



सं/ REGN NO: INSTM/R/2018/50019

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

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दिनांक / Date 29.08.2018

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

Sir/Madam,

Please refer to your RTI application received on 18.08.2018

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

S. No.	Information sought under RTI Act, 2005	Response under RTI Act, 2005
1.	A copy of duties and responsibilities of UDC of ISTM appointed under the Grade pay of Rs.2400 pay band I of VI Pay Commission	Cadre controlling Authority of UDC is DoPT. Therefore, ISTM is not the custodian of the information
2.	A copy of the criteria fixed for sanction of Non-Functional Selection Grade to UDC.	

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Vadali Rambabu, Joint Director, ISTM, Room No. 106, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [ram.vadali@nic.in](mailto:ram.vadali@nic.in) within 30 days of the receipt of this information.

Yours faithfully,

(Brahmareddy Desireddy)  
Deputy Director & Link CPIO  
Email: [dbreddy-tfc@nic.in](mailto:dbreddy-tfc@nic.in)