

ISTM NEWS

OCTOBER-DECEMBER, 2017



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / **DEPARTMENT OF PERSONNEL & TRAINING**

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FROM THE DIRECTOR

Citizens of India expect an efficient and effective public service delivery in a transparent manner. This makes it imperative for the public agencies to upgrade their service delivery mechanisms to cater to the rising expectations of their clients which would necessitate fine tuning of procedures, policies and systems. The ultimate objective of governance system is a continuous improvement in the quality of life of all citizens in the country.

Inspired by its credo of “Efficiency and Public Good”, ISTM has been making its humble contribution to public service and good governance. Our sincere efforts in imparting quality training in office based as well as behavioural areas have earned us much appreciation and accolades. I am happy to inform that ISTM today has become a preferred choice of not only Ministries and Departments of Govt. of India but also leading autonomous & statutory bodies and Public Sector undertakings. In addition, we are actively pursuing citizen centric activities such as Blood Donation camps, medical aid for poor patients and educating children from unprivileged sections of the society.

Our Faculty Development Seminars aim at widening the horizon and thinking of our faculty. This quarter, we had eminent experts from the health sector who took us through the issues and challenges in providing quality health care to all. We also reaffirmed our allegiance and commitment in the ideals enshrined in our Constitution on the Constitution Day on 26th November.

I request all the readers of ISTM News to send their ideas and suggestions to us for further improvement in the content of the newsletter.

(Dr. Sunita H Khurana]
Director, ISTM

SINCERELY YOURS

It is our pleasure to present to you the October-December, 2017 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - **From the Director** wherein Director, ISTM outlines the vision and objectives of the Institute; in **Sincerely Yours** (the section you are currently reading) the Editorial Board introduces the issue; **Happenings** which gives a glimpse of major activities of the Institute during this period; and **Miscellany** which is a forum for our faculty members, staff and trainees to exercise their creative faculties.

Statistically speaking, this quarter we organized 80 courses, which were attended by 2031 participants.

The editorial team has tried to encapsulate various activities in the Institute during this period.

Please feel free to call us to provide your candid feedback and suggestions for further improvement and for any specific information you may want.

Please log on to our website www.istm.gov.in to know more about our ensuing programmes.

SANJAY KUMAR SHARMA, Additional Director

K. GOVINDARAJULU, Joint Director

AGAM AGGARWAL, Deputy Director

HAPPENINGS

Level E Training Programme

Level E Training Programme for Under Secretaries of the Government of India seeks to equip officers with leadership skills in good governance and develop organisational capacity on policies and programmes of the Government of India. It aims at fostering an understanding of effective institutions, regulatory authorities and the role of market mechanism in promoting inclusive and sustainable growth.

A vital component of the this training is an overseas exposure with the objective of comparing evidence and experiences of successful national and international case studies in emerging areas of governance in the 21st century. During this quarter, participants of 44th and 45th Level E Training Programmes led by Dr.Sunita H. Khurana, Director, ISTM and Shri K. Govindarajulu, Joint Director, ISTM respectively had their overseas exposure with Civil Services College, London.



Stakeholders Meeting On Level D Training Programme

Level D Training Programme for Section Officers/Under Secretaries of Central Secretariat Services entails an attachment of 10 weeks in various states. The trainees are posted in districts and blocks as Block Development Officers and submit a report on one Central and one State Schemes based on their observations regarding their functioning and impact.

In order to bridge the gaps that have emerged between the stated objectives of this training programme and the actual experience so far, a meeting was held on 13th October, 2017 which was chaired by Director, ISTM and was attended by representatives from DoPT, participating State ATIs/SIRDs as well as ISTM faculty. Various issues such as designation of the trainees in the state, the duration of attachment with district, block functionaries, infrastructural and other facilities provided to the participants were discussed at length during the meeting.



Level IV Training Programme

Members of the Central Secretariat Stenographer Services (CSSS) play a key role in the functioning of the Central Secretariat by providing vital assistance to senior officers. Department of Personnel and Training revised the training programme vide its OM No. T-25017/1/2015-Trg(ISTM Section) dated 4th July, 2016 for CSSS. In accordance with this training programme, ISTM conducts trainings for various levels of Stenographers.

Level IV training programme for Principal Private Secretaries of Govt. of India has a vital component in the form of over seas exposure. The purpose of overseas exposure is to know and learn about the development processes in various countries, experience and study the execution, monitoring and evaluation process of successful projects and programmes and obtain an insight to Government led developmental initiatives/ activities, including ease of doing business.

A group of Principal Private Secretaries under the leadership of Col. Sanjay Kumar Sharma, Additional Director, ISTM attended the overseas exposure training programme organized by Civil Services College, London.



Faculty Development Seminar on Healthcare

A faculty development seminar was organized on 28th October, 2017 on “Challenges of Healthcare sector in India” and “New Health Policy of the Government”. Dr. Ajit K. Nagpal, Chairman, Amity Pacific Forum and Dr. Vipul Sood, Medical Director, Batra Hospitals provided valuable information to all attendees and interacted with the officers from DoPT, faculty members and trainees of ISTM on various aspects relating to health care in India. They helped the audience in understanding the progress made in India in the health sector and the obstacles still to be overcome in ensuring quality healthcare to all.



Vigilance Awareness Week

Vigilance Awareness Week was observed at the institute from 30th October, 2017 to 3rd November, 2017.

The week commenced with Director, ISTM administering an oath of integrity to faculty members, other staff members and trainees. A special awareness session on public participation in promoting integrity and eradicating corruption was organized for officers and staff of ISTM. Various speakers utilized this session to speak on the topic “My Vision of a Corruption Free India”

OATH

I believe that corruption has been one of the major obstacles to the economic, political and social progress of our country.

I believe that all stakeholders, such as the government, citizens and the private sector, need to work together to eradicate corruption.

I realise that every citizen should be vigilant and commit to the highest standards of honesty and integrity at all times and support the fight against corruption.

I, therefore, pledge:

To follow probity and the rule of law in all walks of life. To neither take nor offer a bribe.

To perform all tasks in an honest and transparent manner.

To be accountable for my actions.

To act in the public interest.

To lead by example, exhibiting integrity in personal behaviour.

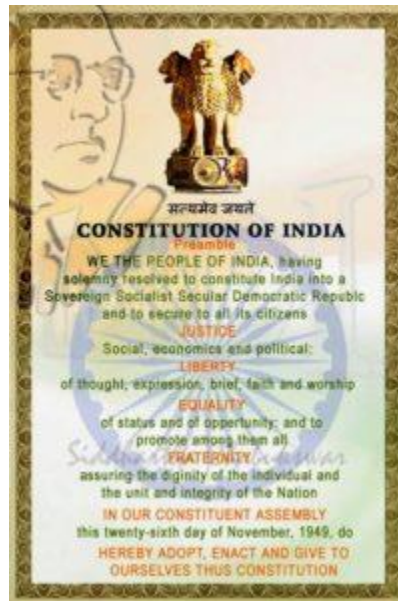
To report any incident of corruption to the appropriate agency.



Constitution Day pledge

26 November has been declared as Constitution Day by the Government of India to commemorate the adaption of the Constitution of India on this day in 1950.

ISTM, on this day reaffirmed its faith and commitment to the Constitution of India. Director, ISTM administered an oath to faculty, staff and trainees wherein all pledged to abide by the guiding principles of Justice, Liberty, Equality and Fraternity as enshrined in our constitution.



Training in e-office

With the aim to implement e-office in ISTM, a three day training programme on e-office module was organized by the National Informatics Centre from 28th to 30th November, 2017 for officials of the ISTM. The programme covered modules on file management, noting, drafting and maintenance of leave records. This would help the institute in moving on to the e-office platform and achieve a paper less office.



Induction Training for officers of the Office of Registrar General of India (ORGI) from 18th December, 2017 to 5th January, 2018

ISTM conducted induction training for Group A Officers in the rank of Assistant Directors from the Office of Registrar General of India from 18th December, 2017 to 5th January, 2018. The training course was comprehensive covering almost all areas of government functions, rules and regulations, noting and drafting etc.



स.प्र.प्र.सं. में सशस्त्र सेना झंडा दिवस का आयोजन

7 दिसंबर, भारत के वीर सैनिकों को समर्पित एक महत्वपूर्ण दिन है। इसका उद्देश्य देशवासियों द्वारा सेना के प्रति सम्मान प्रकट करना है। इस दिन सेना के तीनों बलों यथा थल सेना, वायुसेना और नौसेना के उन जवानों को याद किया जाता है जिन्होंने देश की रक्षा में अपने प्राण त्याग दिए। 1949 से 7 दिसम्बर को भारत में सशस्त्र सेना झंडा दिवस प्रतिवर्ष मनाया जाता है। इस दिन को पहले झंडा दिवस के तौर पर मनाया जाता था लेकिन 1993 में इसे आर्म्ड फोर्स डे या सशस्त्र सेना झंडा दिवस का नाम दिया गया। सशस्त्र सेना झंडा दिवस या झंडा दिवस भारतीय सशस्त्र बलों के कर्मियों के कल्याण और भारत की जनता से शहीदों के परिवारों के हित के लिए फंड इकट्ठा करने के प्रति समर्पित एक दिन है।

इस वर्ष प्रधानमंत्री नरेंद्र मोदी और रक्षा मंत्री निर्मला सीतारमण ने इसे एक सप्ताह तक मनाने का निर्णय लिया, यानि 1 दिसंबर से लेकर 7 दिसंबर तक ये दिन मनाया गया और अनुदान के रूप में धनराशि एकत्रित की गई। स.प्र.प्र.सं. में भी झंडा दिवस का आयोजन किया गया। इस प्रयोजनार्थ स्टाफ सदस्यों की दो टीमों गठित की गई। इन टीमों ने स.प्र.प्र.सं. के अधिकारियों/कर्मचारियों के पास जाकर उनसे अंशदान की राशि एकत्र की। संस्थान में चल रहे विभिन्न पाठ्यक्रमों के प्रतिभागियों से भी अंशदान की राशि एकत्र की गई। टीम लीडर द्वारा योगदान करने वाले अधिकारियों को गहरे लाल व नीले रंग के झंडे के स्टीकर लगाए गए। निदेशक महोदय तथा अपर निदेशक महोदय एवं अन्य उच्च अधिकारियों ने भी इस प्रयोजन हेतु अपना योगदान दिया। सभी ने इस दिवस के उद्देश्यों की प्राप्ति के लिए बढ़चढ़ कर अपना योगदान दिया तथा उन वीर जवानों को याद किया जो देश की सीमाओं की रक्षा करते हुए वीरगति को प्राप्त हुए।



MISCELLANY

STATE ATTACHMENT OF LEVEL D TRAINING

The mainstay of the revised training module for the Level-D training programme for the Section Officer/Under Secretary of Central Secretariat Services is a 10 week attachment with state governments especially at the district and block level. The purpose of this state attachment is to critically analyse progress of various social sector schemes at the grassroots level and identify gaps between the policy formulation and implementation so that corrective action is initiated to make the programmes more effective.

I was allotted the state of Uttar Pradesh and the attachment started with the Deen Dayal Upadhyay State Institute for Rural Development Lucknow, who provided us with boarding and lodging facilities. At SIRD Lucknow, there were in-house lectures and also interactive sessions with various State Government Departments such as Rural Development, Agriculture, Panchayati Raj, Co-operatives, Planning, IT & Electronics, Appointments, Home, Food & Supplies etc. This interaction facilitated a better understanding of the functioning of various Departments at State level.



The second stage of State attachment commenced when I was sent to Sitapur District. There were visits to various offices in Sitapur like District Collectorate, offices of Chief Development Officer, Superintendent of Police, Project Director(MNREGA), Government Treasury Office, Chief Medical Officer, Community Health Centre, District Hospital, Mahila Hospital, Mahila Thana, Municipal Office, Forest Officer, Swachh Bharat Mission, Parag Diary, etc. Also, as part of site visit, we visited BadhailaJheel, which is a fishery project lake, Mini Kamadhenu Project, both located in Biswan Block, Poultry farm, Poly house and Drip Irrigation based Banana and chili

Plantation located in Parsendi Block and Durrie Factory as Khairabad is a famous point for export of durries all over the world. We were also shown Chehalari ghat of Ghaghra river with its famous 3.2 kms span bridge constructed over it and its adjoining flood prone areas, as part of NRWDP by the Jal Nigam Officers.

In the third stage, I was attached to Khairabad block in Sitapur as Additional Block Development Officer. I met the BDO, Khairabad Block and was informed on the functioning of administration at Block level. I also regularly interacted with the CDPO, Khairabad and District Horticulture Officer for the purpose of the two projects allocated to me i.e., Integrated Child Development Services (ICDS) and Horticulture Development Programme. Under the Field Study visits undertaken for the study of projects, I visited twenty Anganwadi Centres, i.e. two from the villages in each of the ten Nyaya Panchayats in the Khairabad Block. For the Horticulture project, I collected information from the Horticulture Department and also interacted with the farmers who availed of the benefit from the State Government Scheme. All the officials cooperated completely during our field visits. The difficulties in implementing these schemes were also noted.



It was an enriching experience to visit the interior parts of Sitapur District, Uttar Pradesh and understand the administration at the grass-root level. The training has given us an essential insight into the functioning of various Departments in the States, and the efforts being made by the machinery of the Government for implementation of the schemes, despite logistic difficulties faced by them.

C. Lakshmi Srinagesh
72nd Level-D Trainee.

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