



सं / REGN NO: INSTM/R/2017/00009

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 - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date 11th July 2017

Subject : Information sought under RTI Act, 2005

Sir/Madam,

Please refer to your RTI application received on.12th June 2017.

2. The response to your request is given below;

Sl. No.	Question	Reply
1.	Copies of the reply in response to the letter dated 22.05.2017 of Research Officer, national Commission for SC, Kolkata (copy enclosed) reg. denying admission of Bijan Hazra in 166 th C&A Trg. at ISTM.	Copy of the reply letter is enclosed
2.	Whether there is any provision for reservation for SC/ST/OBCs for the courses offered by ISTM if not reason thereof?	No, the Training programmes conducted by ISTM are open for all Government officers
3.	Total Nos. of candidates trained during last 10 years for C&A Course and Total Nos. of SC/STs Trained in that course.	From 2008-2009 to 2016-2017 a total of 521 participants were trained in Cash & Accounts course. Out of these 57 were SC and 64 were ST

4.	Copies of the reservation roster of ISTM, New Delhi.	ISTM is an attached office of DoPT. Roster of non-teaching posts (except that of Multi-Tasking Staff (MTS) is maintained by Department of Personnel & Training (DoPT). In respect of faculty posts, the rosters are maintained by their cadre controlling authorities. Reservation Roster of MTS is in the process of updation in ISTM. However, a copy of the older one is attached which may not communicate full/exact information. Since the roster contain the names of the employees & the category to which they belong to which is a personal information as per Section 8(1)(j), the severed copy of the roster is provided under Section 10 of RTI Act 2005
5.	Name, address and Mobile Number(s) of PIO/SPIO & Appellate Authority of your good office.	<p>CPIO- Shri H. Govind, Deputy Director & CPIO, Institute of Secretariat Training & Management, Room No.107, Administrative Block, JNU (OLD) Campus, New Delhi-110067 Tele No. 26105592</p> <p>Appellate Authority- Shri. Sanjay Kumar Sharma, Additional Director & Appellate Authority, Institute of Secretariat Training & Management, Room No.112, Administrative Block, JNU (OLD) Campus, New Delhi-110067 Tele No. 26164182</p>

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 within 30 days of the receipt of this information.

Yours faithfully,
एच. गोविंद

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

No. A-33052/1/2017-ISTM | 894-95

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कार्मिक एवं प्रशिक्षण विभाग / Department of Personnel and Training

प्रशासनिक ब्लॉक, ज०ने०वि० (पुराना) परिसर / Administrative Block, JNU (OLD) Campus

ओलोफ पाल्मे मार्ग, नई दिल्ली-110067 / Olof Palme Marg, New Delhi - 110 067

दूरभाष / TELEPHONE-011-26104183; टेलीफैक्स / Fax-011-26104183

Dated 20.6.2017

To,

Shri A. Bhattacharya
Research Officer,
National Commission for Scheduled Castes,
Mayukh Bhavan (Ground Floor),
Salt Lake city, Kolkata 700091

Subject: Representation dated 16.5.2017 from Shri Bijan Hazra, UDC, MSME - TC
Government of India, Kolkata

Sir,

I am directed to refer to your letter No. dated 25th May, 2017 on the subject mentioned above. As desired, the facts and information in the matter of nomination of Shri Bijan Hazra, UDC of MSME-TC for the Cash and Accounts Course being conducted by ISTM are as under:-

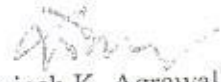
2. Shri Bizen Hazra applied for the course and forwarded the same through his concerned sponsoring authority vide letter No. 6/6/2017-Gen/WB dated 22.5.2017 The eligibility criteria vis-à-vis the position in respect of the individual is tabulated below:

Sl. No.	Eligibility conditions required as per the course Circular	Mentioned by the nominee	Remarks
(a)	(i) Must actually be doing the cash or accounts work in their respective offices at the time of forwarding the nomination by the sponsoring authorities. The details of work, actually being done by him/her, should specifically be mentioned in the nomination form, for example- preparation of salary/arrear bills, Maintenance of cash book, preparation of TA, LTC, Medical, contingent bills etc. Without mentioning the details of work the nominations are liable to be rejected.	From 30.10.1986 to 1.10.2003 as LDC I did diary, despatch, typing, preparation of Bills, Administrative works, Computer	Not eligible as Shri Hazra does not fulfil eligibility conditions nor any request was received from his sponsoring authority.


	(ii) Must have working knowledge of MS Excel. By merely writing "working in cash and accounts" in the details of work done will not be considered a criteria for being selected for the Course. [Must not have attended the Cash and Accounts Training Programme earlier at whatever level.] Note (vi): The eligibility conditions mentioned above at (a) to (c) may be relaxed by Director, ISTM on a written request from the sponsoring authority subject to availability of seat(s).	related work from 1.10.03 to till date doing work in Cash as well as Accounts & Administrative jobs etc.	
(b)	Age: Must be below 52 years of age as on 27-06-2017. (i.e. on the date of commencement of the Programme.)	The age of Shri Bijan Hazra as on 27-6-2017 is 52 years, 4 months and 20 days	Not eligible as Shri Hazra does not fulfil eligibility conditions nor any request was received from his sponsoring authority.

2. It may please be seen from the above that Shri Bijan Hazra is not eligible for the course in view of the table under para 1 above. Even in the previous course he was not found eligible as he was not fulfilling the eligibility criteria. There has been no implicit or explicit attempt to do injustice with the nominees of any category particularly Scheduled Caste, Scheduled Tribe and OBC categories. It is reiterated that the selection of nominees for Cash and Accounts Course is done in fair and transparent manner based on the information provided by the nominees and their sponsoring authorities.

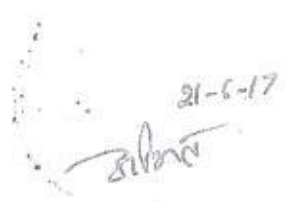
Yours faithfully,


(Rajesh K. Agrawal)
Deputy Director

✓ Copy for information to
Shri Bijan Hazra, UDC, MSME-TC, 111-112, BT Road, Kolkata 700108


(Rajesh K. Agrawal)
Deputy Director

slc


21-6-17
slc

Reservation Register

Total Sanctioned Posts of Multi-Tasking Staffs = 27
In Position = 22

S. No	Category	% of Each Category	Total
1.	OBC	27%	07
2.	SC	15%	04
3,	ST	7.5%	02
4.	UR		14
Total			27

	SC	ST	OBC
Earmarked	04	02	07
In Position	07	01	00
Shortfall/Excess	+3	-1	-7

RESERVATION REGISTER

1. Name of the Post: Multi-Tasking Staff (MTS) in ISTM
2. Method of Recruitment: Post 1997 (Post Based - All India Basis otherwise than by open competition).
3. Number of posts in the cadre: 27
4. Percentage of Reservation prescribed: SCs 16.66%, STs 7.5%, OBCs 25.84%

S.No	Name of Official	Date of Appointment	Whether SC/ST/OBC/General	Filled as UR or as reserved for SCs/STs/OBCs	Signature of appointing authority or other authorized officer	Remarks
		04.04.1963	General	UR		Retired on 30-04-2004
		1.10.1968	General	UR		Retired on 31.10.2008
		9.11.1970	SC	UR		Retired on 31.07.2010
		13.10.1971	General	OBC-1		Retired on 30.04.2011
		09.04.1973	General	UR		Retired on 31.01.2012
		10.04.1973	General	UR		Retired as on 31.07.2011
		17.04.1973	General	SC-1		Retired as on 31.08.2010
		24.04.1973	General	OBC-2		Retired as on 30.04.2012
		27.07.1973	General	UR		Retired as on 31.01.2013
		06-05-1976	SC	UR		Retired as on 31.08.2015
		11.12.1979	OBC	UR		Retired 31.01.2014

RESERVATION REGISTER

24-12-1980	SC	OBC-3		Death 29.08.2000
29.12.1980	SC	SC-2		Retired 31.03.2010
24-12-1983	ST	ST-1		
03.10.1985	SC	UR		Death 04.12.2013
01.11.1985	SC	OBC-4		Death 26.09.2013
19-11-1985	SC	UR		
7-11-1986	General	UR		Death 28.07.2008
04-03-1987	General	SC-3		
04-03-1987	General	OBC-5		
28-08-1987	General	UR		
^a 29-3-1988	SC	UR		Death 05.10.2016
7-12-1988	SC	UR		
16.05.1989	SC	OBC-6		
29-11-1991	General	SC-4		Retired 31.05.2015
09-11-1993	General	UR		
03.02.2006	General	ST-2		
01.12.2006	SC	OBC-7		
07.01.2008	SC	UR		
26.02.2009	General	UR		
01.04.2009	SC	SC-5		
06.07.2010	SC	OBC-8		
25.11.2010	SC	UR		
26.11.2016	General	UR		

RESERVATION REGISTER

03.02.2006	General	OBC-3		OBC point carried forward
01.12.2006	SC	UR		
07.01.2008	SC	ST-1		ST point carried forward
26.02.2009	General	SC-2		SC point carried forward
01.04.2009	SC	OBC-4		OBC point carried forward
06.07.2010	SC	UR		SC point adjusted against point no. 15
25.11.2010	SC	UR		
26.11.2010	General	OBC-5		OBC point carried forward
11.10.2011	General	SC-3		SC point carried forward
31.10.2011	General	UR		
25.10.2012	General	UR		
25-10-2012	General	OBC-6		OBC point carried forward
10.10.2014	General	UR		
27.03.2015	General	OBC-7		OBC point carried forward.

RESERVATION REGISTER

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3. Number of posts in the cadre: 27
4. Percentage of Reservation prescribed: SCs 16.66%, STs 7.5%, OBCs 25.84%

S.No	Name of Official	Date of Appointment	Whether SC/ST/OBC/General	Filled as UR or reserved for SCs/STs/OBCs	Signature of appointing authority or other authorized officer	Remarks
		04.04.1963	General	UR		
		11.10.1968	General	UR		
		09.11.1970	SC	UR		
		13.10.1971	General			Carried forward and filled at point no. 11
		09.04.1973	General	UR		
		10.04.1973	General	UR		
		17.04.1973	General			Carried forward and filled at point no. 10
		24.04.1973	General	OBC-2		Carried forward
		27.07.1973	General	UR		
		06-05-1976	SC	UR		Brought forward from point no. 7
		11.12.1979	OBC	UR		Brought forward from pint no 4
		24-12-1980	SC	OBC-3		
		29.12.1980	SC	SC-2		
		24-12-1983	ST	ST-1		

RESERVATION REGISTER

03.10.1985	SC	UR		
01.11.1985	SC	OBC-4		
19.11.1985	SC	UR		
7.11.1986	General	UR		
04.03.1987	General			Carried forward and filled at point no. 22
		SC-3		
04.03.1987	General	OBC-5		Carried forward
28.08.1987	General	UR		
29.3.1988	SC	UR		Brought forward from point no. 19
7.12.1988	SC	UR		
16.05.1989	SC	OBC-6		
29.11.1991	General	SC-4		
09.11.1993	General	UR		