



सं / REGN NO: INSTM/R/2015/90003

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: 17th December, 2015

To

Smt. Abhilasha Agrawal,
B-151, 1st Fl., Gali No.1,
Indira Nagar,
Behind gurudwara,
Delhi-110033.

Subject : Information sought under RTI Act, 2005

Sir,

Please refer to your RTI application received on 20th November, 2015.

S.No.	Question	Reply
1.	Please provide the list of all Assistants (DR) of 2005,2006,2010,2011,2012&2013 SSC Exam batch working in DoPT either as Section Officer or as Assistant	Ms. Shefali Saraf [Assistant (DR) 2005] is working presently as a Section Officer in ISTM.
2.	Please provide the training dates of Foundational Training at ISTM of all Assistants (DR) of 2005, 2006, 2010, 2011, 2012 & 2013 SSC Exam batch working in DoPT either as Section Officer or as Assistant.	Information Enclosed
3.	Please Provide the pay details during their foundational training of all Assistants (DR) of 2005, 2006, 2010, 2011, 2012 & 2013 SSC Exam batch working in DoPT either as Section Officer or as Assistant	AS far as ISTM is concerned presently only one of the ADRs, who belongs to 2010 batch, is working as Section Officer. The basic pay fixed at the ADR stage was Rs.17,140/- (including Rs.4,600/- Grade Pay). None of the other ADRs are presently posted /working in ISTM. The other details of the Pay of ADRs during the Foundational Training relates to personal information. It would cause invasion of the privacy of ADRs hence denied under Section 8(1)(j) of RTI,2005.

4.	Please provide the rule/order through which Assistants (DR) of 2005, 2006,2010,2011,2012 & 2013 SSC Exam batch were paid HRA during foundational training at ISTM	(i) For the Assistants staying in Hostel in the ADR batches for whom training was held from July, 2008 to March , 2012, HRA was not paid in accordance with the Minutes of meeting held on 09-07-2018 (copy enclosed) (ii) Assistants undergoing training from March 2012 to 2 January, 2015 were not paid salaries by ISTM, therefore the information is not available with ISTM. (iii) In respect of Assistants joined through CGLE-2013, Hostel Accommodation was not made mandatory in ISTM. However, participants were provided hostel as and when they requested. Hence, HRA was paid.
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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



(H. Govind)

Deputy Director & CPIO
E.Mail: govind.h13@nic.in

Details of Assistant Direct Recruits (Foundational) Courses conducted from April 2005 to March 2015

Year	From	To
2005-2006	16 May 2005 08Aug 2005 14Nov 2005	22 July 2005 14 Oct 2005 20 Jan 2006
2006-2007	24 Apr 2006 07 Aug 2006 13 Nov 2006	30 June 2006 13 Oct 2006 19 Jan 2007
2007-2008	23 April 2007	29 June 2007
2008-2009	07 July 2008 06 Oct 2008 05 Jan 2009 29 March 2009	26 Dec 2008 23 March 2009 19 June 2009 18 Sept 2009
2009-2010	26 Oct 2009 29 Dec 2009	26 April 2010 23 April 2010
2011-2012	30 May 2011 29 Aug 2011 12 Dec 2011 12 Dec 2011 12 Dec 2011	19 Aug 2011 18 Nov 2011 2 March 2012 2 March 2012 2 March 2012
2012-2013	31 Dec 2012 31 Dec2012 14 Jan 2012 14 Jan 2012 18 March 2013	5 March 2013 5 March 2013 21 June 2013 21 June 2013 06 Sept 2013
2013-2014	08 April 2013 08 April 2013 24 June 2013 24 June 2013 06 Jan 2013 06 Jan 2013	21 June 2013 (PH-2) 21 June 2013 (PH-2) 06 Sept 2013 (PH-2) 06 Sept 2013 (PH-2) 28 March 2014 28 March 2014
2014-2015	15 April 2014 15 April 2014 07 July 2014 07 July 2014 13 Oct 2014 13 Oct 2014	4 July 2014 4July 2014 26 Sept 2014 26 Sept 2014 02 Jan 2015 02 Jan 2015

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Reference preceding note.

A meeting was convened in the office of Director, ISTM to discuss the issues related to ADR Foundation training course. The following officers were presented in the meeting.

- (i) Shri K.S. Kumar, Joint Director
- (ii) Smt. Poonam Goila, Joint Director
- (iii) Shri Rajesh Saxena, Deputy Director
- (iv) Shri Yogesh Dwivedi, Assistant Director
- (v) Shri Moloy Sanyal, Assistant Director
- (vi) Shri Parth Vasaniya, Assistant Director

2. The issues discussed and decision of the Director and action to be taken on various issues are given in the following paras:-

Mess Facility at ISTM hostel - It was decided that the mess facility to ADR participants will be provided by the existing caterer at the same rates as is being provided now. However mess guidelines are to be formulated and intimated to all ADR participants as well as the caterer. The following points to be covered in these guidelines -

- Using mess facility mandatory for all participants.
- Relaxation may be given on week end for not using the facility however the individual has to inform this to caterer at least one day in advance.
- No room service.
- Mess committee to be formed, preferably having representatives floor wise.
- Mess committee to have the responsibility of general supervision about quality, quantity and variety of food being served by the caterer, cleanliness and hygiene in kitchen and dining hall etc.
- Payment to be made direct to caterer, modalities to be worked out by hostel warden in consultation with caterer and mess committee. Mess Committee members to ensure the payment

[Action-DD(NS)]

Issue of House Rent Allowance (HRA) - As the hostel accommodation is being provided to all the ADR participants. HRA will not be admissible to them. However, it was decided that the issue may be referred to DOPT/Estt. Divn. through DOPT/ CS Division to get a ruling on the subject as ISTM is conducting this new format ADR Foundation Training course for the first time.

[Action-DD (RS)]

License fee for hostel accommodation - It was decided that license fee be charged from the participants as per CPWD rates fixed for per room per day basis which would be divided among the residents of the room. In case of boys the rooms are being allotted on triple sharing basis and for girls on double sharing basis. The license fee will be divided accordingly.

[Action-DD (NS) & DD(RS)]

Service charges for Hostel facilities - The issue was discussed in detail and it was opined by the faculty members that service charges of Rs. 250 per room per day (for AC room) appear to be high if the same are charged from the ADR participants also, as they will not be paid HRA and license fee at nominal rate will also be deducted from their salary. From the details made available by DD(NS) about the practices in LBSNAA, Mussorie, the component of service charges for the facility provided in the hostel room is not very clear. Director desired that position in LBSNAA about service charges should be

ained. Simultaneously the rate of service charges may be reviewed and
ably decided for ADR participants

[Action-DD (NS)]

Physical Training – It was decided that physical training from 6.30 A.M. to 7.30 A.M. will be made compulsory for all the participants. To begin with the arrangements for this physical training will be made with the help of CRPF. Subsequently if CRPF is not in a position to extend the facility of PT Instructor we can switch over to Yoga session in the morning. DD(RS) had informally spoken to Commandant, CRPF regarding this issue. The same has to be followed up and finalized immediately so that PT sessions can be started w.e.f. 15/16 July.

[Action-DD(NS)] DD(4)]

Caution money Deposit - A separate account, if required, may be opened, otherwise, money can also be deposited in current account. DD(MS) & DD(RS) may discuss the same and finalize the matter.

[Action-DD(NS) & DD(RS)]

Provision of Track suit – ISTM will not provide track suit. A supplier will be identified by ISTM. All the participants will be required to buy the track suit from the supplier and will wear the same during PT session. AD(PV) agreed to identify supplier and to finalise the sample of track suit for ADR participants

[Action-AD(PV)]

Medical Facility - Arrangements to be made for a medical attendant in Hostel in evening for one/two hrs, may be on alternative days

[Action-DD(NS)]

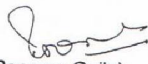
Relaxation from stay in hostel – ADR Foundation Training course is residential course where stay in hostel is compulsory. No request from the participants for relaxation will be entertained unless it is an extreme compassionate case.

3. No outside night stay would be permitted without the permission of Hostel Warden. On week ends leaving ISTM hostel (the headquarter) will also be subject to permission from course coordinator and hostel warden. Participants are to be briefed accordingly by all the faculty members interacting with them.

[Action: All coordinators, JD(KSK), JD(PG), DD(NS) & DD(RS)]

4. The above record of discussion is submitted for approval of Director, ISTM. After approval of Director, the concerned faculty members will be requested to take action on these issues immediately.

Director


(Poonam Goila)
Joint Director (PG)
09.07.08


9.7.08

JD (PG)
9.7.08
DD (NS)