



सं / REGN NO: INSTM/R/2016/80006

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: 22<sup>nd</sup> August, 2016

To

atozpradipatoz@gmail.com

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

Sir,

Please refer to your RTI application received on 25<sup>th</sup> July 2016..

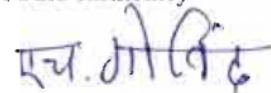
2. The response to your request is given below.

S.No.	Question	Reply
1.	Total period Mr. Chandan Mukherjee stayed in ISTM all in his life with details.	Shri Chandan Mukherjee, Ex faculty of this Institute served as an Assistant from 09.02.1998 to 08.05.2003 and as a Deputy Director from 31.10.2008 to 29.04.2016.
2.	Total period he more than rule stayed in ISTM after normal.	Stay of Shri Chandan Mukherjee in ISTM is as per extent rules and with the approval of Competent Authority.
3.	ISTM take good and service and data entry operation and other from 2 person only. Others are not allowed.  Anil Sharma and Ghosh. Both are of Chandan Mukherjee man.  Give information about these two person contract taken during his stay in ISTM. Number of contract and amount ISTM paid.	The procurement of goods and service for various activities are processed as per GFR provisions.  No comment  Details of Area of the contract and amount paid to M/s Anil Kumar's is placed at annexure-I Details of Area of the contract and amount paid to M/s Tekno- Grafik is placed at annexure-II.

4.	Copies of rules for deputation period. Copies of decision on notes for his stay over normal period.	ISTM is not custodian of the information of "Copies of rules for deputation period". Relevant copies of the notes/ correspondence is enclosed.
5.	Copies of rule guidance for cool off.	The rules are framed by DoPT and not by ISTM.
6.	How many case cool off of about 3 years given and not given by Department of Personnel. List of cases.	As far as this Institute is concerned the information is nil.

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](mailto:sanjaysharma.148p@gov.in) within 30 days of the receipt of this information.

Yours faithfully



(H. Govind)  
Deputy Director & CPIO  
E.Mail: govind.h13@nic.in

## PAYMENT MADE TO M/S TEKNO-GRAFIK DURING LAST 3 YEARS

	Amount during		
	2013-14	2014-15	2015-16
Annual Report	32550		345450
ATC	38005	50673	97083
Writing pad	18375	18375	
Level 'D' Monograph			36540
ASODR-Monograph	7350		489636
SDR monograph	187952		142590
Certificate cover	84757	187032	85313
Certificate			57960
Diary			19950
BLS Module		51660	103320
RTI Booklet	43575		43575
Total	412564	307740	1421417
<b>Grand Total</b>			<b>2141721</b>

## Payment made to M/s Anil Kumar's during last 3 Years

	Amount (in Rs) and period		
	2013-2014	2014-2015	2015-2016
AMC of Electrical	2,41,559	1,88,784	1,85,636
AMC of ACs	2,56,795	2,55,307	2,58,711
Outsourcing of Manpower	15,88,594	21,69,335	18,99,051

S No 23 (1)

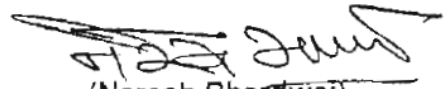
5

No. A-19014/1/2008-ISTM/937-38  
Government of India  
Institute of Secretariat Training and Management  
(Department of Personnel & Training)

JNU(Old) Campus, New Delhi  
The 17<sup>th</sup> September 2014.

OFFICE ORDER

In pursuance with the instructions contained in the CS Division, Department of Personnel & Training's (DoPT) O.M. No. 2/1/2011-CS.I(U), dated 10.09.2014, read with the letter No. 11011/40/2014-Trg(ISTM), dated 10.09.2014, of the Training Division, DoPT, approval of the Secretary(Personnel) is hereby conveyed for continuation of services of Shri Chandan Mukherjee, Deputy Director, in the Institute of Secretariat Training and Management (ISTM), w.e.f. 25.08.2014 (FN) till 31.12.2014. Shri Mukherjee will draw his pay and allowances from ISTM against any vacant post of Deputy Director. Services of Shri Mukherjee in ISTM w.e.f. 25.08.2014 will be reckoned as Under Secretary and no Training Allowance will be paid to him for the extended period as indicated above. It has been further decided that the above arrangement of continuation will be reviewed thereafter.

  
(Naresh Bhardwaj)  
O/C Deputy Director (Admn)  
Tel. 26102597

Copy to:-

1. Department of Personnel & Training (Shri V. Srinivasragavan, Under Secretary), CS Division, Lok Nayak Bhawan, Khan Market, New Delhi-110003, w.r.to their O.M. referred to above.
2. Department of Personnel & Training (Shri Anil Tripathi, Under Secretary), Training Division, JNU(Old) Campus, New Meharauli Road, New Delhi - 110067.
3. Shri Chandan Mukherjee, Deputy Director, ISTM
4. Pay & Accounts Officer, ISTM
5. DDO, ISTM
6. All Faculty Members/Officers, ISTM
7. Office Order Register

18/9  
132

5-NO-19(R)

IMMEDIATE (56)

No. 2/1/2011-CS.I(U)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

CS.I Division

2<sup>nd</sup> Floor, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated the 10<sup>th</sup> September 2014

OFFICE MEMORANDUM

Subject: Posting of Shri Chandan Mukherjee, US in ISTM reg.

The undersigned is directed to refer to Training Division's C.M. No. 110111/40/2013-Trg. (ISTM) dated 29<sup>th</sup> August 2014 on the subject mentioned above and to say that Secretary (P) has approved posting of Shri Chandan Mukherjee, US in ISTM upto 31.12.2014, in continuation of his deputation tenure which expired on 25.8.2014. The arrangement will be reviewed thereafter. The salary of the officer may be drawn against any of the vacant post of Deputy Director.

2. Secretary (P) has also directed that ISTM will submit a detailed calendar and course content for training of the new recruits by 17.9.2014. Training Division may advise ISTM accordingly. A copy of note sheet is attached herewith.

*[Signature]*

*[Signature]*

(V. Srinivasaragavan)

Under Secretary to the Government of India

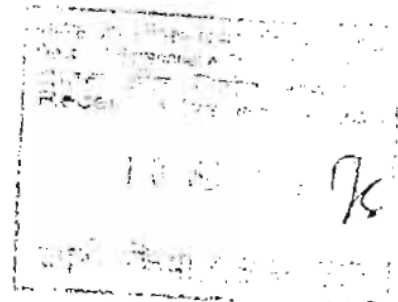
Tele.: 24629412

Encl.: As above

To

Department of Personnel & Training  
(Shri Anil Tripathi, US)  
Training Division  
JNU (Old) Campus, New Mehrauli Road,  
New Delhi  
(Fax No. 26107962)

Copy to: Director, ISTM (Fax No. 26104183)



Copy No. 11/9/14  
Date: 11/9/14  
Secretary, P  
ISTM, New Delhi

11/9/14  
DO/AS

11/9/14  
80(A/Am)

Nants  
11/9/14

Ref. Note pre-page

Notes on pages 45-47 may also be referred to.

The issue relates to posting of Shri Chandan Mukherjee, US whose deputation tenure as Deputy Director (FC) at ISTM expired on 25.8.2014. He is required to report to CSI Division on expiry of deputation tenure for further posting. Shri Mukherjee is presently on leave on expiry of his deputation.

2. Earlier, ISTM wanted to retain Shri Mukherjee on expiry of his deputation tenure in public interest in connection with review of channel of submission of DARPG and review of TNA etc. Meanwhile, a D.O. letter dated 22.08.14 has been received from Director, ISTM in which he has informed about the meeting held with Secretary (P) in which Secretary has desired that all directly recruited Assistants and Stenographers shall report to ISTM to undergo their foundational training first, before being posted elsewhere. As this issue involves not only training but also administrative and establishment issues, Director, ISTM has recommended continuation of Shri Chandan Mukherjee as he is familiar with the issues/procedure associated with Assistant Direct Recruits joining in ISTM. Director, ISTM has requested that this arrangement of allowing Shri Mukherjee may be continued till new arrangement for joining of Assistant Direct Recruits/ Stenographer Direct Recruits in ISTM is put in place and stabilized. He has also informed that Shri Mukherjee has agreed for his further continuation without payment of Training Allowance.

3. Secretary (P) has directed to seek the comments of JS (Trg.) on the request of Director, ISTM for the continuation of Shri Chandan Mukherjee, US in ISTM on expiry of his deputation.

4. Now an O.M. dated 28.08.2014 has been received from Training Division informing that they have no objection for continuation of Shri Chandan Mukherjee at ISTM based on communications received from ISTM. This has the approval of JS (Trg.)

5. In view of above, it is proposed that we may post Shri Chandan Mukherjee, Under Secretary against one of the vacant posts of Deputy Director which is analogous to Under Secretary for the purpose of drawal of his pay and allowances. This arrangement may be allowed upto 31.12.2014 and, thereafter, it may be reviewed.

- 49/N -

No.2/1/2011-CS.I(U)

from pre-page

6. File is submitted for approval of proposal at para 5 at pre-page please.

Lx. ~~for~~ ~~for~~ ~~for~~  
01/09/2014  
So (u)

US (u) - ~~for~~ ~~for~~ ~~for~~  
01/09/14

Dir (CS.I)

Utpal  
02/09/14

JS (ATAA)

Refer discussion with JS (Training)  
in the chamber of Secy (P) on posting  
of Shri Chandan Mukherjee and  
endorsement of JS (T) in writing  
also at Para 3 at 48/Nante

In view of aforesaid  
proposal at para 5 at pre page  
for appraisal of Secy (P) / 02

Secy (P) XX approved JS (Trg) 8/9  
may call Shri ISTM and Secy  
Chandan Mukherjee and submit  
a detailed calendar and course  
on the training of the new



50 -

(17)

recruits. I will appreciate if it is submitted by 17/9/2014.

Good  
9/9/2014

JS(AT&A)

9/9

~~Su (CS-I)~~

10/09

US(U)

10/09/14

SO(U)

Pl. Issue OM. conveying approval and directions of Secy (P). We may also keep a note of tenure of Mr. Muthuswamy upto 31.12.2014.

No. 11011/40/2013-Trg(ISTM)  
Government of India  
Department of Personnel & Training  
(Training Division)

Block-IV, JNU(Old) Campus,  
New Delhi, the 16<sup>th</sup> September 2014.

To  
✓ The Director,  
Institute of Secretariat Training and Management,  
New Delhi.

Subject: Continuation of Shri Chandan Mukherjee in ISTM

Sir,

I am directed to refer to CS Division's O.M. No 2/1/2011-CS.I(U) dated 10.09.2014 on the subject cited above and to say that the Competent Authority has conveyed their decision for continuation of the services of Shri Chandan Mukherjee in ISTM as Under Secretary on expiry of his tenure on 25.08.2014(FN) till 31.12.2014. The arrangement will be reviewed thereafter. Shri Mukherjee will draw his pay and allowances from ISTM against any vacant post of Deputy Director.

2. You are also requested to submit a detailed calendar and course contents for training the new recruits immediately which will be reviewed by Secretary (Personnel) before 17/09/2014.

Yours faithfully,

Anil Tripathi  
(Anil Tripathi)

Under Secretary to the Government of India  
Tel. No 26194167(0)

Copy forwarded for information to the CS Division, Department of Personnel & Training (Shri V. Srinivasraghavan, Under Secretary), Lok Nayak Bhawan, Khan Market, New Delhi - 110003, w.r.to their O.M. quoted above.

(Anil Tripathi)

Under Secretary to the Government of India

From 24/2/14  
Date 19/9/14

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17.9.14  
DD(A)

Pl forward a copy to Comdr. for X'sm.  
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18/9/14

The file was wrongly  
quoted in the  
earlier order.

No.5/12/2014-CS.I(U)  
Government of India  
Ministry of Personnel, P.G. and Pensions  
(Department of Personnel & Training)

Please ignore  
it and this one  
may be

Khan Market, Lok Nayak Bhavan. take,  
New Delhi, dated 19<sup>th</sup> November, 2014. on

record.  
G.P.

OFFICE MEMORANDUM

Subject: Proposal to extend tenure of posting of Shri Chandan Mukherjee, Under Secretary in ISTM - matter regarding

The undersigned is directed to refer to I.D.Note No.A-19014/1/2008-ISTM (Part) dated 31.10.2014 from ISTM on the subject mentioned above and to say that Secretary (P) has approved the extension of tenure of Shri Chandan Mukherjee, Under Secretary in ISTM for a period of one year beyond 31.12.2014. The salary of the officer may be drawn against any of the vacant post of Deputy Director.

*V. Srinivasaragavan*  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele: 24629412

Director, ISTM  
JNU (Old) Campus, New Meharauli Road  
New Delhi.

Copy to Shri Anil Tripathi, Under Secretary, Training Division, Department of Personnel & Training, JNU (Old) Campus, New Meharauli Road, New Delhi.

4.11.14  
D.O. (P)

Pl. imm. order  
accordingly.

om  
20/11/14  
SO (A.P.)

shilck  
Sgm  
21/11/14

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20/11/14

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19 NOV 2014

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DofA

Handwritten signature: *W. H. ...*

~~GO (A/C)~~

Shri KK

25/11/14

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24/1/14

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25/11/14



No. A-19014/1/ 8-IS 1/1681-85  
 Government of India  
 Institute of Secretariat Training and Management (ISTM)  
 (Department of Personnel & Training)

JNU(Old) Campus, New Delhi  
 The 20<sup>th</sup> November 2014.

OFFICE ORDER

In continuation of this Institute's Office Order of even number, dated 17.09.2014, and in pursuance with the instructions contained in the CS Division, Department of Personnel & Training's (DoPT) O.M. No. 2/1/2011-CS.I(U), dated 19.11.2014, approval of the Secretary(Personnel) is hereby conveyed for continuation of services of Shri Chandan Mukherjee, Deputy Director, in the Institute of Secretariat Training and Management (ISTM), till 31.12.2015. Shri Mukherjee will draw his pay and allowances from ISTM against any vacant post of Deputy Director.

(Naresh Bhardwaj)  
 Deputy Director (Admn)  
 Tel. 26102597

Copy to:-

1. Department of Personnel & Training (Shri V. Srinivasragavan, Under Secretary), CS Division, Lok Nayak Bhawan, Khan Market, New Delhi-110003, w.r.to their O.M. referred to above.
2. Department of Personnel & Training (Shri Anil Tripathi, Under Secretary), Training Division, JNU(Old) Campus, New Mehrauli Road, New Delhi - 110067.
3. Shri Chandan Mukherjee, Deputy Director, ISTM
4. Pay & Accounts Officer, ISTM
5. DDO, ISTM
6. All Faculty Members/Officers, ISTM
7. Office Order Register



No.5/12/2014-CS.I(U)

Government of India

Ministry of Personnel, P.G. and Pensions

Department of Personnel and Training

\*\*\*\*\*

Lok Nayak Bhavan, New Delhi-110003

Dated 21 December, 2015.

OFFICE MEMORANDUM

Subject:- Extension of deputation tenure to 7 ½ years in ISTM - Case of Shri Chandan Mukherjee, Under Secretary -

The undersigned is directed to say that ACC had earlier approved a tenure of 7 ½ years at a stretch for deputation in Lal Bahadur National Academy of Administration (LBSNAA) as communicated vide EO's Office ID Note No. 6/35/2010-EO (SM-I) dated 7.6.2012. In view of difficulty faced by ISTM for attracting and retaining quality faculty, it has been decided with the approval of Competent Authority to adopt similar provisions as those available in LBSNAA for ISTM to attract officers with academic orientation and teaching proficiency. Accordingly, it has been approved for amendment of Recruitment Rules of ISTM for extending deputation tenure upto 7 ½ in case ISTM requires the services of an Officer after completion of 05 years deputation tenure.

2. Shri Chandan Mukherjee, Under Secretary was on deputation as Deputy Director in ISTM w.e.f. 31.10.2008 to 24.08.2014 for a period of 05 years and 10 months. Thereafter, he has been continuing there on informal basis till 31.12.2015. While approving deputation provisions for ISTM faculty as those available for LBSNAA, it has also been approved to regularise the tenure of Shri Chandan Mukherjee at ISTM w.e.f. 25.08.2014 as deputation which will be upto 30.04.2016 i.e. upto a tenure of 7 ½ years at a stretch.

*(V. Srinivasaragavan)*  
(V. Srinivasaragavan)

Under Secretary to the Government of India  
Tele: 24629412

To

1. Shri A.N.Narayanan, Deputy Secretary, Training Division, Department of Personnel & Training, Old JNU Campus, Block IV, Third Floor, New Mehrauli Road, New Delhi-110067.\*
2. Director, ISTM, Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi-110067.\*

A copy of Noting of this Departments' F.No.5/12/2014-CS.I(U) is enclosed for taking necessary action to amend the ISTM Recruitment Rules for extending the deputation period upto a tenure of 7 ½ years.