



सं / REGN NO: INSTM/R/2015/60019

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: 21<sup>st</sup> January, 2016

To

Sh. Vodela Suresh Babu,  
H.No. 8-112, Sri Laxminarasimha Swamy Colony,  
Annojiguda (V), Ghatkesar (M),  
Ranga Reddy District - 500 088

**Subject : Information sought under RTI Act, 2005**

Sir,

Please refer to your RTI application received on 24.12.2015.

2. The response to your request is enclosed.

Sl.No.	Question	Reply
1.	Fire safety NOC of your office and your sub ordinate offices	This information is not maintained by ISTM.
2.	Fire safety system trial tested certificate.	
3.	Your satisfactory certificate of fire safety system	
4.	Statement of Power, Water, Telephone, Fuel Bills of October, 2015	Copies of Order No. D-25011/2/2015-ISTM dated 27-11-2015 and Order NO. D-25011/1/2015-ISTM dated 18-11-2015 and Order No. D-26015/02/2015-ISTM dated 19-11-2015 are enclosed
5.	Statement of loans, interest and dues of our country (your department)	Nil
6.	Statement of number of returned RTI applications since 2005 to 2015 and reasons.	As per the information available only 6 RTI applications have so far been returned to the applicants. The reason for return being information sought not clear, adequate fees not remitted, court fees stamp enclosed, information sought not covered under definition of information, lack of proper BPL Certificate are the main reasons.

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 [ashwini.salaria@gov.in](mailto:ashwini.salaria@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](mailto:govind.h13@nic.in)



फा.सं / FILE No D-25011/2/2015-ISTM

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दूरभाष / TELEPHONE - 011-26105312; टेलीफैक्स / FAX - 011-26104183

Date: 27 November, 2015

## ORDER

Sanction of the Competent Authority is hereby conveyed under the delegation of Financial Power Rules, 1978 to incur an expenditure of Rs. 1,757/- (One Thousand Seven Hundred Fifty Seven Only ) to Smt. Sunita H. Khurana, Director towards the payment of Telephone ( Landline ) and Mobile bill to MTNL. The details is given below:-

S.N.	Month	Entitled Amount bill revised service tax @ 10.3% (in Rs.)	Landline 24601990	Mobile 9818065366	Total	Balance to be reimburse ment	Remarks
1.	October, 2015	1985/-	1310.00	447.44	1757.00	1757.00	Payment towards Landline, Mobile Connection
(Rupees One Thousand Seven Hundred Fifty Seven Only)						1757.00	

2. This expenditure will be debited to:-

Major Head- 2070

20700000304- ISTM

04-04-13- Office Expenses for the financial year 2015-16.

(Vadali Rambabu)

Deputy Director (Admn.)

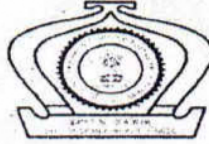
Copy to: —————

1. PAO, ISTM, Lok Nayak Bhavan, New Delhi
2. DDO, Cash Section, ISTM, New Delhi.
3. Office Order File



S. N. 21(I)

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फा.सं / FILE No D-25011/01/2015-ISTM

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दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

Dated 18.11.2015

**ORDER**

Sanction of the competent authority is hereby conveyed under the delegation of Financial Power Rules, 1978 to incur an expenditure of Rs. 21,565/- (Rupees Twenty One Thousand Five Hundred Sixty Five only) towards the payment of Telephone bill to MTNL, DELHI. The details are given below:-

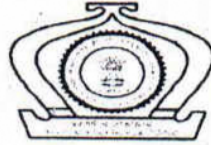
S.No.	Telephone No.	Meter Reading		Pay by Date	Amount (in Rs.)
		From	To		
1.	26185308	1-10-2015	31-10-2015	27-11-2015	862.00
2.	26185309	1-10-2015	31-10-2015	27-11-2015	888.00
3.	26104183	1-10-2015	31-10-2015	27-11-2015	611.00
4.	26108946	1-10-2015	31-10-2015	27-11-2015	766.00
5.	26164285	1-10-2015	31-10-2015	27-11-2015	1131.00
6.	26161375	1-10-2015	31-10-2015	27-11-2015	1252.00
7.	26102597	1-10-2015	31-10-2015	27-11-2015	832.00
8.	26180589	1-10-2015	31-10-2015	27-11-2015	809.00
9.	26105592	1-10-2015	31-10-2015	27-11-2015	1209.00
10.	26165593	1-10-2015	31-10-2015	27-11-2015	901.00
11.	26185310	1-10-2015	31-10-2015	27-11-2015	613.00
12.	26185314	1-10-2015	31-10-2015	27-11-2015	621.00
13.	26175590	1-10-2015	31-10-2015	27-11-2015	1172.00
14.	26106269	1-10-2015	31-10-2015	27-11-2015	331.00
15.	26177058	1-10-2015	31-10-2015	27-11-2015	1017.00
16.	26185313	1-10-2015	31-10-2015	27-11-2015	646.00
17.	26185311	1-10-2015	31-10-2015	27-11-2015	407.00
18.	26185316	1-10-2015	31-10-2015	27-11-2015	1278.00
19.	26185312	1-10-2015	31-10-2015	27-11-2015	1123.00
20.	26194086	1-10-2015	31-10-2015	27-11-2015	1395.00
21.	26104038	1-10-2015	31-10-2015	27-11-2015	1443.00
22.	26103394	1-10-2015	31-10-2015	27-11-2015	526.00
23.	26172571	1-10-2015	31-10-2015	27-11-2015	1314.00
24.	26164182	1-10-2015	31-10-2015	27-11-2015	418.00
Total (Rupees Twenty One Thousand Five Hundred Sixty Five only)					21,565.00

2. This expenditure will be debited to under Major Head-2070-20700000304 ISTM 04-04-13 Office Expenses for the financial year 2015-16.

(Vadali Rambabu) 18/11/15  
Deputy Director (Admn)

Copy to:-

1. PAO, ISTM, Lok Nayak Bhawan, New Delhi.
2. DDO, Cash Section, ISTM New Delhi.
3. Office Order Register.



फा.सं / FILE No D-26015/02/2015-ISTM

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दूरभाष / TELEPHONE - 011-26105312; टेलीफैक्स / FAX - 011-26104183

Date : 19<sup>th</sup> November, 2015

**ORDER**


In exercise of the provisions contained in the Delegation of Financial Rules, 1978 sanction of the competent Authority is hereby conveyed to the incurring of an expenditure of Rs. 15,329/- (Rupees Fifteen Thousand Three Hundred Twenty Nine Only) and its payment to Gymkhana Service station, New Delhi for providing fuel to the staff car No. DL 12 C 1644 during the month of October, 2015 as per details of the bill given below:-

S.No.	Bill No. & Date	Vehicle No	Kms for the period of the bill	Amount
1.	10.003837 Dt 31.10.2015	DL 12 C 1644	1632 Kms	15,329.00
TOTAL				15,329.00

2. The Expenditure involved is debited to:-

Major Head - 2070  
2070000304 - ISTM  
04-04-13 - Office Expenses

For the financial year 2015-16

  
(Vadali Rambabu)

Deputy Director (Admn)

Copy to:-

- 1 Pay & Account Office, DOPT, New Delhi
- 2 DDO, ISTM, New Delhi
- 3 Sanction order folder