



सं / REGN NO: INSTM/R/2016/00004

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: 30th May, 2016

To

Shri Rajbir Singh
Indian Institute of Foreign Trade
B-21 Qutub Institutional Area
New Delhi-110016

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 5th May, 2016.

2. The response to your request is given below;

Qn1-IIFT had sent 6 ITS probationers for training at ISTM from 15th -19th February, 2016.
The name of the participants are given below:

- i) Shri Rakesh Kumar Ojha
- ii) Shri Manoj Marothia
- iii) Shri Katta Sinhachalam
- iv) Shri Satya Raja Sekhar G
- v) Shri Kopal Tandon
- vi) Dr. Manjeet Bhatoya

Qn2- Information not available in ISTM.

Qn3- The 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

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

Venue: AB2F

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 processing etc; ii). 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 to a question; 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 salient features and 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	Faculty
15 Feb 2016 Monday	1	Assembling, Registration, Introduction, Program Overview	DB
	2	Machinery of Government of India ✓	RG
	3 - 5	CCS (CONDUCT) Rules ✓	GUEST
16 Feb 2016 Tuesday	1 - 2	Office Procedure ✓	GUEST
	3	File Management - Filing System / Part File ✓	GUEST
	4 - 5	Records Management ✓	YD
17 Feb 2016 Wednesday	1 - 3	Noting & Drafting ✓	PKJ
	4 - 5	Parliamentary procedure ✓	HG
18 Feb 2016 Thursday	1 - 2	General condition of services (FR/SR) ✓	MS
	3 - 4	CCS (LEAVE) Rules ✓	YD
	5	Right to Information (RTI) ✓	KGR
19 Feb 2016 Friday	1 - 2	Pay Fixation ✓	YD
	3	TA Rules ✓	KKP(C)
	4	LTC Rules ✓	YD
	5	Valediction	YD

DB	Dhanesh B (Deputy Director)	Session	Timings(in hrs)
RG	R Gayathri (Deputy Director)	1	09:15 to 10:30
YD	Yogesh Dwivedi (Deputy Director)	Tea Break	10:30 to 10:45
PKJ	Pramod Kumar Jaiswal (Deputy Director)	2	10:45 to 12:00
HG	Herkal Govind (Deputy Director)	Break	12:00 to 12:15
MS	Moloy Sanyal (Deputy Director)	3	12:15 to 13:30
KGR	K Govindarajulu (Joint Director)	Lunch Break	13:30 to 14:30
KKP(C)	K K Pant (Consultant)	4	14:30 to 15:30
GUEST	Guest Faculty (Guest)	Tea Break	15:30 to 15:45
		5	15:45 to 16:45
		Library Hours	16:45 to 18:00

CADRE SPECIFIC PROGRAMME FOR PROBATIONERS OF INDIAN TRADE SERVICE (ITS) IN ASSOCIATION WITH IIT

ATTENDANCE SHEET

[illegible]