

Speed Post

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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: 4th July, 2016

To,

Shri. Kamal Singh
Sector-2 C-183
Vasundhra
Ghaziabad-201012

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 9th June 2016.

2. The response to your request is given below;

Qn1 & 2-The list of participants and the communication received from IIFT is enclosed.

Qn 3 -Course Fee amounting to Rs.1.25 lakh was charged from IIFT. A copy of attendance sheet and the programme schedule indicating subjects 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 Satyajit Mishra, Joint Director, ISTM, R No. 106, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email satyajit.mishra@nic.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

Copy to DD (BD) / JD (LHR)

6/7/16

6/7/16



INSTITUTE OF SECRETARIAT TRAINING AND MANAGMENT

ONE WEEK OSP ON OFFICE MANAGEMENT FOR IIFT

(15 FEB 2016 TO 19 FEB 2016)

List of Participants

Roll No.	Name	DESIGNATION
1	Mr. Satya Raja Sekhar G	ITS PROBATIONER
2	Dr.Manjeet Bhatoya	ITS PROBATIONER
3	Mr. Katta Simhachalam	ITS PROBATIONER
4	Ms. Kopal Tondon	ITS PROBATIONER
5	Mr. Rakesh Ojha	PROGRAM ASST
6.	Mr. Manoj Marothia	PA



भारतीय विदेश व्यापार संस्थान
मानित विश्वविद्यालय
INDIAN INSTITUTE OF FOREIGN TRADE
(DEEMED UNIVERSITY)
(AN AUTONOMOUS INSTITUTION OF MINISTRY OF COMMERCE & INDUSTRY)

बी-21, कुतुब इंस्टीट्यूशनल एरिया, नई दिल्ली-110016
B-21, Qutab Institutional Area, New Delhi-110016
Phone : 26965124, 26531507, 26531565,
Fax : 0091-11-26853956, Website : www.iift.edu

MDP/S(ITS)/2015-16

February 5th 2016

Dear Sir,

As desired, the list of participants for attending the 5-day Training Programme (15-19 February 2016) for ITS Probationers is placed below.

ITS Probationers

Sl. No.	Name of the Participant
1.	Mr. Satya Raja Sekhar G.
2.	Dr. Manjeet Bhatoya
3.	Mr. Katta Simhachalam
4.	Ms. Kopal Tondon

In addition to above ITS Probationers, the following two IIFT staff would also attend this programme.

IIFT Staff

Sl. No.	Name of the Participant
1.	Mr. Rakesh Ojha - Programme Assistant (MDP Section), IIFT
2.	Mr. Manoj Marothia - Assistant (Contractual), CP(MDPs) Office, IIFT

With regards,

(Amrita Mishra)
Programme Associate (MDP Division)

Shri B. Dhanesh
Course Co-ordinator
Institute of Secretariat Training and Management (ISTM)
JNU (Old) Campus, New Delhi, Delhi 110067

15 TO 19 FEBRUARY 2016

15 TO 19 FEBRUARY 2016

[illegible]

CSP for IDES and ITS probationers course for NIDEM and IIFT respectively (CSP-ITS/IDES)

15 Feb 2016 To 19 Feb 2016

Course Director: Dhanesh B Deputy Director

Objectives: At the end of this week the participant will be able to:

1. Describe the structure and functional of various levels of Government
2. Explain important provisions of Conduct Rules applicable to members of central Civil Services.
3. i) Describe Office Procedure prescribed in the Manual of Office Procedure pertaining to file management, action on receipts, aids to Apply office procedure in the Section in a given situation.
4. Explain techniques of Records Management
5. Develop the skills of Noting and Drafting and use various forms of written communication in a given situation.
6. 1. Describe various Parliamentary terms; 2. Differentiate between various types of questions; 3. Explain the process of drafting reply 4. Describe functioning of various Parliamentary Committees including departmentally related Standing Committee.
7. Describe General Conditions of Service as provided in the Fundamental and Supplementary Rules.
8. i) Describe the general conditions for grant of leave; ii) List various kinds of leave under the CCS (Leave) Rules; iii) Describe the eligibility conditions for leave of given kind; iv) Calculate leave accrued to an employee during a period in a given situation.
9. List the salient features of the Right to Information Act 2005.
10. Calculate pay admissible to an employee in a given situation
11. Describe and apply TA rules in a given situation.
12. Explain LTC entitlement of a Government servant in a given case.

Programme Schedule

15 Feb 2016 To 19 Feb 2016 (Version - 4)

Day/Date	Session	Topic
15 Feb 2016 Monday	1	Assembling, Registration, Introduction, Program Overview
	2	Machinery of Government of India ✓
	3 - 5	CCS (CONDUCT) Rules ✓
16 Feb 2016 Tuesday	1 - 2	Office Procedure ✓
	3	File Management - Filing System / Part File ✓
	4 - 5	Records Management ✓
17 Feb 2016 Wednesday	1 - 3	Noting & Drafting ✓
	4 - 5	Parliamentary procedure ✓
18 Feb 2016 Thursday	1 - 2	General condition of services (FR/SR) ✓
	3 - 4	CCS (LEAVE) Rules ✓
	5	Right to Information (RTI) ✓
19 Feb 2016 Friday	1 - 2	Pay Fixation ✓
	3	TA Rules ✓
	4	LTC Rules ✓
	5	Valediction
DB	Dhanesh B (Deputy Director)	
RG	R Gayathri (Deputy Director)	
YD	Yogesh Dwivedi (Deputy Director)	
PKJ	Pramod Kumar Jaiswal (Deputy Director)	
HG	Herkal Govind (Deputy Director)	
MS	Moloy Sanyal (Deputy Director)	
KGR	K Govindarajulu (Joint Director)	
KKP(C)	K K Pant (Consultant)	
GUEST	Guest Faculty (Guest)	
		Session
		1
		Tea Break
		2
		10:45
		Break
		3
		12:00
		Lunch Break
		13:30
		4
		14:30
		Tea Break
		5
		15:45
		Library Hours
		16:45