



सं / REGN NO: INSTM/R/2016/80015

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: 29/12/2016

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

Sir/Madam,

Please refer to your RTI application received on 01.12.2016.

2. The response to your request is given below.

S.No.	Question	Reply
1	Copies of the note sheet wherein selection process was made for 165 <sup>th</sup> Cash and Accounts Training Programme to be held from 19.12.16 to 17.2.17.	Copies of the note sheets wherein selection process was made for 165 <sup>th</sup> Cash & Accounts course are enclosed.
2	Copies of Bio data of the candidates who are not selected for the said training.	Bio - datas of the candidates (who are not selected) are not available, however the participants are selected on the basis of nomination forms.

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,

एच. गोविंद

(H. Govind)

Deputy Director & CPIO

E.Mail: [govind.h13@nic.in](mailto:govind.h13@nic.in)

Part file to be merged with main

**Subject: 165<sup>th</sup> Cash & Accounts Training Programme from 18<sup>th</sup> December, 2016 to 17<sup>th</sup> February, 2017 at ISTM.**

This is regarding 165<sup>th</sup> Cash and Accounts Course, which was earlier scheduled to be conducted in ISTM from 3<sup>rd</sup> October to 2<sup>nd</sup> December, 2016. But this course is now rescheduled to start from 19<sup>th</sup> December, 2016.

2. In total 118 nominations were received online up till the revised last date of submission of nominations i.e. 5<sup>th</sup> October, 2016. As per course circular of even number dated 1<sup>st</sup> July, 2016 the nominees were also directed to send the print out of the nominations duly sponsored by the sponsoring authorities. But only 77 participants submitted the copies of the nominations sponsored by the sponsoring authorities. Besides, nominations of ten participants have also been received from Cabinet Secretariat for inclusion of their names in this course. They have not submitted the nominations online due to security reasons. They have requested Director, ISTM to consider the names of maximum number of candidates. As such, the selection of the participants has been done out of total 87 nominations.

3. After scrutiny, the nominations were segregated Department / Organisation wise. From some Organisations large number of nominations were received. However, selection process has been undertaken as per the selection criteria only. As per prevailing practice selection of participants is done in such a way that fairer chance is given to the nominees from various Departments/Ministries. If larger no. of nominations are received from any Department / Organisation then their participants are considered in the course proportionately as per their priority, to avoid any legal complication later on. Also if more eligible nominees are there, preference is given to them who are nearing the upper age limit criteria, subject to fulfilment of other conditions. But this time the eligible nominees are not on the higher side, we have considered maximum no. of participants from Defence (being a larger Organisation). Scrutiny of the nomination and their screening has been done as per the given details:-

Total Hard Copies of Nomination received	77
Cabinet Secretariat	10
	<u>87</u>

Not considered for selection

A. <u>Others</u>			
i) Due to Age Bar	2	)	
ii) Service as UDC less than 5 years	1	)	
iii) DOB not mentioned	1	)	
iv) No specific work mentioned	21	)	
v) Not working in Cash & Accounts	21	)	
	<u>46</u>	)	
B. <u>Cabinet Secretariat</u>			
i) Age Bar	4	)	
ii) To be considered in future	3	)	
	<u>7</u>	)	
		)	53

Considered for selection 34

4. The Department-wise detail of the 34 nominees who have been considered for selection in the 165<sup>th</sup> Cash and Accounts Course is as under:-

Total online nomination received	118
Hard Copies received, duly sponsored	77
<u>Nominations received from Cab. Sectt.</u>	<u>10</u>
Total hard Copies of Nominations	87
<u>Not found eligible as per criteria</u>	<u>53</u>
Considered for selection	34

(As detailed below)

Attached Nominations file  
P. 216 of Nominations file

S.No.	Department /Organisation	Total Nominations Received	Nominees Selected as per selection criteria
1	O/o AFHQ/JS(T) (Defence)	16	8
2	CISF	3	1
3	ITBP	6	1
4	Autonomous Bodies:		
	NEIGRIHMS	2	2
	IIT Delhi	3	1
	Mahatma Gandhi A. Hindi Vishva Vidyalaya	1	1
			Total 4
5	CAT	2	0
6	UPSC	4	2
7	Other Department of G.O.I.	1 1 1	i. Central Water Commission, 1 ii. Agmark Laboratory 1 iii. Telecom Tribunal 1 Total = 3
8	Ministry/Departments	2 2 1 1 2 1 5 2 1 Total = 17	i. DOPT(1) ii. Health (2) iii. I&B (1) iv. Fertilizer (1) v. MSME (1) vi. Parlia. Affairs (1) vii. U.D. (2) viii. Dte of Extention (2) ix. PPQs (1) Total = 12
9	Others	19	0
10	Cabinet Secretariat	10	3 (Four nominees were age barred and out of remaining 6 we have selected 3 as per the priority given by them)
	<b>Total</b>	<b>87</b>	<b>34</b>

4. With respect to Sl. No. 10 above it is submitted that a special request was received from Deputy Secretary, Cabinet Secretariat for including 10 of their officials in the forthcoming 165<sup>th</sup> Cash and Accounts Course. The matter of selecting the officials of Cabinet Secretariat was discussed with JD(KGR) and DD(RKK) and it was decided, as a very special case, to take their some of the nominees. It is seen from the nominations that 4 officials out of 10 are above the age of 52 on the date of the starting the course, hence not eligible for this course as per the eligibility criteria mentioned in the course circular. It is proposed that out of remaining 6 nominees we may consider to take 3 officials this time. Yesterday the undersigned received a telephonic call from the office of Cabinet Secretariat. They informed that out of remaining six three senior (age-wise) officials may be considered this time. Remaining three may be considered in the next course.

5. Approval of Director may kindly be solicited for accepting the nomination of 34 participants as detailed above. In case there are one or two absentees, due to forthcoming Budget Sessions, the participants in the course would be around 31 - 32, which is a manageable strength.

*Nominations submitted in attached folder*

(K.K.Pant)  
 21/11/16  
 के. के. पंत  
 जसमर्शदाता  
 Consultant & Course Director

Contd.

Sf.No. 7 (R) P. 35/c

Flag A

Draft reply to D.S. (Bus), Cab. Sec. is also attached and placed below for approval pl.

16/11/16

DD (FM)

The nomination forms received were scrutinised again. It is found that one of the nominees [Sl.No-A ~~xxxxxx~~ (ii)] may be included in the list of selected nominees as her date of birth is 1974.

2. Hence the proposal in file for kind approval is as under:

- (a) 34 as detailed on page
- (b) 1 Ms. Sonal Singh of DMS [from A iii on page 1 (Page 207/c & 233/c)].

Total 35 nominees, including 3 from Cabinet Secretariat. (Flag A).

अपर निदेशक

Please Specu.

16/11/16

JD (KGR)

कर्म चक्र कुलर यान (संयोजित)  
अपर निदेशक

1. Specu

अपर  
16/11/16  
अपर निदेशक (प्रशासन)

17/11/16

JD (KGR)

Sf.No. 8 (I) p. 37  
Letter to Cab. Secy.

DD (RKA)

Sf.No. 9 (I) p. 38  
Letter to DIG / T&F.

Sf.No. 11 (I) p. 40-43  
Acceptance Letters

17/11/16

34. Adv. 285/16  
16-11-16