



सं / REGN NO: INSTM/R/2016/00001

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: 23.02.2016

To

Shri. Ravi
Post Box No.13
New Delhi-110001

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 27th January, 2016.

2. The response to your request is given below;

S.No.	Question	Reply
1.	The present status of revised RTP for Assistants (Assistants Section Officer).	RTP is an abbreviation form for Rotational Transfer Policy and Refresher Training Programme. ISTM is not involved in RTP. At present no RTP is being conducted by ISTM for Assistants.
2.	List of ASO/ Assistants as furnished by various cadres to CS-I recently for the purpose.	Does not pertain to ISTM.
3.	ISTM is imparting Level-A Training to UDCs for promotion as Assistants (ASO), inspite of the completion of the trainings these UDCs/ Assistants are just doing diary and dispatch and are unable to do any work of dealing hands viz. Noting/Drafting even typing. What is the use of such training? The expenditure incurred on Level-A Training by ISTM during last 5 years i.e. 2010-2015	No information about UDCs trained in ISTM doing only diary and dispatch has been brought to the notice. The information about the expenditure incurred on Level-A Training by ISTM during last 5 years i.e. 2010-2015 is being collected and will be given later.

4.	<p>Earlier this training was conducted for a period of 6 weeks, but to cope up with backlog it was reduced to only 12 days out of which 3-4 days are for study tour and rest 7-8 days for the training (Saturday & Sunday off). Is not an eye-wash and wastage of public funds.</p> <p>What is the difference in the content of both the training courses 6 weeks duration and 12 days duration. How the course of 6 weeks is completed in 12 days training.</p>	<p>The present Level-A training is not of 12 days duration but of 4 weeks duration and has been found to be adequate to enhance their knowledge, skills and attitude.</p>
5.	<p>Similarly, Level-D Training for promotion of Section Officer to Under Secretary is imparted by ISTM @ Rs.70,000/- per participant is squandered on all such participants/trainees. However it is noted that even after training officers are good for nothing many of them are involved in corruption cases/frauds/misappropriation of public funds and blindly without any conscience following their senior as usual. There is hardly any improvement in their behaviour/skill or working even after the training. What are the contents of the Training courses for Level-D.</p>	<p>The session Plan of Level-D Training Programme is enclosed.</p>
6.	<p>Training are meant for increasing efficiency and improvement in the quality of the output (work), but it appears that all such training are nothing but are casual and routine nature, they did not contribute to the functioning/skill of officers, as most of the official even after undergoing these trainings abroad are unless, indiscipline, unproductive and just come to office for time pass and busy in appeasing their corrupt bosses. In ISTM, it is emphasised to attend the training timely, but even after 68 years of training, discipline and punctuality in government offices are wild goose chase.</p>	<p>This is not information as defined under Section 2(f), 2005.</p>
7.	<p>Similarly, NIFM (D/O Exp) is imparting training of e-procurement, as well as ISTM is also imparting training it is a matter of shame that all officers who are involved in government</p>	<p>There is no general section in ISTM.</p>

	<p>purchase are involved in misappropriation of public funds and loyal to contractors, they just oblige their corrupt bosses and bureaucrats and in turn they are looting the public funds. The posting in such sections are bestowed by senior officers (IAS) who are obliged in kinds and governments machinery is provided to these IAS officers for their personal use (such as staff cr, furniture and even govt officials to serve at their resident). Name of the officers/official who are posted in General Sections and complaint against whom have been received by Vigilance Sections of the concerned Departments in Govt. of India.</p>	
8.	<p>Most of the officers don't know how to write the ACRs/ APARs of their subordinate. Is there any training for these officers to write just & appropriate APAR of their subordinate? The seniors are ruthless and blindly review the APAR, without caring for the merit of individual reported and reviews, the resort to flattery, if the subordinate is appeasing them and is a friend of their taste or oblige them in any manner (even Physical relations), they are awarded "Outstanding" even if they are actually stupid. On contrary the honest and diligent are generally overlooked.</p>	<p>This is not information as defined under Section 2(f),2005.</p>
9.	<p>It is a matter of shame that these Babus have no integrity and who so ever oblige them or offer woman wine or wealth they get trapped in honey traps, Petro gate is an example of such incidents that are frequent but hardly checked in the offices as these officers from lower to senior level hardly have any integrity.....Last year a woman namely Ruby Chowhury was undergoing training at LBSNAA, Mussorrie, later on it was found that she was not an IAS and hence not eligible to undergo the training but due to his intimacy with the DD(Admn) she was given royal treatment...it is the true colors of Indian Babus. An</p>	<p>Does not pertain to ISTM.</p>

	inquiry by SIT is set up to investigate the matter... What action is taken against the DD of the Institute may be intimated, A report of the SIT may be made available.	
10.	How many IAS/Senior Officers are involved in corruption cases, details may be provided.	Does not pertain to ISTM.
11.	For last approximate 68 years the babus are not punctual and regularly irregular, inspite of Bio-metric Attendance, may of the officials are still coming to office at their own leisure time. What action is being taken against such time passers in r/o the ministries as referred in Para 7	ISTM is not included in Ministries referred to in para 7
12.	The total expenditure incurred on Bio-Metric Machines in all Ministries/Department of Gol and contracts awarded on AMC of these Machines. Ministry wise details may be provided. Many of these machines are always out of order what action against the Contractors are being taken?	A) Total expenditure incurred on Biometric machines. i) Integrated Attendance Device (17 Nos.) @ Rs.1,53,927/- and ii) Wireless Access Points (9 Nos.) @ Rs. 10,324/- iii) Total (i +ii)= Rs. 1,64,251.00 B) The above mentioned devices are under warranty. C) All the devices are working.

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Col. Ashwini Salaria, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email ashwini.salaria@gov.in within 30 days of the receipt of this information.

Yours faithfully

पञ्च. गोविंद

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

Revised Session Plan of Level- D with leadership and Ethics Module as on 05th Jan, 2016

S.No	Topics	Existing Sessions	Proposed Sessions	Faculty	Marks
1.	SCANNING THE ENVIRONMENT	22	22		100
	Good Governance	2	2	GUEST	10
	Right to Information	3	3	SM/ KGR/RKK	15
	National agenda of e-Governance	2	2	KGR/SM/ GUEST	10
	Managing impact of IT	2	2	Guest	10
	Administrative Law	2	2	PPA/USC	10
	Administrative Vigilance	2	2	PPA/USC	10
	Indian Economy & Globalization	3	3	SM	15
	WTO	2	2	Guest	0
	Cabinet Note	2	2	SM/GN/CM/ USC	10
	Litigation Process in Government	2	2	Guest/PPA	10
2.	FINANCIAL MANAGEMENT	21	17		90
	Budget: Principles, Processes and Practice, Classification of Accounting (Six-tier classification of Accounting)	3	2	VR/RKA	15
	Outcome budget	2	2	KKP	10
	Analysis of Financial Statement (Balance Sheet, Profit & Loss Accounts, Cash flow statement, Ratio analysis, Depreciation, Working Capital with case studies relating to Govt.)	3	3	RKA	15
	Cost accounting and its applications	2	2	RKA	10
	Project Dev. Formulation and appraisal with discounted cash flow techniques, Cost benefit analysis, Social cost benefit analysis including PERT /CPM with cases relating to Govt.	2	3(2+1)	Guest	15
	Public Private partnership	2	0	Guest	0
	Audit procedure	2	2	KKP/Guest	10
	Public Procurement Policy & Outsourcing of Services	3	3	KKP/ Guest	15
	PERT/CPM with cases relating to Govt.	2	0	Guest	0
3.	QUANTITATIVE MANAGEMENT	02	0		0
	Numeracy and simple statistical skills (with ex.)	2	0	Guest	0
4.	GENERAL MANAGEMENT	08	08		40
	Analysis of policy considerations and policy options	2	2	SM/GUEST	10
	Strategic Management and corporate planning	2	2	Guest	10
	Knowledge Management	2	2	KGR	10
	RFD & Performance Monitoring and Evaluation System	2	2	Guest	10
	Total Academic	53	47		230

5.	BEHAVIOUR & MANAGEMENT SKILLS	35	41	Faculty	0
	Gender Issues	2	2	USC/MS/Guest	0
	New challenges & Role of Under Secretaries	2	2	SM/ GN/CM/ GUEST	0
	Basic Leadership Skills	15*	15	National Facilitators	0
	NGO Attachment	10*	10	CCD	
	Conflict Management	2	0	GN/ KGR	0
	Enhancing Presentation skills	2	2	GN/CM	0
	Business Process Re-engineering	2	0	KGR/RKK	0
	Ethics & Values	0	10	National Facilitators	
6.	INFORMATION TECHNOLOGY	6	6		20
i)	Hands on sessions in Computers: Advanced MS-Word (Track-changing, etc.), Internet surfing, e-mail, Power Point, MS Excel	4	4	SS/JC	20
ii)	Electronic Data Management and Online submission of files, e-Office	2	2	NIC Guest	-
7.	Concept Paper preparation and presentation	10	10	JDs/DDs	30
8.	Study Tour	15	15	CCD	20
9.	Study Tour report Preparation and Presentation	8	8	Any faculty	
10.	Field Training in States through identified State ATIs	50	50	State ATI	25
11.	Field Training Reports preparation & Presentation	10	10	JDs/DDs	#50
12.	Registration, Course Administration Examination & Valediction *	13	13	CCD	-
	Internal Assessment: (General Behaviour, Punctuality & Participation)	0	0	CCD	25
	Grand Total	200		200	400

75 Breakups: Assignment on District Administration – Action Research project submission + Group Presentation

- Assessment by State ATI/SIRD (25 Marks)
- Action Research project Report (25 Marks)
- Project Presentation at ISTM (25 Marks)

* Basic Leadership Skill (BLS) – 03 days.

* Ethics and Values for -- 02 days

* NGO attachment -- 02 days – (01 working day + 1 holiday in case of more Gazetted Holiday during the training programme).