



सं / REGN NO: INSTM/R/2015/60006

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: 10th Sep., 2015

To

Smt. Abhilasha Agrawal,
B-151, 1st Fl., Gali No.1,
Indira Nagar,
Behind gurudwara,
DELHI - 110 033.

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application dated 24th Aug., 2015.

2. The response to your request is given below:.

Sl. No	Information sought under RTI	Response
1.	Please provide me copy of the rule through which Assistant(DR) recruited through SSC-2005,2005 and 2010 were not paid House Rent Allowance during foundation training.	Minutes of the Meeting held on 9.7.2008 is placed for ready reference. Vide this minutes a decision was taken that hostel accommodation is being provided to all the ADR participants. HRA would not be admissible to them. However, it was decided that the issue may be referred to DoPT/Estt. Division through DoPT/CS Division to get a ruling on the subject as ISTM were conducting this new Foundational Training course for the first time
2.	Please provide me copy of the rule through which Assistant(DR) recruited through SSC-2011, and 2012 were paid House Rent Allowance during foundational training despite allotment	ADRs recruited through CGLE-2011-12 were directed to report to their concerned Ministries through which they have been paid their pay and allowances. Since they had only reported for training, ISTM has no information about their pay

	of hostel during Foundational Training (As per the details available for the Assistant working in DoPT after verifying their pay-slips)	and allowances.
3.	Please provide me copy of the rule through which Assistant(DR) recruited through SSC-2013 were paid House Rent Allowance during foundation training despite allotment of hostel during Foundational Training.	In respect of Assistants joined through CGLE-2013, Hostel Accommodation was not made mandatory in ISTM. However, participants were provided hostel as and when they requested. Hence, HRA was paid.
4.	Please provide me the details of changes in the policy of payment of HRA during Foundational Training for Assistants(DR) at ISTM between July-2009 and July-2015. Additional Note- Assistants(DR) recruited through SSC-2005, 2006 and 2010 had to report directly ISTM for Foundational Training and were not paid HRA during the Foundational Training. While, Assistants(DR) recruited through SSC-2013 also had to report directly ISTM for Foundation Training and were paid HRA during Foundational Training despite allotment of Hostel during the Trg.	The Foundation Training of Assistants(DR) in ISTM conducted between 2007-08 and 2010-11 were to report directly to ISTM. A decision was taken that their HRA may not be paid since the accommodation at ISTM Hostel was mandatory. In 2011-12 and 2012-13, the policy of reporting directly to ISTM was changed and Assistants allotted by SSC were to report to their respective Ministries and pay and allowances were paid to them by their concerned Ministries. The policy was, however, reviewed for CGLE-2013 and it was decided that Assistants will be reporting directly to ISTM. However, the accommodation in ISTM Hostel was not made mandatory since the Hostel was not equipped enough to accommodate all the Assistants to be recruited. Hence, as a general policy, HRA has been allowed to all candidates.
5.	Steps taken for recovery of HRA paid (during Foundational Training at ISTM) to the Assistants(DR) recruited through SSC-2011, 2012 and 2013.	The proposal of payment of HRA to Assistant or its recovery is being considered by ISTM in consultation with the Integrated Finance Division (IFD).

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, e.mail satyajit.mishra@nic.in within 30 days of the receipt of this information.

Yours faithfully



(H. Govind)

Deputy Director & CPIO
E.Mail: govind.h13@nic.in

Reference preceding note.

A meeting was convened in the office of Director, ISTM to discuss the issues related to ADR Foundation training course. The following officers were presented in the meeting.

- (i) Shri K.S. Kumar, Joint Director
- (ii) Smt. Poonam Goila, Joint Director
- (iii) Shri Rajesh Saxena, Deputy Director
- (iv) Shri Yogesh Dwivedi, Assistant Director
- (v) Shri Moloy Sanyal, Assistant Director
- (vi) Shri Parth Vasaniya, Assistant Director

2. The issues discussed and decision of the Director and action to be taken on various issues are given in the following paras:-

Mess Facility at ISTM hostel - It was decided that the mess facility to ADR participants will be provided by the existing caterer at the same rates as is being provided now. However mess guidelines are to be formulated and intimated to all ADR participants as well as the caterer. The following points to be covered in these guidelines -

- Using mess facility mandatory for all participants.
- Relaxation may be given on week end for not using the facility however the individual has to inform this to caterer at least one day in advance.
- No room service.
- Mess committee to be formed, preferably having representatives floor wise.
- Mess committee to have the responsibility of general supervision about quality, quantity and variety of food being served by the caterer, cleanliness and hygiene in kitchen and dinning hall etc.
- Payment to be made direct to caterer, modalities to be worked out by hostel warden in consultation with caterer and mess committee. Mess Committee members to ensure the payment

[Action-DD(NS)]

Issue of House Rent Allowance (HRA) - As the hostel accommodation is being provided to all the ADR participants. HRA will not be admissible to them. However, it was decided that the issue may be referred to DOPT/Estt. Divn. through DOPT/ CS Division to get a ruling on the subject as ISTM is conducting this new format ADR Foundation Training course for the first time.

[Action-DD (RS)]

License fee for hostel accommodation - It was decided that license fee be charged from the participants as per CPWD rates fixed for per room per day basis which would be divided among the residents of the room. In case of boys the rooms are being allotted on triple sharing basis and for girls on double sharing basis. The license fee will be divided accordingly.

[Action-DD (NS) & DD(RS)]

Service charges for Hostel facilities - The issue was discussed in detail and it was opined by the faculty members that service charges of Rs. 250 per room per day (for AC room) appear to be high if the same are charged from the ADR participants also, as they will not be paid HRA and license fee at nominal rate will also be deducted from their salary. From the details made available by DD(NS) about the practices in LBSNAA, Mussorie, the component of service charges for the facility provided in the hostel room is not very clear. Director desired that position in LBSNAA about service charges should be

obtained. Simultaneously the rate of service charges may be reviewed and suitably decided for ADR participants

[Action-DD (NS)]

Physical Training – It was decided that physical training from 6.30 A.M. to 7.30 A.M. will be made compulsory for all the participants. To begin with the arrangements for this physical training will be made with the help of CRPF. Subsequently if CRPF is not in a position to extend the facility of PT Instructor we can switch over to Yoga session in the morning. DD(RS) had informally spoken to Commandant, CRPF regarding this issue. The same has to be followed up and finalized immediately so that PT sessions can be started w.e.f. 15/16 July.

[Action-DD(NS)] DD(A)]

Caution money Deposit - A separate account, if required, may be opened, otherwise, money can also be deposited in current account. DD(MS) & DD(RS) may discuss the same and finalize the matter.

[Action-DD(NS) & DD(RS)]

Provision of Track suit – ISTM will not provide track suit. A supplier will be identified by ISTM. All the participants will be required to buy the track suit from the supplier and will wear the same during PT session. AD(PV) agreed to identify supplier and to finalise the sample of track suit for ADR participants

[Action-AD(PV)]

Medical Facility - Arrangements to be made for a medical attendant in Hostel in evening for one/two hrs, may be on alternative days


[Action-DD(NS)]

Relaxation from stay in hostel – ADR Foundation Training course is residential course where stay in hostel is compulsory. No request from the participants for relaxation will be entertained unless it is an extreme compassionate case.

3. No outside night stay would be permitted without the permission of Hostel Warden. On week ends leaving ISTM hostel (the headquarter) will also be subject to permission from course coordinator and hostel warden. Participants are to be briefed accordingly by all the faculty members interacting with them.

[Action: All coordinators, JD(KSK), JD(PG), DD(NS) & DD(RS)]

4. The above record of discussion is submitted for approval of Director, ISTM. After approval of Director, the concerned faculty members will be requested to take action on these issues immediately.


(Poonam Goila)
Joint Director (PG)
09.07.08


Director


9.7.08

JD (PG)
9.7.08
DD (NS)