



सं / REGN NO: INSTM/R/2015/80013

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: 2nd November, 2015

To

Shri. Shiv Mangal Singh
LIG-459, Vaishnavi Vihar,
Jarauli - II,
Kampur- 208027

Subject : Information sought under RTI Act, 2005

Madam,

Please refer to your RTI application received on 14th October, 2015.

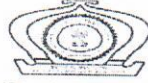
2. The response to your request is enclosed.
3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Col. Ashwini Salaria, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email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

Yours faithfully

एच. गोविंद

(H. Govind)

Deputy Director & CPIO
E.Mail: govind.h13@nic.in



फासं. / FILE NO: No.A-33096/01/2015-ISTM

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दिनांक / Date: 26 October, 2015

OFFICE MEMORANDUM

Subject: Request for information under Right To Information Act, 2005 by Shri Shiv Mangal Singh - matter regarding.

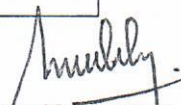
The undersigned is directed to refer to the RTI application forwarded by the CPIO, ISTM, which is submitted by Shri Shiv Mangal Singh regarding various issues. The details of the information sought and information to be provided is as under:

i) **Application by Shri Shiv Mangal Singh:**

Sl. No	Information sought under RTI	Response from ADR Cell
1.	Whether separate leaves rules apply to a Direct Recruit Assistant undergoing Foundational Training Programme in ISTM or the normal CCS Leave Rules are applicable. If different rules exist, then a copy of the same may kindly be provided to the applicant.	No separate leave rules exists for a directly recruited Assistant, undergoing Foundation Training Programme in ISTM.
2.	What kinds of leave a Direct Recruited Assistant can avail during the Foundation Training Programme and on what grounds/circumstances each kind of leave can be availed during Foundational Training Programme.	While the directly recruited Assistant, being a Government Servant, can avail any / all regular kinds of leave, which is otherwise applicable to the Central Government Servants, the leave of a trainee in ISTM, while undergoing Foundation Training Programme is regulated by instructions issued by the DoPT. In order to provide the best possible training within a shortest span of time, it has been decided by the Competent Authority, in the case of rarer and extraordinary circumstances, such as medical reasons of self or immediate family members, i.e. the officer himself /herself, his/her parent, spouse, children of the officer and parent-in-law of the officer, leave can be granted to a trainee during his Foundation Training. No Casual Leave is granted during the period of Foundation Training Programme.
3	Can a leave be granted to an employee without his consent for that particular leave type.	No. However, if the leave apply for is not available at the credit of a Government Servant on the date of his proceeding on leave, the Competent Authority can may sanction leave of the due and admissible to him for the absence.

4	Is it mandatory that the application for commutation of leave will only be considered by the authority who has granted that particular leave.	Normally, the authority who has granted the leave will consider the subsequent application for commutation of leave. However, in the case of Directly Recruited Assistant, who undergo 08 weeks Foundation Training Programme in ISTM, they are posted in various Ministries/Departments on completion of training. Their Service Book with leave account and personal files are also transferred to their newly allocated organisations. Hence, the authority competent to grant leave to such incumbents in the newly allocated organisations can also consider retrspective commutation of leave as per the provisions contains in the CCS (Leave) Rules, 1972.
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2. This issues with the approval of JD(SM), as in charge of CSS-CTP Courses.


(Chandan Mukherjee)
Deputy Director

To
Shri H.Govind
Deputy Director & CPIO,
ISTM, New Delhi