



सं / REGN NO: INSTM/R/2015/80011

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 26th October, 2015

To

Shri Sandeepa Kanta Biswas
Flat No. B1, Anandapuri
H Road Anandapuri Barrackpore
PO NCP - 700122

Subject : Information sought under RTI Act, 2005

Madam,

Please refer to your RTI application received on 28th September 2015.

2. The response to your request is given below;

| S No | Information sought under RTI | Response from ADR Cell |
|------|--|--|
| 1. | Does ISTM come under the control of DoPT | Yes. ISTM is an Attached Office under the administrative control of the DoPT |
| 2. | Does work study of any department under autonomous body is being done through ISTM on their request | No |
| 3 | If yes, please provide the list of department whose work study has been done by ISTM during last five years. | No Work-Study of any Autonomous Body has been conducted by ISTM. |
| 4 | What are the steps taken by ISTM to do that work study of any Central Government department or any Autonomous Body | |
| 5 | What is the methodology ISTM adopts for work study of any | |
| 6. | Has cadre restructuring being done by DoPT or ISTM for any government autonomous department | |
| 7 | Is it necessary for a Central Govt. Autonomous body to undertake work study for undertaking cadre restructuring. | |
| 8. | Has any request been received from Kendriya Vidyalaya Sangathan for undertaking work study of the non-teaching staff of Kendriya Vidyalaya Sangathan department through ISTM within last six months. | No such request has been received. |
| 9 | If yes, please provide a copy of the letter, if there. | |

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Col. Ashwini Salaria, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, e.mail salaria9@yahoo.co.in within 30 days of the receipt of this information.

Yours faithfully

पञ्च. गोविन्द

(H. Govind)

Deputy Director & CPIO
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