



सं / F.NO: INSTM/R/2015/80005

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: 21.7.2015

To

Shri Sanjeev Mohan,
KA-180, Sector-12, Pratap Vihar,
Ghaziabad - 201009

Subject : Information sought by Shri Sanjeev Mohan under RTI Act, 2005.

Sir,

Please refer to your RTI online application received on 2nd July, 2015.

2. The information related to Para 3 concerning ISTM 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, e.mail 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



Institute of Secretariat Training & Management

CSCS Cadre Training Plan for Multi Tasking Staff(MTS) (CSCS-MTS)
25 May 2015 To 12 Jun 2015

Course Director: Praveen Prakash Ambashta Deputy Director

Venue: SH03

Objectives: At the end of this week the participant will be able to:

1. Describe the structure and functioning at various levels of Government
2. Explain Time Management
3. Explain important provisions of Conduct Rules applicable to members of central Civil Services.
4. i) List out Minor and Major penalties; ii) Describe the procedure for imposing these penalties and other procedures under the CCS (CCA) rules.
5. Explain techniques of Records Management

Programme Schedule - Week 1 **25 May 2015 To 31 May 2015 (Version - 5)**

Day/Date	Session	Topic	Faculty
25 May 2015 Monday	1 - 2	Registration / Introduction / Expectation Sharing / Programme Overview	PPA
	3	Role, Functions, Duties and Responsibilities of MTS	GDC
	4 - 5	Organisational Structure of Government of India	NS (C)
26 May 2015 Tuesday	1 - 2	Diary and Despatch	JC
	3	Course Administration	GDC
	4 - 5	Time Management	GDC
27 May 2015 Wednesday	1 - 2	Common mode of Office Communications	GDC
	3	File Management	RKK
	4 - 5	Gender Sensitization	GUEST
28 May 2015 Thursday	1 - 3	CCS (CONDUCT) Rules	USC
	4 - 5	Office Etiquettes	PPA
29 May 2015 Friday	1 - 3	CCS (CCA) Rules	NB
	4	File Management	RKK
	5	Records Management	RKK

PPA	Praveen Prakash Ambashta (Deputy Director)
GDC	G D Chawla (Assistant Director)
NS (C)	Nafe Singh (Consultant)
JC	Jayashree Chellamani (Assistant Director)
RKK	Rajeev Kumar Kundi (Deputy Director)
USC	Uday Sankar Chattopadhyay (Deputy Director)
NB	Naresh Bhardwaj (Deputy Director)
GUEST	Guest Faculty (Guest)

Session	Timings(in hrs)
1	09:15 to 10:30
Tea Break	10:30 to 10:45
2	10:45 to 12:00
Break	12:00 to 12:15
3	12:15 to 13:30
Lunch Break	13:30 to 14:30
4	14:30 to 15:30
Tea Break	15:30 to 15:45
5	15:45 to 16:45
Library Hours	16:45 to 18:00



Institute of Secretariat Training & Management

CSCS Cadre Training Plan for Multi Tasking Staff(MTS) (CSCS-MTS)

25 May 2015 To 12 Jun 2015

Course Director: Praveen Prakash Ambashta Deputy Director

Venue: SH03

Objectives: At the end of this week the participant will be able to:

Programme Schedule - Week 2

01 Jun 2015 To 07 Jun 2015 (Version - 4)

Day/Date	Session	Topic	Faculty
01 Jun 2015 Monday	1 - 5	Tour-NGO Attachment	
02 Jun 2015 Tuesday	1 - 5	Tour-NGO Attachment	
03 Jun 2015 Wednesday	1 - 5	Tour-Study Visit	
04 Jun 2015 Thursday	1 - 5	Tour-Study Visit	
05 Jun 2015 Friday	1 - 5	Tour-Study Visit	

Session	Timings(in hrs)
1	09:15 to 10:30
Tea Break	10:30 to 10:45
2	10:45 to 12:00
Break	12:00 to 12:15
3	12:15 to 13:30
Lunch Break	13:30 to 14:30
4	14:30 to 15:30
Tea Break	15:30 to 15:45
5	15:45 to 16:45
Library Hours	16:45 to 18:00



Institute of Secretariat Training & Management

CSCS Cadre Training Plan for Multi Tasking Staff(MTS) (CSCS-MTS)
25 May 2015 To 12 Jun 2015

Course Director: Praveen Prakash Ambashta Deputy Director
Objectives: At the end of this week the participant will be able to:

Venue: SH03

1. 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.
2. Use ICT Tools to produce Word / Excel and PowerPoint documents / sheets
3. To disseminate information collected during study-visit and NGO Attachment
4. 1. Describe the salient features of effective communication Identify barriers in communication in a given situation
2. Suggest means for a more effective communication.
5. State salient features of Official Language Policy of the Union Government.
6. Open Service Book on appointment of an employee Maintain the Service Book by making entries at appropriate time
7. Describe the Salient features of RTI Act, 2005
8. Describe the salient features of New Pension Scheme.
9. Explain salient features of the departmental security instructions.
10. State the concept of e-Office use any given e-office tool

Programme Schedule - Week 3
08 Jun 2015 To 12 Jun 2015 (Version - 5)

Day/Date	Session	Topic	Faculty
08 Jun 2015 Monday	1 - 2	CCS (LEAVE) Rules	GUEST
	3	Practice on common office software (Word / Excel / PPT)	GUEST
	4	Practice on common office software (Word / Excel / PPT)	JC
	5	Study Visit-cum-NGO attachment - Debriefing	JC
09 Jun 2015 Tuesday	1 - 2	Behavioural inputs on communication skills	MKJ
	3	Official language Policy	GUEST
	4 - 5	LTC Rules with Practical Exercises	NS (C)
10 Jun 2015 Wednesday	1 - 2	Service Book	GUEST
	3	Behavioural inputs on communication skills	MKJ
	4 - 5	Salient Features of RTI Act	SM
11 Jun 2015 Thursday	1 - 2	New Pension Scheme	RG
	3	Departmental Security Instructions	HG
	4 - 5	E-Office	GUEST
12 Jun 2015 Friday	1 - 2	Test-Written Examination	NS (C)/ GDC
	3	Test-Written Examination	NS (C)
	4	Course Administration	PPA
	5	Valediction	UK/ PPA

JC	Jayashree Chellamani (Assistant Director)
MKJ	Dr. Manish Kumar Jha (Joint Director)
NS (C)	Nafe Singh (Consultant)
SM	Satyajit Mishra (Joint Director)
RG	R Gayathri (Deputy Director)
HG	Herkal Govind (Deputy Director)
GDC	G D Chawla (Assistant Director)
PPA	Praveen Prakash Ambashta (Deputy Director)
UK	Umesh Kumar (Director)
GUEST	Guest Faculty (Guest)

Session	Timings(in hrs)
1	09:15 to 10:30
Tea Break	10:30 to 10:45
2	10:45 to 12:00
Break	12:00 to 12:15
3	12:15 to 13:30
Lunch Break	13:30 to 14:30
4	14:30 to 15:30
Tea Break	15:30 to 15:45
5	15:45 to 16:45
Library Hours	16:45 to 18:00