



सं / REGN NO: INSTM/R/2016/00010

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:, 1st September 2016

To

Shri Harpal Singh Rana,
A-1Jan Sachivalya,
Gram Sansad,
Kadipur,
Delhi-110036

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 3rd August 2016.

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., Shri Sanjay Kumar Sharma, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email sanjaysharma.148p@gov.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

Institute of Secretariat Training & Management

Subject: RTI application of Shri Harpal Singh Rana, applicant, A-1, Jan Sachivalaya, Gram Sansad Kadipur, Delhi, Pin 110036 under RTI Act, 2005- matter regarding.

Reference: DoPT/R/2016/81201

Shri Harpal Singh Rana, applicant has made an RTI requesting information regarding Total posts/ Detail of the post/ Date of Appointment etc.. Detail of the RTI request and reply thereon is under:

S. No	Question	Reply
01	मंत्रालय में प्रस्तावित, नियुक्त, रिक्त पदों की विभाग, कार्यालय में नियुक्ति तिथि सहित पद अनुसार स्थाई पदों की अलग-अलग जानकारी दें ।	जानकारी अनुलग्नक-1 में संलग्न है ।
02	मंत्रालय में प्रस्तावित, नियुक्त, रिक्त पदों की विभाग, कार्यालय में नियुक्ति तिथि सहित पद अनुसार अस्थाई पदों की अलग-अलग जानकारी दें ।	इस संस्थान में कोई अस्थाई पद नहीं है
03.	मंत्रालय में रिक्त पदों की जानकारी रिक्त की तिथि, कारण सहित पद, कर्मचारी, अधिकारी अनुसार अलग-अलग बताएं ।	जानकारी अनुलग्नक-1 में संलग्न ।
04	रिक्त पदों को भरने के संबंध में चल रही कार्यवाही की तिथि, पद अनुसार संक्षिप्त जानकारी दें ।	जानकारी अनुलग्नक-1 में संलग्न ।
05	मंत्रालय में प्रतिनियुक्ति पर गए, आए व प्रतिनियुक्ति पर गए, अपने कार्यालय, मंत्रालय में या दूसरे कार्यालय, मंत्रालय में कार्यरत कर्मचारियों, अधिकारियों के नाम, पद नियुक्ति तिथि, कारण सहित जानकारी दें ।	जानकारी अनुलग्नक-1 में संलग्न ।

(Handwritten signature)
31/05/16

(R. Gayathri)

Deputy Director (Admn)

Shri H. Govind
Deputy Director and CPIO

FACULTY MEMBERS WHO LEFT AND JOINED THE INSTITUTE

(During the Year 2015-26)

The faculty members mentioned below left the Institute, either on Superannuation/ on completion of their tenure/ on promotion during the year 2015-16.

Sl. No.	Name of Faculty	Date of leaving of the Institute	Remarks
1.	Shri Umesh Kumar, Director	31.08.2015	On superannuation
2.	Col. Ashwini Salaria, Additional Director	09.03.2016	Repatriation
2.	Shri Manish Kumar Jha	17.11.2015	Repatriation
3.	Shri Naresh Bhardwaj, Deputy Director	05.10.2015	Repatriation
4.	Shri G.D. Chawla, Assistant Director	31.10.2015	Completion of deputation period

The following faculty members joined the Institute during the year 2014-15

Sl. No.	Name of faculty	Date of joining the Institute	Remarks
1.	Dr. Sunita H. Khurana, Director	03.09.2015	Appointed as Director, ISTM
2	Col. Ashwini Salaria, Additional Director	01.10.2015	Appointed as Additional Director
3.	Shri Agam Agarwal, Deputy Director	23.12.2015	Appointed as Deputy Director (Office Management)
4.	Shri Yogesh Dwivedi, Deputy Director	15.12.2015	Appointed as Deputy Director
5.	Shri B. Dhanesh Deputy Director	22.12.2015	Appointed as Deputy Director (Accounts)
6.	Shri K. H. Shivaramakrishnan, Assistant Director	01.01.2016	Appointed as Assistant Director (Office Management)

Details of joining and tenure in respect of Faculty Posts in ISTM (As on 01.07.2016)

Sl. No.	Name	Designation	Date of Joining in ISTM	Tenure upto	Period of Deputation	Remarks
1.	Dr. Sunitha H. Khurana	Director	03.09.2015 (F/N)	-	-	-
2.	Shri Satyajit Mishra	Joint Director (Management Services)	01.07.2010 (F/N)	Extended period upto 30.06.2016		The post of JD(MS) was circulated/issued on 09.05.2016
3.	Shri K. Govindarajulu	Joint Director Behavioral Training	22.12.2011	21.12.2016	Five Years	-
4.	Smt. Geetha Nair	Joint Director	08.07.2011 (F/N)	07.07.2016	Five Years	The post of JD(PT) has been circulated on 27.06.2017 and uploaded in ISTM and DOPt website. Estimate for publishing the post in employment News has been received from Employment News which is under process.
5.	Smt. R. Gayathri	Deputy Director (Office Management)	30.08.2013	29.08.2018	Five Years	-
6.	Shri Chandan Mukherjee	Deputy Director	31.10.2008 (A/N)	Extended period upto 30.04.2016		Post already filled up.
7.	Shri Rajeev Kumar Kundi	Deputy Director (Management Services)	27.11.2009	Extended period upto 10.05.2016		Three post of DD(MS) including the post of Shri R.K. Kundi, DD has been advertised in the Employment News dated 19-25 th Dec. 2015. Being processed by Training Division for selection of this post.
8.	Shri U.S. Chattopadhyay	Deputy Director (Foundational Course)	25.08.2014 (F/N)	24.08.2018	(Four Years)	-
9.	Shri Moloy Sanyal	Deputy Director (Office Management)	16.10.2014 (F/N)	15.10.2019	Five Years	-
10.	Shri H. Govind	Deputy Director (Management)	31.10.2013 (F/N)	30.10.2018	Five Years	-

		Services)						
11.	Shri Vadali Rambabu	Deputy Director (Foundational Course)	17.07.2014 ((A/N)	17.07.2018	Four Years	-		
12.	Shri R. K. Agarwal	Deputy Director (Financial Management)	28.02.2014 (A/N)	27.02.2019	Five Years	-		
13.	Shri Agam Agarwal	Deputy Director (Office Management)	23.12.2015 (F/N)	22.12.2020	Five Years	-		
14.	Shri Praveen Prakash Ambastha	Deputy Director (Vigilance)	03.04.2012 (F/N) As AD(OM)	02.04.2017	Five Years	-		
15.	Shri Yogesh Dwivedi	Deputy Director	15.12.2015 (F/N)	14.12.2019	Four Years	-		
16.	Shri B. Dhaneesh	Deputy Director (Accounts)	22.12.2015 (F/N)	21.12.2019	Four Years	-		
17.	Ms. Jayashree Chilamani	Assistant Director (Office Management)	31.03.2014	30.03.2019	Five Years	-		
18.	Shri K. H. Shivaramakrishnan	Assistant Director (Office Management)	01.01.2016	30.06.2019	Three Years	-		

Details of Vacant posts (As on 01.07.2016):

Sl. No.	Name of Post	No. of Posts	Date of publication in Employment News	Remarks/Information informally sought from Training Division, DoPT
1.	Deputy Director (Management Services)	03	19-25 Dec. 2015	Only one candidate is eligible. Deficiencies in the application called for by Training Division, DoPT.
2.	Assistant Director (English, Shorthand and Typing)	01	2-8 January, 2016	Four applications have been received. Secretary (P) approved the composition of Selection Committee. Suitable date has to be obtained/ decided by the DoPT.
2.	Deputy Director (Economic and Planning)	01	12-18 th March 2016	Two applications have been received. Deficiencies in the application called for by Training Division, DoPT.
3.	Joint Director (Financial Management)	01	19-15 th March 2016	No candidate is found suitable for the post. Post is being circulated.
4.	Additional Director	01	-	Training Division, DoPT sent offer of appointment to Colonel Sanjay Kumar Sharma for the post of Addl. Director vide letter No. T-20015/1/2014 –Trg. (ISTM Section), dated 13.06.2016
5.	Assistant Director (Office Management)	02	-	Two candidates from Ministry of Urban Development have yet to join. Training Division, DoPT is following up

				the matter with Ministry of Urban Development giving them the final grace period of 15 days and thereafter reserve panel will be considered.
5.	Joint Director (Management Services)	01	It is expected to be published in Employment News on 25.06.2016	Vacancy circular issued on 09.05.2016
6.	Deputy Director (Accounts)	01	It is expected to be published in Employment News on 25.06.2016	Vacancy circular issued on 09.05.2016
7.	Assistant Director (Accounts)	01	It is expected to be published in Employment News on 25.06.2016	Vacancy circular issued on 09.05.2016
8.	Joint Director (Peripatetic Training)	01	Estimate for publishing the vacancy in Employment News sought from Employment News Office which is awaited.	The post of JD(PT) has been circulated on 27.06.2017 and uploaded in ISTM and DoPT website. Estimate for publishing the post in employment News has been received from Employment News which is under process.
9.	Assistant Director (English, Shorthand and Typing)	01	Estimate for publishing the vacancy in Employment News sought from Employment News Office which is awaited.	The post of JD(PT) has been circulated on 27.06.2017 and uploaded in ISTM and DoPT website. Estimate for publishing the post in employment News has been received from Employment News which is under process.

Details of joining and tenure in respect of Faculty Posts in ISTM

Sl. No.	Name	Designation	Date of joining in ISTM	Tenure upto	Period of Deputation	Remarks
1.	Dr. Sunitha H. Khurana	Director	03.09.2015 (F/N)	-	-	PB-4 (Rs.37,400 - 67,000) Grade Pay Rs. 10,000/-
2.	Shri Satyajit Mishra	Joint Director	01.07.2010 (F/N)	Extended period upto 30.06.2015		
3.	Shri K. Govindarajulu	Joint Director Behavioral Training	22.12.2011	21.12.2016	Five Years	PB-3 Grade Pay Rs.6600/-
4.	Smt. Geetha Nair	Joint Director	08.07.2011 (F/N)	07.07.2016	Five Years	PB-3 Grade Pay Rs.6600/-
5.	Smt. R. Gayathri	Deputy Director (Office Management)	30.08.2013	29.08.2018	Five Years	
6.	Shri Chandan Mukherjee	Deputy Director	31.10.2008 (A/N)	Extended period upto 30.04.2016		
7.	Shri Rajeev Kumar Kundi	Deputy Director (Management Services)	27.11.2009	Extended period upto 10.05.2016		
8.	Shri U.S. Chattopadhyay	Deputy Director (Foundational Course)	25.08.2014 (F/N)	24.08.2018	(Four Years)	PB-3, Grade Pay Rs.6600/-
9.	Shri Mology Sanyal	Deputy Director (Office Management)	16.10.2014 (F/N)	15.10.2019	Five Years	PB-3, Grade Pay Rs.6600/-
10.	Shri H. Govind	Deputy Director (Management Services)	31.10.2013 (F/N)	30.10.2018	Five Years	PB-3, Grade Pay Rs.6600/-
11.	Shri Vadali Rambabu	Deputy Director (Foundational Course)	17.07.2014 ((A/N)	17.07.2018	Four Years	PB-3, Grade Pay Rs.6600/-
12.	Shri R. K. Agarwal	Deputy Director (Financial Management)	28.02.2014 (A/N)	27.02.2019	Five Years	PB-3 Grade Pay Rs.6600/-
13.	Shri Agam Agarwal	Deputy Director	23.12.2015 (F/N)	22.12.2020	Five Years	PB-3 (GP Rs.6600/-)

		(Office Management)					
14.	Shri Praveen Prakash Ambastha	Deputy Director (Vigilance)	03.04.2012 (F/N) As AD(OM)	02.04.2017	Five Years		
15.	Shri Yogesh Dwivedi	Deputy Director	15.12.2015 (F/N)	14.12.2019	Four Years	PB 3 Grade Pay Rs.6600/-	
16.	Shri B. Dhaneesh	Deputy Director (Accounts)	22.12.2015 (F/N)	21.12.2019	Four Years	PB 3 , Grade pay Rs.6600/-	
17.	Ms. Savita Sen	Assistant Director (EST)	01.12.2011 (F/N)	30.11.2016	Five Years		
18.	Ms. Jayashree Chilamani	Assistant Director (Office Management)	31.03.2014	30.03.2019	Five Years		
19.	Shri K. H. Shivaramakrishnan	Assistant Director (Office Management)	01.01.2016	30.06.2019	Three Years		

INCUMBENCY STATEMENT OF NON TEACHING STAFF AS ON 31.03.2016

S. No.	Name of the post	Sanctioned Strength	In Position	Vacant	Name of the Incumbent (S/Sh/Ms)	Date of Joining in ISTM	Remarks
1.	DD(OL)	1	0	01	Vacant		Shri L.R. Yadav, DD (OL) retired on attending the age of superannuation on 31-07-2016
2.	AD (OL)	1	Nil	1	Vacant		
3.	Section Officer	2	4	Nil	Shri D.K. Pandey, SO(Admn) Ms. Ena Babu, SO Ms. Shefali Saraf, SO Shri Rama Rao, SO/ DDO	01-06-2012 06-06-2006 04-09-2013 14-07-2005	Ms. Ena Babu, So is on the verge of retirement on superannuation on 31-01-2017 Ms. Shefali Saraf has been retained in this office on Medical Ground (being Physical Handicapped) vide Department of Personnel and Training's OM no. 36035/3/2013-Estt. (Res) dated 31st March, 2014. Shri P.P. Rama Rao has been retained in the office against vacant post of AD/DD. He is on the verge of retirement on superannuation on 30-04-2017
4.	PS	04	01	03	Shri Mahesh Chand	24-12-2012	Vacant due to transfer / retirement Shri Sanjeev Singh 1-04-2016

							Shri I P S Bawa 16-03-2015 Ms. Kanakam 01-05-2013
5.	Assistant Library Information Officer	01	01	Nil	Ms. Rajni Sharma	10-02-2016	
6.	Assistant	4	4	Nil	Shri Radhey Shyam, Assistant	12-06-2009	Shri Radhey Shyam is promoted as an Assistant on 18-02-2015 Since he is on the verge of retirement on superannuation 31-08-2016 he has been retained in ISTM.
					Shri Shishir Kumar	10-03-2010	Shri Shishir Kumar is promoted as an Assistant on 18-02-2015 and posted in ISTM
					Shri Tara Chand Kaushik	08-04-2009	
					Shri Rajkumar	29-08-2011	Shri Tara Chand Kaushik is promoted as an Assistant on 18-02-2015 and posted in ISTM
7.	Steno Grade 'C'	06	03	03	Shri K. Shivram Vee Shri R. K. Tomar Shri K. Sethuraman	12-01-2013 14-09-2012 17-09-2012	
8.	Steno Grade 'D'	06	05	01	Shri Sushil Kumar Ms. Neha Thakur Shri Avinash Kumar Shri Nitish Bansal Shri Arjun Patel	25-04-2012 20-11-2011 10-01-2015 22-07-2015 22-07-2015	
9.	UDC	05	01	04	Shri Rakesh Tokas	09-12-1996	
10.	LDC	02	Nil	02			
11	SHT	01	01	Nil	Ms. Bandana Tirkey	16-04-2010	

12.	JHT	01	Nil	01			
13	TA	03	01	02	Shri Vimlesh Kumar	16-03-1990	Interviews has conducted for the post, however no candidate came for interview. RR has been moved for amendment
14.	Draftsman	01	01	Nil	Ms. Anita Sachdeva	23-11-1981	Isolated post
15	Library Assistant	01	01	Nil	Ms. Anju Bala Verma	17-09-1984	Isolated post
16.	TEO	01	01	Nil	Shri Rohit Kumar	15-02-2016	
17.	SCD	03	02	01	Shri Raj Kumar Shri Sudesh Kumar (on loan basis to DoPT)	29-03-2006	
18.	MTS	27	23	04	Shri R.S. Rawat Shri Ravi Shankar Shri Suram Singh Shri Jai Prakash Shri Narendra Singh Shri Denesh Singh Negi Shri Sudarshan Prasad Srhi Raje Singh Shri Rajender Singh Shri Attar Chand Shri K.N. Joshi Shri Vijay Singh Ms. Saraswati Shri Prakash Chand Shri Vinod Shri Avtar Singh Shri Chote Lal Shri Dina Nath Shri Ratan Pal Shri Naresh Kumar Shri Binay Singh Shri Vijay Kumar Shri Amit Antil	25-10-2012 11-10-2011 25-10-2012 19-11-1985 04-03-1987 09-11-1993 21-01-1984 04-03-1987 03-02-2006 26-02-2009 28-08-1987 10-04-1987 01-04-2009 31-10-2011 26-11-2010 29-11-1991 06-07-2010 07-01-2008 01-12-2006 25-11-2010 07-12-1988 10-10-2014 27-03-2015	

