



सं / REGN NO: INSTM/R/2017/50006

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 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 14<sup>th</sup> July 2017

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

Sir/Madam,

Please refer to your RTI application received on 17<sup>th</sup> June 2017.

2. The response to your request is given below;

Sl. No.	Question	Reply
1.	Provide me copy of rule & guideline followed in ISTM regarding reservation roster of ISTM Employees.	ISTM follows all the rules and guidelines regarding reservation roster of ISTM employees framed by Department of Personnel & Training, Govt. of India. The guidelines are available at website of DoPT ( <a href="http://www.persmin.nic.in">www.persmin.nic.in</a> ).
2.	Provide certified copy of reservation roster register for the post of Sr. Assistant, Section Officer of promotion viz seniority cum fitness, selection, departmental department exam.	ISTM is an attached office of DoPT. Roster and seniority list of non-teaching posts (except that of MTS) is maintained by DoPT. In respect of faculty posts, the rosters & seniority list are maintained by their cadre controlling authorities to which they belong and by DoPT respectively.
3.	Provide certified copy of Seniority List of Sr. Assistant, Section Officer for the last five years.	

...2/-

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

एच. गोविंद

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