



सं / REGN NO: INSTM/R/2016/80016

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: 9<sup>th</sup> January 2017

To

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

Sir,

Please refer to your RTI application received on 9.12.2016.

2. The response to your request is given below

S.No.	Question	Reply
1.	Which are the provisions as per the existing rules to train newly recruited officers / officials by their juniors? (who are much older in age, but much junior in rank)	ISTM provides foundation training to the newly recruited Assistant Section Officer (ASOs) & Stenographers Grade - D only. The faculty / Guest Faculty imparting training are senior to the new recruits. As such, there are no provisions / guidelines regarding Juniors imparting training.
2.	What is prescribed "Salutation" to be used by newly recruited officers with respect to their trainers? ( who are much older in age, but much junior in rank)	The participants are advised to greet the faculty or Guest speaker, when he / she enters or leaves the classroom, as per the Programme Information Brochure.
3.	Are there any provisions to call those trainers "Sir / Madam" after the completion of the training?	
4.	How will the trainers address their trainees after completion of the training?	There are no guidelines in this regard, as far as ISTM is considered.
5.	What were the total number of registered disputes / fights between trainers [ Junior in rank and their trainees ( officers, much senior in rank]	No such disputes / fights between trainers and trainees have been registered in ISTM.

3. In case you are not satisfied with the above response, you may prefer an appeal before the Appellate Authority i.e., Shri Sanjay Kumar Sharma, Additional Director, ISTM, R No. 112, Administrative Block, ISTM JNU Campus (Old), Olof Palme Marg, New Delhi, email [sanjaysharma.148p@gov.in](mailto:sanjaysharma.148p@gov.in) within 30 days of the receipt of this information.

Yours faithfully



(H. Govind)

Deputy Director & CPIO

E.Mail: govind.h13@nic.in