सं/ REGN NO: INSTM/R/2018/00006

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2015संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग/ DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लाक, 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: 21ˢᵗ .03.2018

To,

Subject : Information sought under RTI Act, 2005

Sir/Madam,

Please refer to your RTI application received on 26.02.2018.

2.   The response to your request is given below:

S. No.	Information Sought under RTI Act, 2005	Response given under RTI Act, 2005
1.	Kindly furnish all the details required with Calendar, so that I can apply through my department.	Annual Training Calendar of ISTM for the year 2018-19 is available on website www.istm.gov.in under Training at http://www.istm.gov.in/home/view_annual_calendar/2018 and http://www.istm.gov.in/home/online_nomination_form .
2.	If I want to take Training Program as my profession within the service what is the provision.	
3.	ATS is my unit where basic training program is conducted, PD classes can be conducted for these trainees weekly, if I want to take these classes, how can it be done officially	
4.	Information wrt govt origination deleailing for such training their employee.	

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, emailsanjaysharma.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