



सं/ REGN NO: INSTM/R/2018/50023

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 - 011-26185316; टेलीफैक्स / FAX - 011-26104183

दिनांक 16.10.2018

विषय:- सूचना का अधिकार अधिनियम, 2005 के तहत माँगी गई सूचना

महोदय,

दिनांक 17.09.2018 को प्राप्त कृपया अपने सूचना का अधिकार आवेदन का संदर्भ ग्रहण करें।

2. आपके अनुरोध का उत्तर निम्नानुसार है:-

क्रम संख्या	सूचना का अधिकार अधिनियम 2005 के तहत माँगी गई सूचना	सूचना का अधिकार अधिनियम 2005 के तहत उत्तर		
1.	Cost of morning tea, lunch and evening tea being provided to trainees category at present	S. No.	Item	Rate per unit (in Rs.)
		1.	Morning tea (with two snacks)	23/-
		2.	Lunch a) Ordinary Lunch b) Special Lunch c) Working Lunch	45/- 160/- 85/-
		3.	Evening Tea (with Biscuits)	22/-
2.	Instructions regarding the requirement of making the trainees prepare various report in hard copy by spending and do binding etc from their pockets for each course	Instruction are given in Programme Information Brochure. Printing of hard copy of tour reports and simple binding is facilitated at ISTM.		
3.	The Government is moving towards e governance and paperless office- Is ISTM planning any step towards asking trainees to provide e	Participants are also permitted to submit soft copy of the Report through email.		

	reports	
4.	How many reports prepared by trainees are available in Library	As on 30 th September, 2018 ISTM Library has 1248 Reports received from the participants of various training programmes.
5.	Are the reports catalogued and easy to retrieve from Library	These reports, as and when received, are entered in the records and are available for reference purposes.
6.	Are the Course directors instructed to adopt positive approach to trainees especially Level A and B	The Course Director adopts a positive approach towards all the trainees including Level A and B
7.	Are the course directors free to remove or add anything in Training Brochure	Course Director follows the session plan approved from time to time by the Competent Authority
8.	For any training whether the date of giving mark sheets and/or Certificates are stipulated by any instructions or is it indefinite (The UGC has mandated all universities to complete Convocation within 6 months)	<p>The Cadre Training Plan programme and other courses which include assessment based on examination results are declared in 2 months' time</p> <p>Regarding date of giving mark sheets and Certificates, all efforts are made to provide the same on the date of valediction or on a date as early as possible.</p> <p>Information is available in the Citizen Charter uploaded on the website of ISTM at https://www.istm.gov.in/userfiles/Citizen%20Charter%202018-19.pdf</p>
9.	Can the course Director while taking trainees on tour take them for shopping anywhere as they wish	Cultural Visits and sightseeing etc. are part of study tour and the Course Director on the request of Participants can take on the spot decision for minor alteration in the tour programme.
10.	On 1-9-18 a set of 41 level B trainees were stopped at Jaitpur, Gujarat an unscheduled one (at a only shop, which was open at that time), for shopping. Is there any official sanction for this,	<p>i. No sanction was taken.</p> <p>ii. This incident was one where no physical restrictions can be imposed hard & fast.</p>
11.	As these types of practices may develop business interests, is there any mechanism to check them and put a stop. As a deceptive detour can be planned for business interest by somebody	There is no scope for hypothetical information under Right to Information Act, 2005. However, after completion of the study tour, online feedback of participants is taken and debriefing held to discuss various issues related to the study tour.
12.	The inland tours and details of tour operators for each tour with address for the past 2 years	The details of the tour conducted during the last two years is as per the information compiled and attached at Annexure – I.
13.	Total number of trainees in the past 2 years	<p>2016 – 17: 7336 participants</p> <p>2017 – 18: 9339 participants</p>
14.	The mandated Secretariat courses held in the past 3 years	Information is being compiled & will be given shortly.

	and the date of issue of certificate in each course			
15.	The policy of selecting tour operators for a particular place	It is through Notice Inviting e-Tender and recommendation of Tender Evaluation Committee. The Tour tenders are uploaded in ISTM website and the tour operators who fulfil the eligibility conditions who quote the lowest amount in the tender awarded the tour.		
16.	Whether The approval from DOPT is there for minimizing NGO stay and making other visits un-connected with study	No such information is available.		
17.	Latest communication sent to DOPT for filling up the faculty positions	The process of filling up the vacant faculty posts (as per Annexure –II) is being taken up with training division, DoPT		
18.	Details of quarters available in ISTM, Old JNU campus and the faculty staying there	Total allotted quarter	37	
		Faculty staying there	02	
19.	The Vacant faculty position and the date from which each are vacant	The information is enclosed in Annexure – II		
20.	The approval of DOPT that Faculty must accompany trainees for long tour	No such information is available		
21.	Is there any proposal for directly attaching trainees to NGOs without any faculty accompanying as there is severe shortage of faculty	No such information is available		
22.	The detailed instructions from DOPT in connection with level B	Circulars issued by DoPT are available on the website of DoPT		
23.	Is there any plan to hold discussions with level B trainees after finding the area of weakness if any ,on written exam evaluation, as this will help in training them really	There is robust system of online feedback and action taken report mechanism therein, with respect to all aspects of all the courses. The trainees are requested to fill up feedback form and give the get their views and suggestions on all aspects of training		
24.	The details of outsourced trainers , their background, area of specialization, amount of remuneration the basis for calculating the same	The details of Guest faculty approved is available on ISTM website https://www.istm.gov.in/userfiles/GUEST_27418.pdf Rs. 750/- & Rs. 1500/- per session is paid to officials & non officials respectively for taking sessions.		
25.	The details of catering contractors engaged in the past 3 years the amount paid to each of them	Year	Name of Contractor	Amount Paid (In Rs.)
		2015 – 16	IRCTC	1,32,63,826/-
		2016 – 17	a) IRCTC (up to 20.10.2016) b) M/s Commercial	73,50,129/-

			Food Service(from 21.10.2016 to till 31.03.2017	23,59,647/-
			Total	97,09,776/-
		2017 - 18	M/s Commercial Food Service	68,44,263/-

3. यदि आप उक्त उत्तर से संतुष्ट नहीं हैं, तो आप इस सूचना के प्राप्त होने के 30 दिन के भीतर प्रथम अपील प्राधिकारी श्री वडाली रामबाबू, संयुक्त निदेशक, सचिवालय प्रशिक्षण तथा प्रबंध संस्थान, कमरा संख्या 106, प्रशासनिक ब्लॉक, सप्रप्रसं. ज.ने.वि. परिसर (पुराना), ओलोफ पालमे मार्ग, नई दिल्ली-110067, ई-मेल ram.vadali@nic.in अपील कर सकते हैं।

भवदीय,
एच. गोविन्द

(एच. गोविन्द)

उप निदेशक तथा केन्द्रीय लोक सूचना अधिकारी

ई-मेल: govind.h13@nic.in

Annexure – I

Sl. No.	Course Detail	Details of Tour	Tour Operator	Date of Result issued
1.	68 th Level – A (07 th Nov, to 02 nd Dec, 2016)	Delhi – Udaipur – Mount Abu – Ajmer – Delhi	Prime Air Global Limited	08 th Dec, 2016
2.	64 th Level – B (31 st July, to 01 st Sep, 2017)	Delhi – Ahmedabad – Delhi	United Travel Service	05 th Sep, 2017
3.	68 th Level – B (05 th Feb, to 09 th March, 2018)	Delhi – Bengaluru – Mysore – Delhi	United Travel Service	09 th March, 2018
4.	79 th Level – A (07 th May, to 01 st June, 2018)	Delhi – Dharmshala – Delhi	United Travel Service	20 th June, 2018
5.	76 th Level – B (13 th Aug, to 14 th Sept, 2018)	Delhi – Ahmedabad – Delhi	United Travel Service	18 th Sep, 2018
6.	11 th Level – F (28 th Aug, to 15 th Sep, 2017)	IIM – Indore, Indor (NGO Attachment)		
7.	45 th Level – E (09 th Oct, to 17 th 2017)	Gujarat Vidyapith Ahmedabad (NGO Attachment)		
8.	25TH Level – III (17.07.2017 – 04.08.2017)	Delhi – Visakhapatnam – Borra Valley – Delhi	United Travel Service (International) Pvt. Ltd.	04.08.2018
9.	09TH Level – IV (09.10.2017 – 03.11.2017)	(Delhi – UK – France – Delhi)	Balmer Lawire Co Ltd.	28.11.2017
10.	OSP for JSAs of President's Secretariat (05.03.2018 – 30.03.2018)	(Delhi – Ahmedabad – NDDDB Gujarat – Delhi)	Corporate Tour & Travels	25.04.2018
11.	BMS – 104 (12.12.2016 – 04.02.2017)	Delhi-Bhopal-Sanchi-Vidisha-Bhimbedka	M/s Prime Air Global Ltd.	17.02.2017

INCUMBENCY STATEMENT OF FACULTY AS ON 20.09.2018

S. No.	Name of the post	Sanctioned Strength	In Position	Vacant	Name of the Incumbent (S/Sh/Ms)	Remarks
1.	Director	01	01	Nil	Dr. Sunita H. Khurana	
2.	Additional Director	01	01	Nil	Col. Sanjay Kumar Sharma	
3.	Joint Director	04	03	01	<p>Joint Director (Behavioral Training), Shri K. Govindarajulu,</p> <p>Joint Director (Management Services)- Shri Vadali Rambabu,</p> <p>Joint Director (Peripatetic Training), Ms. R. Gayathri,</p> <p>Joint Director</p> <p>Joint Director (Financial Management)</p>	Vacant w.e.f. 18.11.2015
4.	Deputy Director	15 (Total)	08 (Total)	07 (Total)		
	DD(FC)	02	01	01	U.S.Chattopadhyay, DD(FC)	Vacant w.e.f. 08-08-2017
	DD(VC)	01	01	Nil	P.P.Ambashta, DD(VC)	
	DD(MS)	04	01	03	Shri H.Govind, DD(MS)	Vacant w.e.f. 10-11-2016
	DD(OM)	03	02	01	Shri Agam Agarwal, DD(OM)	Vacant w.e.f. 29-12-2014
					Shri Moloy Sanyal, DD(OM)	Vacant w.e.f. 13-10-2014
	DD(Account)	02	01	01	Shri B Dhanesh, DD(Accounts)	Vacant w.e.f. 26-03-2018
	DD(PT)	01	01	Nil	Shri Yogesh Dwivedi, DD(PT)	Vacant w.e.f. 04-07-2012
	DD(E&P)	01	01	Nil	Shri Brahmareddy Desireddy, Deputy Director	

	DD(FM)	01	00	01		Vacant w.e.f. 01-01-2018
5.	Assistant Director	08 (Total)	08 (Total)	Nil (Total)		
	AD (Account)	01	01	Nil	Ms. Subashree, Assistant Director (Accounts)	
	AD(OM)	05	05	Nil	Shri K.H. Shivaramakrishnan, AD(OM) Shri Bhagban Padhey, AD (OM) Ms. Anurag Devagan, AD (OM) Ms. Geetha Menon, AD (OM) Ms. Parna Sahana, AD(OM)	
	AD(ES&T)	02	02	00 Nil	Shri R.K. Jha, AD (ES&T) Shri Jitender Bhatti, AD(ES&T)	
		29	21	08		

Total Sanctioned Post of Faculty (including Director): 29
 In position Faculty (including Director) : 21
 Number of vacant Faculty Post : 08