



सं / REGN NO: INSTM/R/2017/80010

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 7<sup>th</sup> July 2017

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

Sir/Madam,

Please refer to your RTI application received on 8<sup>th</sup> June 2017.

2. The response to your request is given below:

Question No.	Question	Reply in respect of ISTM
01	Is any financial up-gradation given to any Non-Teaching employee in your governing organizations, If yes, then state the level of up-gradation, it was from which grade pay to which grade pay and how much. Please provide a detailed status along with the office order regarding the same (to be enclosed).	Institute of Secretariat Training & Management (ISTM) is an Attached Office of Government of India and promotions of the Non-Teaching employees are governed by the extant guidelines/orders of Department of Personnel & Training ( <a href="http://www.persmin.nic.in">www.persmin.nic.in</a> ) and Department of Expenditure ( <a href="http://www.finmin.gov.in">www.finmin.gov.in</a> ). These guidelines/orders are available on the websites of the Departments mentioned above.
03	Is any financial up-gradation given to any Non-Teaching employee in any of your government organization without change in his/her designation. If Yes, then state the level of up-gradation, it was from which grade pay to which grade and how much. Please provide a detailed status along with the office order regarding the same (to be enclosed).	In so far as ISTM is concerned, there are cases of financial upgradation given to Non-Teaching employees without change of his/her designation under the Modified Assured Career Progression

04	What are the rules for increasing the grade pay of any employee without a change in his/her designation in your governing organization. Please provide a photocopy of the related Ordinance/Act/Office order.	Scheme or Non-Functional Selection Grade system. The information in respect of persons granted financial upgradation in ISTM is being compiled and will be furnished in due course.
06	Has the pay scale of any Non-Teaching employee been upgraded before the minimum stipulated time of the promotional ladder. If yes, please provide the step by step procedure for the same.	
07	Has any Non-Teaching employee been given any other form of financial upgradation besides the MACPS. If yes, please provide parameters set for the same.	
08	What is the procedure for any MHRD organisation for grade pay up gradation of any employee without sanctioned post.	
02	Please specify what the promotion rules are for the Non-Teaching employees in your governing organization please specify the ladder system if any for the time bound promotion of Non-Teaching employee. Please provide a photocopy of the approved rules regarding the same.	There is no time bound promotion system for Non-Teaching employees in ISTM.
05	What are the policy/rule for fixed term promotion cadre. Is there any sanctioned post should be present at the time of promotion. If No, then what is the policy for financial up gradation with grade pay without sanctioned post.	
09	Is BOG has a power to grade pay of any employee of the institute. If yes, what is the procedure of it.	Institute of Secretariat Training & Management (ISTM) is an Attached Office of Government of India and does not have a Board of Governors.

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  
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