx
6.	Hiring the Services of Photographer in ISTM	16.07.2019	M/s Sharma Colour Lab	05.09.2019	1,00,000 (1 Lakh approx.)
7.	Outsourcing of DEOs and MTS, Waterman in ISTM	31.12.2019	----	Tender under process	--

Chapter 16

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

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

Chapter 17

Foreign Tours of Official of the rank of Joint Secretary to the Government of India and above and Heads of Departments since 01.03.2019

Director, ISTM is the only officer of the rank of Joint Secretary in ISTM and she has not gone on any foreign tour since 01.03.2020.

Chapter 18

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

Central Public Information Officer, ISTM since 01.01.2015:

S. No	Name and Designation	Phone No. (STD Code: 011)			Email	Period since CPIO	Address
		Office	Home	FAX			
01	Shri.H. Govind, Deputy Director	26105592	-	26104183	govind.h13@nic.in	01.01.2015 Till 21.01.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Shri. Rajeev Kumar Jha, Assistant Director	26737625	-	26737625	Rajeevjha.edu@nic.in	22.02.2019 to 18.06.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67.
03	Shri. Vinod Kumar, Deputy Director	26737607	-	26737607	vinod.k70@gov.in	19.06.2019 To 06.01.2021	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi– 67. Time: 9:00 AM to 5:30 PM

04	Shri. Agam Aggarwal, Deputy Director	26737603	-	26737603	agam.aggarwal@nic.in	07.01.2021 To till date	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi- 67. Time: 9:00 AM to 5:30 PM
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First Appellate Authority (FAA), ISTM since 01.01.2015:

S. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Period since FAA	Address
		Office	Home	FAX			
01	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	01.01.2015 to 08.10.2015	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Col. Ashwinin Salaria, Additional Director	26164182	-	23104183	ashwini.salaria@gov.in	09.10.2015 to 10.03.2016	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
03	Shri Satyajit Mishra, Joint	23161375	-	23104183	satyajit.mishra@nic	11.03.2016 to	Room No.106, Admin Block,

	Director				.in	04.08.2016	ISTM, JNU Old Campus, Olof Palme Marg, New Delhi – 67.
04	Col. Sanjay Kumar Sharma, Additional Director Nodal Officer (Suo Motu)	26164182	-	23104183	sanjaysh arma.148 p@gov.in	05.08.2016 to 09.05.2018	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
05	Shri Vadali Rambabu, Joint Director (First Appellate Authority)	26737606	-	26737606	ram.vadali@ nic.in	10.05.2018 06.01.2021	Room No. 106, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67
06	Shri Deepak Bist, Joint Director (First Appellate Authority)	26737604		26737604	Deepakkum ar.bist@gov. in	07.01.2021 to till date	Room No. 104, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67

Chapter 19

Details of employees against whom Disciplinary Action has been pending or finalised for Minor penalty and Major penalty proceedings

It is certified that no disciplinary action has been pending or finalised for Minor and Major Penalty on any employees currently working in ISTM as on 31.01.2021.

Chapter 20

Programmes to advance understanding of RTI

ISTM, being a Training Institute; conducts numerous training programmes to advance understanding of RTI. The details of Training may be found in the Annual Training Calendar. The link to the same is http://www.istm.gov.in/home/view_annual_calendar.

The employees and officials of the Institute are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops in the Institute and outside. The CPIOs are also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by Public Authorities concerned.

Chapter-21

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both Houses of Parliament

ISTM is an attached office of DoPT. The Action Taken Report on CAG and PAC paras is compiled and sent to the parent Department i.e. Department of Personnel and Training which is the nodal agency for sending the final ATRs which is laid on the table of both houses of Parliament. Therefore, the above is not applicable in respect of ISTM.

Chapter-22

Details of third-party audit of voluntary disclosure

The last transparency audit of voluntary disclosures in respect of ISTM was conducted by IIPA.

The detailed report dated **12.10.2018** of the transparency audit is available at the link:

<https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf>

ISTM was awarded the score of **94%** which can be seen on Page 39 of the document.

Chapter-23

Details of questions asked in the Parliament

ISTM is an attached office of DoPT. Any questions pertaining to ISTM are compiled and answered by DoPT. So the details may be seen from the website of DoPT at the following link:

<https://dopt.gov.in/imp-links/parliament-qa>

Chapter-24

Details of STQC certification

The process of obtaining of STQC certification is under process.

Chapter-25

Details of schemes/projects/programmes

Projects/schemes/programmes **completed or underway:**

There is only one scheme that is underway in ISTM namely **Augmentation of Training Facilities in ISTM**. It is an ongoing scheme and its Third Party Evaluation has been done by IIPA in 2017-18, 2018-19 and 2019-20.

The projects/tasks undertaken under the given scheme:

(i) Replacement of electrical panels in the Library Building during the year 2018-19. The work is in progress.

(ii) To ensure safety and security of the trainee participants/ officers/ staff and property of ISTM, Security system was installed by providing CCTVs at all the entry and exit gates, reception/ corridors in the hostel block, library building and administrative building of ISTM during the year 2018-19.

(iii) Upgradation of ICT Laboratories with latest systems including replacement of furniture/minor civil works. The work is in progress.

(iv) Provision of Lift (to facilitate differently Abled people's barrier free access in Administrative Block). The work is in progress.

(v) The work relating to repair, rehabilitation and sprucing up of library building of ISTM was completed by CPWD during the year 2018-19.

(vi) Bio-gas plant in Hostel block with associated facilities for use in hostel kitchen. The work is under consideration.

(vii) Development of a new Conference room on the second floor in Administrative building. The work is under consideration.

(viii) Conversion of existing residential Type- I quarters as Women Hostel for the participants and dedicated accommodation for Faculty. The work is under consideration.

(ix) To ensure protection of life and property from electricity incidents, the existing electrical distribution system in library building was replaced.

(x) IT equipments such as computer systems and printers were procured in order to upgrade ICT laboratories in ISTM. In addition, the work relating to installation of two 1GBPS line ISTM has commenced and likely to be completed in 2019-20.

Information and Communication Technology(ICT) Facilities

(i) ISTM has developed ICT lab with 35 Desktop Computers in the Library Building in addition to the existing 03 ICT Labs with 100 Desktop Computers. These labs are being used to conduct the training programmes related to ICT like MS-Office Suite, MS-Power Point, MS-Excel (Basic & Advanced), Bid Data Analytics, e-Office, etc.

(ii) Video Conferencing facility is available for connecting various organizations for conducting training, meetings, etc.

(iii) To facilitate faculty members and participants, upgraded the computer systems installed in the ICT Lab with latest softwares.

(iv) To improve the quality of sessions, training equipment like LCD Projectors have been converted in to LED Projector. In 2 class rooms, the Desktop Computers have been changed in to Interactive Board.

(v) The following additional activities were undertaken during the year 2018-19:

- ✓ Security Audit of ISTM Website and TMIS Application.
- ✓ Implementation of RTI Portal on ISTM Website.
- ✓ Generating Statistical Report regarding course and canteen feedback with bar graph generation (Quarterly and Annually).
- ✓ Auto SMS alert system for submission of weekly timetable during every Tuesday.
- ✓ Auto Relieving Letter generation to the participants.
- ✓ Auto generation of Course Circular and Course Information Sheet.
- ✓ Development of Hostel Inventory Management System.
- ✓ Development of Establishment Portal.

Chapter-26

List of materials available at (i) Free of Cost and (ii) Reasonable Cost of Medium

(i) Free of Cost

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at **istm.gov.in** free of cost are:

- I. Annual Training Calendar
- II. Annual Report
- III. Citizen Charter
- IV. RTI Handbook
- V. Organisation Chart
- VI. Telephone Directory
- VII. Reading Material
- VIII. Notifications/Circular/Opportunity
- IX. Any other document which is not available on the website and is open to public.

(ii) At a reasonable cost of medium

No information is made available at a cost.