प्रवीण्यं व लोकहितस्
EFFICIENCY AND THE PUBLIC GOOD

भारत सरकार
GOVERNMENT OF INDIA

2017-2018

ANNUAL REPORT

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

CSS Level "F" Course
(28th August to 16th September, 2017}

Induction Training Programme for Chief Vigilance Officers
(11th to 22nd September, 2017)

Cadre Specific Programme for Indian Economic Service
(27th November to 8th Decemberm 2017)

Chapter - 1
About The Institute

1.1   Introduction

The Institute of Secretariat Training & Management (ISTM) is a multi-disciplinary organisation specialised in capacity building and developing, consultancy and research support particularly for the Central Government. Established in 1948, the Institute is committed to the ideal of "Efficiency and Public Good". The main mandate of ISTM is to help develop professional competence of individual officers of Central Government, State Governments, Public Sector Undertakings and Autonomous Bodies. To fulfill the mandate, ISTM has been conducting foundational and refresher courses every year. It also sends its faculty members to the States/UTs which do not have adequate training infrastructure to train their personnel. ISTM has been implementing Central Secretariat Service and Central Secretariat Stenographers Service Cadre Training Programmes (CSS/CSSS-CTP). The CTP envisages organising mid-career mandatory training programmes having linkages with career progression upto Director level officers. Training conducted by ISTM covers the areas of Human Resource Development, Administration and Office Management, Financial Management, Management Services, Right to Information, Information&Communication Technology, Behavioural and Secretarial Skills and Training of Trainers. ISTM also introduces new training programmes from time to time with a view to cater to the changing professional requirements of officers working in the Government. Besides providing faculty assistance to various organisations and training institutions, ISTM also conducts organization specific training programmes.

1.2   Status

ISTM is an attached office under the Department of Personnel & Training, Government of India and is headed by a Director who is an officer of the level of Joint Secretary to the Government of India.

1.3   Resources

ISTM has a sanctioned faculty strength of 29 experienced training professionals drawn from various Central Services. It has a Library having more than17,250 books on various subjects, a modest video collection and two Information and Communication Technology Labs. The Institute has built up a rich collection of training material for distribution to participants of various courses. It also has hostel facilities for outstation participants who are provided twin sharing accommodation on first-come-first serve basis on payment of prescribed charges.

1.4   Vision

Function as capable Capacity Building institution to fulfil demand driven human development needs of government and support institutions across the country for improved workflow delivery through sustainable, innovative and contemporary means.

1.5   Mission

(i)   Provide training to the civil servants.
(ii)   Undertake research, consultancy and system analysis for capacity building in governance.
(iii)   Collaborate with client organizations for enhancing the quality of training.
(i)   Provide opportunity to the faculty members and the support staff to grow, develop and promote best training practices.

1.6   Values

(i)   Truth, honesty and integrity;
(ii)   Commitment to service; and
(iii)   Respect for dignity and potential of individuals.

1.7   Aims and Objectives

The broad aims and objectives of the Institute are summarized below:

(I)   To plan, design and conduct foundational, refresher and specialised training programmes for different grades of officers up to the middle management level so as to enable them to perform their duties effectively and shoulder greater responsibilities in future by increasing their professional competence;

(ii)   To assess the training needs at various levels in the Central Government as well as the related field organisations and organise training programmes to meet these needs;

(iii)   To conduct various training programmes for CSS and CSSS officers as per revised Cadre Training Plan;

(iv)   To provide faculty support to State Governments and Union Territory Administrations by way of conducting peripatetic training programmes, assist them in designing their training courses and help them in preparing their training materials;

(v)   To produce monographs and other training literature/ material, (including audio-visual aids) relevant to the training courses designed and conducted by the Institute; and

(vi)   To create and foster among the participants a positive and innovative outlook to work with a sense of fraternity and team-spirit.

1.8 ISO 9001:2015 Certification

The Institute of Secretariat Training & Management is an ISO 9001:2015 Organisation in respect of "planning, organizing and conducting, Cadre Training Plan for Central Secretariat Service and Central Secretariat Stenographers Service and calendared programmes". The certification is based on seven quality management principles:

(i)   Customer focus
(ii)   Leadership Involvement of People
(iii)   Process Approach
(iv)   Systematic Approach to Management
(v)   Continual Improvement
(vi)   Fact Based Decision-Making
(vii)   Mutually Beneficial Supplier Relationship

The ISO 9001:2015 certification for ISTM training programmes is valid from 17 May, 2017 to 16 May, 2020.   Prior to this the institute was certified for ISO 9001:2008 for 3 years. The higher standard has been achieved by the institute by identification of risks and opportunities involved in the planning, organizing and conducting training programmes. The risks which are identified have been graded in terms of severity and frequency. Mitigation plans for each of these risks have also been prepared. The certification of having achieved the higher standard was provided after third party audit by M/S International Certification Services Pvt Ltd. in May, 2017

During the year 2017-2018, four meetings of the Management Review Committee and three internal audits were held.   ISTM has nine trained and certified internal auditors from amongst its faculty and non-faculty staff.   During the internal and third party audits, all the parameters and ISO requirements were found to be achieved.

1.9 Citizen's/Client's Charter (CCC)

The CCC, describing the various services/transactions offered, the standards thereof and the contact details of the concerned functionaries of the Institute responsible for the services/standards, is made available on the website of the Institute e.g. http://www/istm/gov/in. As required under the Results Framework Document (RFD) of ISTM for 2014-15, independent audit of the implementation of CCC was carried out in 2014-15 and it was found satisfactory.

Chapter - 2
The year 2017-2018 at a glance

2.1　　During the year 2017-18, the Institute witnessed a number of innovations and new initiatives. While the details of the milestones achieved in various fields are covered in the respective sections of the report, a summary of the notable features of the year is given below: -

2.1.1　Number of Courses and Trainees

In its sustained endeavor to contribute to developing capacity of the personnel working in various Ministries/Departments of the Central Government and other Public Sector organisations, the Institute conducted as many as 329 training courses during 2017-2018 covering a trainee population of 9339inspite of acute shortage of faculty members.

2.1.2　Right to Information Act, 2005

At the behest of DoPT, ISTM has been conducting capacity building programmes, since September, 2005, for equipping CPIOs and other functionaries in Government Departments in respect of the various aspects of RTI Act. During the year 2017-18,sevencalendared courses on RTI were conducted. In addition, twenty-fiveOrganisation Specific Programmes on RTI were also conducted.

2.1.3　Disposal of RTI Cases

Like any other public authority, ISTM also receives RTI applications from the public. The applications are appropriately replied to well within the stipulated time. The status of the applications/appeals received in ISTM under RTI Act during 2017-18 is given below:

Nature of RTI	No. Received	No. Disposed of Reference
Applications	87	87
First Appeals	6	6

2.1.4　Cadre Training Plan for CSS Officers

The overall responsibility for implementation of the Cadre Training Plan for CSS officers has been assigned to ISTM. During the year 2017-18, a total of 26 programmes were conducted out of which, one was a foundational training programme for Assistant Section Officers (Direct Recruit). Details of courses conducted are given in Annexure 'V'.

2.1.5 Cadre Training Plan for CSSS Officers

The overall responsibility for implementation of the Cadre Training Plan for CSSS officers has also been assigned to ISTM. During the year 2017-18, a total of 8programmes under CSSS Cadre Training Plan were conducted. Details of courses conducted are given in Annexure 'VI'

2.1.6 Induction Training of Group 'A' Services

ISTM has been conducting Induction Training for Group 'A' Officers of Indian Cost Accounts Service (ICoAS), Office of the Registrar General of India(ORGI) and Directorate General of Civil Aviation(DGCA).

2.1.7 Induction Training Component of Group 'A' Services

ISTM has been Conducting Induction Training Component for the officers of various Group 'A' services like Indian Defence Estate Service(IDES), Officer of NER States Secretariat Service, Indian Statistical Service(ISS), Indian Economic Service(IES), Indian Statistical Service(ISS), Indian Railways Traffic Service (IRTS), Indian Trade Service(ITS), Indian Revenue Service(IRS), Indian Administrative Service(IAS) and Nagaland Secretariat Service.

2.1.8 Training Assistance to Other Organisations

During the year 2017-18, training assistance to other Organisations was provided on a fairly large scale. Due to high standards, efficiency and reputation of faculty members of ISTM, requests from many organisations and training institutes all over the country were received for faculty assistance. Due to in-house commitments, not all demands for faculty assistance could be met. Requests were received from Government Departments, Attached/Subordinate Offices, Public Sector Undertakings / Autonomous Bodies for conducting Organization/Cadre Specific Programmes. 163 such training programmes were conducted during the year 2017-18, either at ISTM premises or at client organisation's premises. Faculty assistance was provided 124 times to various organisations in running their training programmes.

2.1.9 Training Programmes for North Eastern States

As part of capacity building exercise initiated by the Training Division, Department of Personnel & Training to train the officers of North-Eastern States, ISTM conducts various training programmes from time to time. The following courses were conducted for North Eastern States during the year 2017-18:

Capacity Building Training Programmes (CSP)				
S. No.	Name of Organisation	Duration		Remarks
		From	To	
1.	CSP – for Administrative Training Institute, Nagaland	26th April, 2017	28th April, 2017	Sponsored by DoPT
2.		11th Sept., 2017	15th Sept., 2017	Sponsored by DoPT

2.1.10 Introduction of Basic Leadership Skills module at ISTM

At the behest of DoPT, the Basic Leadership Skills (BLS) module was introduced at Institute of Secretariat Training & Management (ISTM) in September, 2014. This module is being run in Level D, Level E and Level – IV training programmes.

2.1.11 Horticulture Treats

A lot of emphasis has been laid on increasing aesthetic appearance of the Institute's compound by planting more trees and covering the barren areas with grass. Lush green trees and bushes of various kinds adorn the lawns of ISTM and create an ambience soothing to the trainees.

2.1.12 Peripatetic Programmes

ISTM has mandate to assist the States/ UTs who do not have sufficient infrastructural facilities in the area of training. ISTM faculty members were deployed to conduct25 Peripatetic Training Programmes for UTs of Chandigarh, Andaman & Nicobar Islands and Lakshadweep, Puducherry and States of Sikkim and Arunachal Pradesh.

2.1.13 Consultancy Projects

ISTM is engaged in research work and provides consultancy to various organisations. The Institute undertook seven consultancy services regarding cadre restructuring of Kendriya Vidyalaya Sangathan, Farakka Barrange Project, Indian Institute of Foreign Trade, Bank of Maharashtra, Jamia Millia Islamia, Delhi Public Library and Gandhi Smriti Darshan Samiti. ISTM also provided consultancy regarding third party audit of proactive disclosure under RTI Act, 2005 to two organisations namely Indian Space Research Organisation and Kamarjar Port Limited.

Chapter - 3
Training Management Information System (TMIS)

3.1   TMIS is an online web application developed by NICSI in April, 2014 for ISTM. TMIS converts the manual work into online paperless system. Now user can access this system through internet anywhere. TMIS tracks and keeps the record of different activities taking place in ISTM, which includes the details of training courses running on weekly, quarterly and annual basis.   It also provides the details of the Course Directors for various training programmes and engagements of the faculty members.   ISTM portal is also a part of TMIS which provide information on annual training calendar, circulars, tenders, news & events, annual reports, photo gallery, video gallery, information about facilities and online nomination and registration for different courses. TMIS has been developed on PHP language with MYSQL database.

3.2   TMIS has different interrelated modules according to the requirement of ISTM. These modules are meant for functioning of following works:

(i)   Coordination
(ii)   Courses
(iii)   File Tracking System (FTS)
(iv)   Hostel
(v)   Inventory
(vi)   Administration
(vii)   Knowledge Management System

3.2.1 Coordination

Coordination Section maintains the record of courses, schedule of faculty, faculty vs subject mapping, consolidated weekly schedule and prepares annual calendar. Using TMIS, Coordination Section is able to generate various reports related to courses without spending much time. Coordination Section submits the consolidated weekly schedule online which is accessible to all the staff and faculty. This consolidated weekly schedule has all the relevant details needed for information and to organise courses effectively.

3.2.2 Courses

Coordination Section has the responsibility to allot courses to faculty members as Course Directors. When a faculty accesses course module, all information pertaining to session plan, circular, tender, nomination approval letter etc. become accessible. Faculty can also upload the circular and tenders on ISTM portal. Course Director has all records of participants online. Course Directors upload

the approved nominees list on ISTM portal, and also send SMS and email through the TMIS. By using session plan, he prepares weekly plan of the course online and submits it to Coordination Section for final decision.

3.2.3 File Tracking System (FTS)

With the help of File Tracking System, the movement and status of a file at a given point of time can be ascertained.

3.2.4 User Module

User module has information related to staff and faculty. The staff and faculty members can update their profiles and change login password. A user module keeps the information about leave records of a user. A user can apply for a leave online to their seniors and at the same time he/she can check his/her leave status.

3.2.5 Inventory

Inventory module keeps the record of all the items perishable and non-perishable online. Faculty and staff can request inventory section online for any course related material and after receiving the request the inventory section takes action accordingly. The location of non-perishable items can be tracked user-wise and room-wise.

3.2.6 Hostel

TMIS helps in keeping a track of hostel rooms available for allotment. It also facilitates online booking of hostel rooms by visitors.

3.2.7 Knowledge Management System (KMS) & Document Management System (DMS)

Knowledge and Document Management system is an online application to create documents and store them. Files can be uploaded and permission to access these files can be given to the user who can also share the documents with specific user or all the users. Users can read and create documents in a book format and can also bookmark important documents as favorites.

Chapter - 4
Augmentation of Training Facili at ISTM

4.1 Infrastructure

ISTM undertook various infrastructure development works under Plan Scheme – Augmentation of Training Facilities at ISTM during the year 2017-2018 to enhance the ambience of ISTM campus to facilitate better learning environment for the trainee participants. Following items of works have been executed under the Plan Scheme during the year 2017-2018: -

(i) The work of installation of firefighting system (i.e. wet riser and sprinklers system) and installation of fire alarm system in Administrative Block, Seminar Halls Complex and Library Building has been undertaken to ensure protection of life and property from fire incidents in all the buildings occupied by ISTM. Certain spill-over work is expected to be completed during 2017-18.

(ii) Existing electrical distribution system with rising mains has been upgraded;

(iii) Firefighting system and public address system in the Hostel Block has been renovated;

(iv) Existing lights/fittings have been replaced by LED lights/fittings in the Library Building to ensure energy conservation;

(v) The rain water harvesting system has been provided for Administrative Block to ensure water conservation in the campus of ISTM;

(vi) Online Registration Module for training programmes for CSS/CSSS has been provided;

(vii) 245 Microsoft Office Professional licenses for Window Operating System and Microsoft Office has been procured for smooth functioning of computer systems in the campus of ISTM;

(viii) One Staff Car has been purchased in replacement of condemned staff car with the approval of the Government of India, Ministry of Finance, Department of Expenditure;

(ix) One Chapatti making machine has been procured for use in the kitchen of Hostel Block;

(x) Four air-conditioners have been procured to meet the urgent requirements;

(xi) Grid Connected Solar Rooftops PV System has been installed on the buildings of Administrative Block and Library Building;

(xii)   Four guest rooms have been renovated in the ground floor of Hostel Block;

(xiii) Billiards Table has been procured;

(xiv)   Class Rooms furniture & fixtures such as Table and Chairs have been procured; and

(xv)   Computer systems for setting up of an additional ICT Lab in the Library Building have been procured

4.2   Information and Communication Technology(ICT) Facilities

ISTM is having 04 ICT Labs with 135 Desktop Computers. Video Conferencing facility is available for connecting various organizations for conducting training meetings etc. Following activities were undertaken during the year 2017-2018:

(i)   Commissioning of Managed Network with Wi-Fi network facility.

(ii)   Online Registration Module as well as Pilot Run for registration of the participants from CSS-CTP/CSSS-CTP/CSCS-CTP/OSP/CSP.

(iii)   Development of Online Feedback form for all the courses.

(iv)   Security Audit of ISTM website and TMIS Appliication.

(v)   Upgradation of Backend Framework of ISTM Website and TMIS Application.

Apart from the above stated list, following activities have been initiated and are in progress:

(i)   Development of RTI Portal

(ii)   Development of Hostel Module

(iii)   STQC Audit of ISTM Website

Chapter - 5
Major Events

5.1 Inclusion of additional online registration module in Training Management Information System

The Training Management Information System (TMIS) has been functioning at the institute effectively and it has enabled online functioning of Coordination. This system is effective since May, 2013. Major features which have been implemented during 2017-2018 are as follows:

(a)   Online Feedback System
(b)   Upgrade ISTM website and TMIS software components and completed Security audit
(c)   Facility for statistical report.
(d)   Online registration system for Organisation Specific Programme & Cadre Specific programme courses.
(e)   Inventory management system for administration.
(f)   Hostel Management System.

5.2 Introduction of new courses

Following new courses were introduced during the year: -

(a)   Training programme on Analysis for Big Data
(b)   Workshop on Public Procurement Under GFR-2017
(c)   Workshop on Goods & Service Tax
(d)   Orientation Training Programme for Retiring Government Officials
(e)   Training programme on Swachh Bharat Abhiyan
(f)   Training programme on MS-Excel Advance
(g)   Training programme on MS-Access
(h)   Orientation Training progrmme on GFR-2017
(i)   Orientation Training programme on Goods and Service Tax.

5.3 Introduction of new Topics

ISTM always strives to update its course modules by including new issues /topics having relevance with latest times. In this pursuit, following new topics have been introduced: -

(a)   Sessions on GST in various training programmes to create awareness among the trainees on the subject;
(b)   A 'Hands on' training Module on Government e-Marketplace (GeM); and
(c)   Input on Usage of Space Technology and Swatch Bharat in all CSS/CSSS training programmes.

5.4 Special Training Programmes/Sessions/ Workshops/Seminars

(a) A one-day Workshop on Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 was organized on 5th May, 2017 in ISTM. This was a collaborative programme between Ministry of Women and Child Development and ISTM. It was attended by the Presiding Officers of Internal Complaints Committee (ICC) of all Central Ministries and Departments. The Programme was inaugurated by Hon. Union Minister of Women and Child Development, Smt. Maneka Sanjay Gandhi.

(b) International Yoga Day was celebrated in ISTM on 21st June, 2017;

(c) A special training session was conducted on "Verification of e-service Book"by officials of DOPT on 22nd June, 2017;

(d) A Seminar on "Knowledge Economy and Intellectual Property Rights" was organised on 29th July, 2017;

(e) An Induction Training Programme was conducted for Chief Vigilance Officers of Central Vigilance Commission from 11th to 22nd September, 2017;

(f) One-day Workshop for stakeholders & State ATIs and SIRDs to review design & logistics field training component of Level 'D' programme was organised on 13th October, 2017 at ISTM;

(g) One-day Seminar on Healthcare Sector and New Health Policy (Issues & Challenges) was conducted on 28th October, 2017 by Dr. Vipul Sood, Medical Director, Batra Hospital, New Delhi & Dr. Ajit Nagpal, Chairman, Amity Pacific Forum, New Delhi; and

(h) A Special Session on "My vision: Corruption free India" in view of vigilance awareness week on 3rd November, 2017 was conducted. The session was presided by the Director, ISTM

Workshop on Sexual Harassment of
Women at Workplace (5th May, 2017)

International Yoga Day Celebration
(21st June, 2017)

International Training Programme for
Myanmar Officials (11-14 September, 2017)

Special training programme for CVOs/CVC
from 11-22 September, 2017

5.2   Blood Donation

ISTM organizes blood donation camps on regular intervals in collaboration with main blood bank of AIIMS, New Delhi. The participants of various courses are encouraged to donate blood. During the year 2017-18four camps have been organized in ISTM in which 126 units of blood was donated by the participants of various courses and faculty/ staff members of ISTM.

5.6   Public Service

The trainees (present and past) and some of the faculty members regularly visit Rain-Baseras and Dharmashalas of major hospitals of Delhi and arrange for medicines, radiological and pathological tests to the poor patients as prescribed by doctors. In winters, they also distribute woolen blankets/ clothes in the odd hours of the day to the really needy people. Through these initiatives it is expected that these officials/officers will be able to develop a positive attitude which is expected to be reflected in their people-friendly, responsive and sensible approach at work.

(a) Swachhta Bharat Abhiyaan

ISTM has adopted Ber Sarai Market and Rock Park at Munirka Village under the Swachh Bharat Abhiyaan. Participants of various courses, led by faculty/ staff members visit these two places on regular intervals. They clean the entire area, using equipment and material provided by ISTM and also interact with the people in the Rock Park and nearby residents and shop keepers/ visitors of the Ber Sarai Market. They make people aware about the benefits of keeping the entire area clean and encourage them to keep their respective areas clean. They have been able to garner support from the residents near Rock Park and shopkeepers/ visitors of the Ber Sarai market.

(b) Helping the poor and needy

Charged with the motive of public service, the alumni and faculty/ staff members of ISTM are helping the poor and needy in their personal capacity and are involved in reaching out to groups of destitute in various ways, viz,
(i)   Educating children from pavement / jhuggi clusters;
(ii)   Providing medical support to the poor patients;
(iii)   Blood donation for the poor patients; and
(iv)   Distributing woolen clothes and blankets to the pavement dwellers in winters' nights.

5.7   People Connect Platform

ISTM has developed a "people connect" portal and hosted it on its website. The platform provides opportunity to the participants (present & past) and other Central Government employees to disseminate information, share knowledge and experience on various issues.

Chapter - 6
Institutional Resourses

6.1 Human Resources

The Institute has a sanctioned staff strength of 98, of which 65 were in position as on 31st March, 2018. Human resources of the Institute can be broadly divided into two categories on the basis of the work they are engaged in, viz.:

(i)   Work relating to imparting of training; and
(ii)   Work relating to Administration

6.1.1 Training Related Activities

The Institute has a sanctioned faculty strength of 29 including the Director. There are four Faculty Wings, each headed by a Joint Director:

(i)   Management Services;
(ii)   Financial Management;
(iii)   Peripatetic Training; and
(iv)   Behavioural Techniques.

6.1.2 The Faculty Members

The Institute has faculty members mainly drawn from experienced officers belonging to various Central Services. Besides, it draws upon the expertise of experienced/practising administrators, University Professors and trainers of eminence from other training Institutions. Total sanctioned strength of faculty members is 29 out of which 20 (including Director) were in place as on 31st March, 2018. The names of faculty members in position during the year 2017-2018and their areas of specialisation are given in Annexure-I. The details of faculty members who joined and those who left the Institute during the year are given at Annexure-II. Besides the faculty, the Institute has in position one Training Associate.

6.1.3 Coordination of Training Activities

The training activities of the Institute are coordinated by the Director through Joint Directors, Deputy Directors and Assistant Directors who are further assisted by a Training Associate and a Consultant. The Coordination Unit is responsible for preparation of the annual training calendar, allocation of venues for the training programmes, issue of consolidated weekly schedule, faculty

deployment in various courses, preparation of quarterly programme schedules, extending training assistance by way of faculty support, conducting organisation specific programmes, peripatetic programmes, preparation of various reports of training related activities, preparation of annual training calendarand compilation of Annual Report of the Institute. The activities under the Trainers Development Programme (TDP) of the Department of Personnel and Training are also looked after by Coordination Section.

6.1.4   dditional Responsibilities for Faculty Members

Apart from imparting training in their respective fields of specialization and coordinating the training programmes earmarked for them for the year, some of the members of the faculty have been entrusted with additional responsibility of Administration, Coordination, System Administration, Library and DDO.

6.1.5   Staff Engaged in Administrative Work

Other than the faculty members, the Institute has sanctioned staff strength of 69. The non-teaching staff strength includes one Deputy Director (Official Language), two Section Officers, one Assistant Director (Official Language), Private Secretaries, Training Associates, Artist, Librarian, Personal Assistants, Stenographers, Sr. Hindi Translator, Training Equipment Operator, Assistant Section Officers, Senior Secretariat Assistants, Junior Secretariat Assistants, Driver and MTS. The Administration of the Institute is run by the Director through the Additional Director and Deputy Director (Administration) who is one of the faculty members and he is further assisted by Section Officers in discharge of his/her duties. Drawing and Disbursing Officer(DDO) of ISTM, who is also one among the faculty members, works under the supervision of DD(Admin).

6.2   Campus

The Institute is located in the erstwhile JNU (Old) Campus, opposite Sector-3, R. K. Puram, on the outer Ring Road adjoining Munirka. The Institute is housed in four different blocks, viz.

(i)   Administrative Block;
(ii)   Seminar Hall Complex;
(iii)   Library Building; and
(iv)   ISTM Hostel Block.

6.2.1   Administrative Block

The administrative office of the Institute and the offices of the Director and other faculty members of the Institute are located in the Administrative Block.

6.2.2   Seminar Hall Complex

ISTM has at present 18class rooms/halls with accessories like white boards, overhead projectors, LCDs, PCs, air conditioners etc. Out of these, eight lecture halls are located in the Hexagon Complex, (popularly called as Seminar halls 1 to 8); five Lecture halls are located in the Library Building, one class room is located on the 2nd floor of Administrative Block. The Institute has two Auditoria and two Round Conference Halls with public address system located in Hexagon Complex. A Committee Room with public address system is also located in the Administrative Block for conducting faculty and staff meetings. The Auditoria are generally used for holding seminars and institutional functions. The Auditoria and Committee room are also utilized for imparting training purposes whenever necessary.

6.2.3   Library Building

The Institute's library is located in Library Building. It is primarily intended for the official use of the faculty members, trainees and staff. It is an open access library. The library of ISTM has a collection of about17,250 general and instructional books. During this year nearly 600 books / journal / newspaper / magazine and one legal Softwar Data have been added to the library collection. Among these books, nearly 100 accretions belong to Hindi language. General books on Management, Public Administration, Economics, Training Techniques, History, Psychology, Behaviourial skills, Law, Computers, Philosophy, Sociology, Literature in English, Hindi & Regional languages, Biographies, Dictionaries, various encyclopaedia and Religion etc. are also available.

The library of ISTM is extensively used by the trainee officers for studies and preparation of their papers on public policy analysis, legislative examination, action research project, concept and syndicate paper preparations. Trainees and faculty members refer to different rule books, journals and magazines of national and international importance. The library is subscribing 16 leading Indian newspapers, 50 magazines and 14 reputed national and international journals like Training & Development journal, Training journal and Harvard Business Review, etc.

Clippings from leading newspapers and reputed magazines and journals pertaining to RTI are circulated to the concerned faculty members and also are kept in the library for reference purpose.

The library is well equipped with all modern facilities. Collection is completely computerised using Libsys software with web OPAC to make it modern and user-friendly.

6.2.4   Lodging/Boarding Facilities

The Institute has a hostel with 80 double-bedded rooms for the benefit of the out-station participants and newly recruited Assistant Section Officers& Stenographers who join their services at

ISTM and undergo foundational training before being deployed in Ministries and Departments. The facilities are moderate. The facilities in hostel are being upgraded phase-wise and in a time bound manner.

Following development work has been carried out during, 2017-2018:

(i)   Upgradation of 01st and 02nd floor of the Hostel a total of 32 rooms;
(ii)   Four guest rooms renovated;
(iii)   LED TV in the 02nd and 03rd floor rooms and one each in 2 dining rooms;
(iv)   Connection of TATA Dish TV in all TVs;
(v)   Renovation in the washing area of the Kitchen;
(vi)   Construction of hand washing area in the Dinning hall 1;
(vii)   Hand wash area in Dinning Hall 2; and
(viii) Bathroom renovated in Dinning Hall 2.

6.2.5 Computers & Computer Laboratory

ISTM is having four ICT Labs with 135 desktop computer. Video conferencing facility is available for connecting various organizations for conducting training, meetings, etc. During the year, Managed Network (MN) with Wi-Fi facility was commissioned in the Institute which is fully functional. Online registration and Online Feedback module and pilot run for registration of the participants for CSS-CTP/CSSS-CTP/CSCS-CTP/OSP/CSP has been conducted.

6.2.6 Hostel Cyber Room

ISTM has Hostel Cyber Room with internet connectivity. Each room of hostel is also provided with internet connectivity for the participants staying in hostel.

6.3   Training Aids

The Institute has been regularly acquiring and utilizing various training aids as a part of its effort to enhance the effectiveness of training. Special care is taken to provide high quality training materials to the course participants. To achieve this, the Institute is equipped with the following training aids and equipments which are being extensively used:

6.3.1 Audio-Visual Aids

ISTM is in possession of following Audio-visual aids:

(i)   Video Projection System;
(ii)   Slide Projector;
(iii)   Video Camera;
(iv)   VCR/TV Monitor;
(v)   Over Head Projectors;
(vi)   Public Address System; and
(vii)   LCD Projectors

6.3.2 Instructional Films

The Institute has a library of instructional films and constant efforts are made to add to the collection. These films are quite popular with the participants and these are used in various training programmes.

Chapter - 7
Training Methodology

7.1   In order to facilitate effective transfer of acquired knowledge and skills, the Institute employs a wide range of training techniques, varying from the age-old lecture method to participative and experiential learning methods like syndicate, group discussions, role-play, in-tray exercises and case studies.   By adopting learner centered training methodology, the Institute endeavors to create a learning environment in which the active participation and involvement of the learners is maximized. Keeping in view the entry behaviour of the participants, the objectives of the courses and the contents, techniques, as described below, are used in addition to lecture method.

7.1.1   Practical Exercises

In order to provide the desired expertise to the participants for the kind of work they have to perform in their work places, practical exercises are given after theoretical exposure to various rules/ regulations followed in Government.   This method is predominantly used in areas like noting & drafting, office procedure, disciplinary procedures, parliamentary procedures, service rules, cash & accounts, work study, etc.

7.1.2   Syndicate Discussions

This method is being employed by the Institute primarily with a view to exposing the participants to the dynamics of working in group.   The entire batch is divided into viable syndicates as soon as the course is launched and they choose a subject of specific or contemporary interest which is discussed and presented.

7.1.3   Case Studies

This method is used in training programmes where the focus is on problem solving methodology and decision making process. The method is extensively used in courses with middle management level participants such as organisational behaviour & leadership, training techniques, management of training etc.

7.1.4   Workshops and Project Work

These are being increasingly used in specialized courses like Training Techniques, Design of Training, Management of Training, Advanced Management Services, Basic Management Services and Refresher Training Programmes.

7.1.5   Role-Play

This technique is being effectively utilised in the behavioral skill programmes as well as in administrative vigilance. In the area of behavioral skills, the participants are required to play roles, normally that of an official and a member of the public in a given situation. Later on, the behavioral aspects of the role play are brought out not only through an analysis from the role players themselves but also from the participants who are observers. This exercise has been of considerable use in bringing out finer elements of human behavior and attitudes in interpersonal interaction. In the case of the programmes on administrative vigilance, this technique is applied in the form of a mock enquiry. The participants play different roles such as the Charged Officer, Inquiry Officer, Presenting Officer and Defence Assistants etc. This method gives a practical orientation to the participants who are able to get a fair idea of the procedure followed in the actual conduct of an inquiry. The methodology for planning, preparation and using Role-Play as a training method is also covered in the training techniques-course.

7.1.6   Book Review

With multiple objectives of inculcating/reviving habit of reading, assimilating what has been read and presenting it before a forum, the participants in foundational programmes are asked to review books of an academic and contemporary interest. This has also helped in enhancing the public speaking and debating abilities of the participants and ensuring their greater involvement in the programme.

7.1.7   Management Games/Exercises

A variety of management games are used in a number of courses for learning by substitute tasks and reflection. Out Door Management Exercises and a number of other management games such as PESHWA'S TREASURES, PRINCIPLES GAME, BROKEN SQUARES; RUMOUR CLINIC etc. are used very effectively in the Training Techniques, Professional Development Programmes and some of the foundational courses. The participants get subjected to a degree of physical and mental stress, thereby enabling them to draw lessons for application in their real work situations. This also helps indirectly and in a very subtle way in influencing the attitudes.

7.1.8   Discovery Learning

With the learning process shifting more and more towards trainee participation, it is imperative that the responsibility of learning should shift to the trainees. Thus, the Discovery Learning method is now being used to provide opportunity for the trainees to learn for themselves. This method is predominantly used for developing presentation skills.

Chapter - 8
Training Activities

8.1 The major training activity of the Institute is that of organising/conducting training courses and workshops mostly in accordance with the training calendar prepared for every financial year (April to March). During the year 2017-2018, 329training programmes were organised by the Institute covering a trainee population of 9339 officials from various parts of the country. A list of the courses planned in the Training Calendar and those conducted by the Institute during the year along-with the trainee population is given in the tables at Annexure-III. Each course is coordinated by a faculty designated as Course Director under the overall supervision of wing-head i.e., concerned Joint Director. The broad classification of the courses and wings there of is indicated below:

Sl. No.	Course	Head of the Wing
1.	Foundational courses	Joint Director (Management Services)
2.	CSS Cadre Training Plan Courses	Joint Director (Behavioral Techniques)
3.	Induction Training Programmes for Officers of Group 'A' Services	Joint Director (Behavioral Techniques)
4.	Management Development Programmes	Joint Director (Management Services)
5.	Orientation & Refresher Courses	Joint Director (Peripatetic Training)
6.	Financial Management	Joint Director (Financial Management)
7.	RTI Capacity in Training Programmes	Joint Director(Behavioral Techniques)
8.	Behavioral Techniques	Joint Director(Behavioral Techniques)
9.	Secretarial/CSSS Training Programmes	Joint Director(Peripatetic Training)
10.	Computer Courses	Joint Director(Behavioral Techniques)
11.	Training of Trainers	Joint Director(Behavioral Techniques)
12.	Peripatetic Training Programmes	Joint Director(Peripatetic Training)
13.	Organisation Specific Programmes/ Cadre Specific Programmes	Joint Director, (Behavioral Techniques)

The salient features of the aforesaid programmes are highlighted in the succeeding paragraphs:

8.1.1 Foundational Programmes (Direct Recruits)

The basic objective of the foundational training programmes being conducted by the Institute is to provide the new entrants to the Government service with requisite professional

knowledge and skills with regard to the principles, processes, methods, procedures of policy formulation and programme implementation, rules and instructions followed in the Central Secretariat and its Attached/Subordinate Offices. This programme is for direct-recruit Assistant Section Officers of the Central Secretariat Service (CSS)recruited through competitive examinations conducted by the Staff Selection Commission. The course is designed to give the trainees an exposure to the major principles of socio-economic development, public administration, management and the Constitution of India. The subjects of Indian culture and national integration are also covered. The participants are expected to develop knowledge in interpretation and application of the various Financial and Service Rules and procedures of the Government of India. Inputs in behavioral sciences are also provided to enable them to develop skills in human relations. The course is covered in four modules:

Module – I   Covers General Administration;
Module – II Covers Personnel Administration;
Module – III Covers Financial Administration; followed by a one-week Study Tour;
Module – IV Covers Computers and IT.
One ASODR course of 11 weeks duration was conducted during 2017-18.

8.1.2. CSS Cadre Training Plan

The mandatory cadre training plan for CSS officers was introduced during 2008-09. These mandatory cadre training courses were conducted from the level of Senior Secretariat Assistant to Deputy Secretary. During the year 2017-18,following cadre courses were conducted:

Name of Courses	No. of Courses	No. of Participants
ASODR for Section Officers Direct Recruit	1	19
Level A for SSAs of CSCS	6	189
Level B for ASOs	7	251
Level D for SOs	5	128
Level E for USs	6	181
Level F for DSs	1	43

8.2   Induction Training of Group 'A' Services

ISTM has been conducting Induction Training for the officers of Group 'A' services like Indian Cost Accounts Service (ICoAS). ISTM conducted one induction training programme during the year 2017-2018,as per the details given below:

| S. No | Name of Service | Duration | | Number of |
		From	To	Participants
1	Indian Cost Accounts Service(ICoAS) Officers	10.07.2017	21.07.2017	33

8.3　Induction Training Component of Group 'A' Services

ISTM has been conducting induction training component for the officers of various Group 'A' services. The details of such training programmes conducted during the year 2017-18 are given below:

| S. No | Name of Service | Duration | | Number of |
		From	To	Participants
1	Directorate General of Civil Aviation	07.08.2017	19.08.2017	28
2		03.10.2017	14.10.2017	30
3	Central Vigilance Commission	11.09.2017	22.09.2017	25
4	Indian Economic Service	27.11.2017	08.12.2017	15

8.4　Management Development Programme

ISTM also conducts Management Development Programmes for officers of various levels upto Deputy Secretary/Director. The courses conducted in this category include Orientation Course for Deputy Secretaries/Directors,Establishment Rules, Reservation in Services, Administrative Vigilance, Workshop on Preparing Cabinet Notes, Basic Management Course, Advanced Management Course, Knowledge Management, Good Governance, Performance Monitoring & Evaluation System and Human Resource Management etc. Under this category, following courses were conducted during 2017-18.

8.4.1　Orientation Course for Directors/Deputy Secretaries posted under Central Staffing Scheme

ISTM conducts three-day Orientation Course for Directors/Deputy Secretaries posted under Central Staffing Scheme. This course enables the officers to learn the structure and functioning of various levels in Govt., to apply rules, regulations and instructions as per Office Procedure in their working, to develop Noting & Drafting Skills, to describe role and function of disciplinary authority and to understand public procurement policy. Two Orientation Courses for Directors/Dy. Secretaries were conducted during the year 2017-2018.

8.4.2 Programme on Establishment Rules for Under Secretaries/Section Officers/ Administrative Officers

The week long programme has been designed for the Middle Management Level Officers to improve their knowledge of the important provisions of the establishment rules and their applications. One course was conducted during the year 2017-2018.

8.4.3 Programmes on Reservation in Services

The Institute conducts a three-day Orientation Programme on Reservation in Services. This is designed for the officers of the level of Section Officers and Assistant Section Officers in Govt. Offices. Two courses were conducted during the year 2017-2018.

8.4.4 Administrative Vigilance Programme

In the context of the increased emphasis on providing a transparent and corruption free administration, the importance of Administrative Vigilance can hardly be over-emphasized. Under this category, the Institute conducts four types of courses.

(i)   One-week programme on administrative vigilance meant for Section Officers/Dealing Assistants (AV-1);
(ii)   Two-week programme on administrative vigilance for Section Officers and above (AV-2);
(iii)   Two-week programme on administrative vigilance for Assistant Section Officers and equivalent (AV-3); and
(iv)   One-week programme on administrative vigilance for Officers of autonomous bodies /PSUs (AV-4).

During the year, two courses (one AV-1 and one AV-3) were conducted.

8.4.5 Workshop on Noting and Drafting (WND)

The workshop enables the participants to understand principles of functional approach to Noting, identify the type of note to be recorded in a given situation and develop noting skills through practical exercises. This workshop also enables the trainees to understand the basic principles of drafting and draft an appropriate form of communication in a given situation. Four Courses were conducted during the year 2017-2018.

8.4.6 Workshop on preparing notes for the Cabinet

The workshop aims at equipping the participants with the skills of preparing notes for the

Cabinet/ Cabinet Committee in a given situation. During the year 2017-2018, three one-day workshops were conducted for Deputy Secretaries/Directorsand above and five half day workshops were conducted for Under Secretary &Section Officers.

8.4.7 Knowledge Management

A three-day course on "Knowledge Management" has been designed to enable the participants to understand the concept of knowledge management, its importance and how to create the Knowledge Management culture in the organisations. One course was conducted during 2017-18.

8.4.8 Human Resource Management

One course on Human Resource Management was conducted during 2017-2018.

8.4.9 Workshop for Liaison Officers (SC/ST)

A workshop for the Liaison Officers for SC/STs and for OBC, which is of two-day duration, is also conducted by this Institute. Four workshops were conducted during the year 2017-2018.

8.4.10 Workshop on Citizen Centric &Service Delivery Approach

Five workshops were conducted during the year 2017-2018.

8.4.11 Workshop on E-Office

Three workshops were conducted during the year 2017-2018.

8.4.12 Good Governance

A five-day course on 'Good Governance' has been designed to enable Govt. Employees to understand the essence of responsive, citizen-friendly and transparent government. Concept of Good Governance, E-Governance, RTI, Initiatives in Governance, Grievances Redressal Mechanism, Process Re-engineering, Sevottam Project and action plan for reforms. One course was conducted during the year 2017-2018.

8.4.13 Analysis for Big Data

One course was conducted during the year 2017-2018.

8.5 Secretarial(CSSS) Training Programmes

Based on the recommendations of the taskforce, Cadre Training Plan for CSSS officers/officials is being implemented since 2011. The officers are required to undergo mandatory training for promotion to the next higher grade. Under this category, courses such as Induction Course for Stenographers(SDR), CSSS Cadre Level I, Level II, Level III and Level IV are being conducted.

8.5.1 CSSS Cadre Level I Course

The stenographers Grade D with 07 years of approved service in the grade are eligible for Level I training programme. The duration of the training programme is three-week. Successful completion of the Level-I programme is essential for promotion to the grade of Personal Assistant. One Level-I course was conducted during the year 2017-2018.

8.5.2 CSSS Cadre Level II Course

Personal Assistants with 03 years of approved service are eligible for undergoing CSSS Level II programme. Duration of this training programme is two weeks. Nomination of Personal Assistants is made by CS-II Division of the DoPT giving due preference to the senior Personal Assistants who may be included in the zone of consideration for promotion to the next higher grade. One course was conducted during the year 2017-2018.

8.5.3 CSSS Cadre Level III Course

Private Secretaries with 04 years of approved service are eligible for undergoing CSSS Level III training programme. The duration of this training programme is three weeks. Successful completion of Level III programme is essential for promotion to the grade of Principal Private Secretary. The nominations to the course are made by CS II Division of DoPT according to seniority in the grade of Private Secretary. Four courses were conducted during the year 2017-2018.

8.5.4 CSSS Cadre Level IV Course

Principal Private Secretaries with 4 years of approved service are eligible for undergoing CSSS-IV training programme and the training programme is mandatory for promotion to the grade of Sr. Principal Private Secretary. The duration of this programme is three weeks and the nominations to the course are made by CS II Division of DoPT according to seniority in the grade of Principal Private Secretary. Two courses were conducted during the year 2017-2018.

8.6   Financial Management Courses

Good understanding of fiscal matters is an essential component of Governmental functioning. With a view to equipping the officers of various Governmental organisations with the essential knowledge of financial matters, ISTM conducts Capacity Building and developing programmes on Financial Management such as Analysis of Financial Statement, Formulation of Budget, Outcome Budget, Cash and Accounts, Pension and Retirement Benefits, Financial Rules for Heads of Departments, Workshop on Pay Fixation, Purchase Management, Project Management and Evaluation during the year 2017-2018.

8.6.1   Cash and Accounts

The 9-week course is meant for the officials of the level of Senior Secretariat Assistants and Assistant Section Officers. The objective is to meet the continuous demand of various Central and State Govt. Departments for equipping their Staff with thorough knowledge of the basic principles of financial procedures, rules and regulations required for proper accounting in Government expenditure. One course was conducted during the year 2017-2018.

8.6.2   Pension &Other Retirement Benefits (PRB)

The Institute conducts two types of special programmes on Pension and Other Retirement Benefits. The difference is in the participation level. The Course titled "Pension & Retirement Benefits-1 (PRB-1)" is meant for the Under Secretaries, Section Officers and the equivalent ranks in the Government. The Course titled "Pension & Retirement Benefits-II (PRB-II)" is meant for the Dealing Assistants who may either be Senior Secretariat Assistants or Assistant Section Officers. The objective of the programme is to provide the participants with a sound knowledge of rules and regulations pertaining to pension and other retirement benefits and their applications. One course on PRB 1 and two courses on PRB 2 were conducted during the year 2017-2018.

8.6.3   Workshop on Pay Fixation

During the year 2017-2018,three workshops on pay fixation were organised for the officers and staff dealing with the subject. The workshop enables the participants to seek solutions to the problems faced by them in dealing with the cases relating to fixation of pay besides reviving their knowledge of the relevant rules, regulations and procedures governing pay-fixation.

8.6.4   Purchase Management in Govt. (PMG)

The workshop enables the participants to prepare comparative statement of tenders in a given situation, list out the essentials of contract management, to describe procedure for disposal of

stores, to list out essentials of e-Procurement and to describe essential features of global procurement and procedures. One PMG-1 course was conducted during the year 2017-2018.

8.6.5 Workshop on Formulation of Budget

The workshop enables the participants to list and explain the three funds, explain the various terms used in budget, describe the principles of budgeting in India, and the process of preparation of budget, explain the role of the Ministry of Finance, distinguish between saving and surrender of funds. This also includes sessions on cash management in implementation of budgetary resources allocated. One workshop was conducted during the year 2017-2018.

8.6.6 Workshop on Income Tax

The workshop enables the participants to understand various provisions of income tax act especially relating to salaries, knowledge about various deductions allowed while calculating taxable income and making of various calculations. One workshop was held during the year 2017-2018.

8.6.7 Workshop on Project Formulation & Appraisal

This course designed to enable the participants to describe the Project Life Cycle and Project Formulation, to describe the Project Appraisal, to explain the Social Cost Benefits Analysis in Project Appraisal and to describe Project monitoring etc. One course was conducted during 2017-2018.

8.6.8 Workshop on Outcome Budget

The course enables the participants to explain the need of Outcome Budget, distinguish among terms like outlay, output and outcome, state the basis for conversion of outlays into outputs and outcomes, to analyse outcome budget samples of select offices to re-write outcome budget of the given office. One course was conducted during 2017-2018.

8.6.9 Workshop for Internal Finance Officers

One course was conducted during 2017-2018.

8.6.10 Workshop on e-Procurement

Two Courses were conducted during 2017-2018.

8.6.11 Workshop on Analysis of Financial Statement

The workshop enables the participants to list and explain various terms like liability, capital, fixed assets, share capital, reserve and surplus, current liabilities, fixed assets, working capital, depreciation, EBITD, PBT, PAT, etc, to describe ratio analysis like liquidity ratio, solvency ratio, etc. It also enables the trainees to describe the salient features of cash flows statement and explain the limitations of Analysis of Financial Statements. One workshop was conducted during 2017-2018.

8.6.12 Workshop on Public Private Partnership.

This workshop enables the participants to describe the concept of Public Private Partnership, different models of Public Private Partnership, salient features of concession agreement and to identify likely problems in formulation, appraising, implementing monitoring a PPP project in a given situation. One workshop was conducted during 2017-2018.

8.6.13 Workshop on Financial Management in Government.

Two workshops were conducted during 2017-2018.

8.6.14 Workshop on Public Procurement Under GFR-2017.

Eight workshops were conducted during 2017-2018.

8.6.15 Workshop on Goods & Service Tax.

Five workshops were conducted during 2017-2018.

8.6.16 Orientation Training Programme for Retiring Government Officials.

Two workshops were conducted during 2017-2018.

8.7. Training Techniques

In order to impart quality training, we need good trainers. The Institute of Secretariat Training and Management is committed to developing good trainers. It conducts Capacity Building and Capacity Developing Programmes for augmenting the skills of trainers such as Workshops on National Training Policy, Direct Trainers' Skills (DTS), Design of Training (DoT), Evaluation of Training (EoT), Experiential Learning Tools (ELT) and Training of Trainers on RTI. The Institute has been conducting a

number of Training of Trainers Programmes as part of the National Calendar on behalf of the Training Division, Department of Personnel & Training. During the year 2017-2018, the Institute conducted following TOT courses:-

8.7.1 Direct Trainers Skills

One week course of Direct Trainers Skills is meant for the officers who are involved in imparting training. It enhances the skill of the trainer to make the process of training more effective. One course was conducted during the year 2017-2018.

8.7.2 Design of Training

One week course on Design of Training is organized for experienced trainers who have undergone DTS Course. The unique feature of this programme is that the participants are required to undertake to design a project relevant to the organisation's needs which is evaluated by the Course Tutor/Recognised Users. The qualities of the design proposals submitted by the participants are of very high order. One course was conducted during the year 2017-18.

8.7.3 Management of Training (MOT)

This course is designed for the officers who have been appointed as Training Manager responsible for managing various training related activities in their organisations. The training aims at developing knowledge & skills required to function as a Training Manager. One MOT course was conducted during the year 2017-2018.

8.7.4 Workshop on National Training Policy

The course aims at familiarizing the participants with the salient features of National Training Policy 2012 and make them understand the role of Ministries/Departments/Organisation and Training Institutions in implementation of NTP. The Course enables them to prepare competency framework and action plan for implementation of National Training Policy. During the year 2017-2018, one workshop was conducted.

8.8 Organisational Behaviour

With a view to building desirable behavioural skills in Government officers, the institute designs and conducts Capacity Building and Capacity Developing programmes on Behavioural Skills which include courses on Stress Management, Team Building and Leadership, Values in Administration and Gender issues. Under this category the following courses were conducted during 2017-2018:

8.8.1   Stress Management

The course aims at making the participants aware of the ways & means of overcoming stress generated due to variety of reasons including the fast changing work environment. During the year 2017-2018, one course was conducted for middle management officers of Central and state Governments, PSUs and autonomous bodies.

8.8.2   Workshop on Communication Skills

The two-day workshop is designed to enable the participants understand the value of communication and negotiation skill in work situation. It enables them to identify factors influencing an effective presentation, various nuances of interpersonal behavior in transactions with colleagues in organizations, describe the importance of counselling in problem solving. One workshop was conducted during the year 2017-2018.

8.8.3   Workshop on Emotional Intelligence

ISTM organises three-day workshops on Emotional Intelligence. The participants are involved in various activities like Role-Plays, Management Games, Meditation to bring home the impact of emotional control and management and how these skills can be developed for dealing effectively with day to day situations. One workshop was conducted during the year 2017-2018.

8.8.4   Gender Sensitization

A course on Gender Sensitization is being conducted at this institute since 2002-03. Officers of several Government organizations are sensitised on gender related issues in the light of latest Government orders and Court directives in this area. The objective of the course is to enhance knowledge on gender issues and train them to give due respect and consideration to all genders while formulating and implementing various policies and programmes. One course was conducted during the year 2017-2018.

8.8.5   Ethics & Values in Public Governance

Inculcating human values and adhering to them is an important aspect of good governance. Concept of values based on Indian Ethos is brought home and reinforced through various activities like stories, illustrations from day to day life and organizational instances, case-studies and meditation. Two courses were conducted in the year 2017-2018.

8.8.6 Workshop on Team Building & Leadership

This one week course focuses on the organizational behaviour of individuals, groups and organisations. It enables the participants to identify factors which enhance team building, motivate the subordinates and the basic nature and processes of collaborative and competitive behaviour. One course was conducted during the year 2017-2018.

8.8.7 Organisational Behaviour in Government

The one-week programme on "Organitional Behaviour in Govt. for Senior and Middle Management level" is designed to provide awareness on Behavioural Techniques. The participants are also given an opportunity to sensitize them to different aspects of behaviour through group activities discussions, role-play and sharing experiences. One course was conducted during the year 2017-2018.

8.8.8 Workshop on Sexual Harassment of Women at Workplace

Three courses were conducted during the year 2017-2018.

8.8.9 Workshop on Gender Budgeting

One course was conducted during the year 2017-2018.

8.8.10 Swachh Bharat Abhiyan

Four courses were conducted during the year 2017-2018.

8.9 Computer Applications

8.9.1 Course on Application of Computers

In order to make the administration responsive and effective, Government of India has decided to computerize the activities of various Departments as a matter of policy. The onus is, therefore, on ISTM to make a large number of government officials computer literate. Courses have been designed to give the participant optimum inputs on knowledge and skill in the use of computer on window platform. During the year under report, four courses were conducted on Microsoft Word, Excel, MS-Excel Advance and MS-Access.

8.10 Orientation Training Programmes

8.10.1 Orientation Training Programme – GFR 2017

Six courses were conducted during the year 2017-2018.

8.10.1 Orientation Training Programme on Goods and Service Tax

One course was conducted during the year 2017-2018.

8.11 Training Programmes for North Eastern States

As part of capacity building exercises initiated by the Training Division, Department of Personnel & Training to train the Officers of North-Eastern States, ISTM conducts various training programmes from time to time. Two courses for Nagaland were conducted during the year 2017-2018.

8.11 International Training Programme

One International Training Programme (ITP) on Administration was conducted from 11th to 14th September, 2017 for government officials from Myanmar.

Chapter - 9
Progressive Use Of Hindi In Official Work

9.1 The Institute is making concerted efforts for progressive use of Hindi in the official work to ensure proper implementation of the Official Language Policy of the Government and the compliance of Official Language Act, 1963 as amended in 1967 & provisions of Official Language (use for official purposes of the Union) Rules, 1976 as amended 1987 and Annual Programme and various orders/instructions issued from time to time by the Department of Official Language.

9.2 Official Language Policy & Annual Programme – Implementation Machinery

At present, there is an Official Language Unit (OL unit) in the institute which has one sanctioned post each of Deputy Director (OL), Assistant Director (OL), Senior Translator and Junior Translator. Besides the implementation of the Official Language Policy and the Annual Programme issued by the Department of Official Language, OL unit does the translation of the routine nature works of the Institute which are mainly course related and administrative in nature. It also translates the question papers and training material in respect of various training courses in Hindi. At present, the posts of Deputy Director (OL) and Assistant Director (OL) are lying vacant. During the year, a post of Junior Translator vacant from the year 2013 in the Hindi Unit of the Institute was filled by the Department of the Official Language.

9.3 During the year 2017-18 following steps have been taken to increase the use of Hindi :-

(i)   Quarterly reports regarding the progressive use of Hindi were sent regularly to the Department of Personnel & Training.

(ii)   Two meetings of Official Language Implementation Committee were conducted.

(iii)   Training circular/ nomination acceptance letters & nominations forms were sent in Hindi also.

(iv)   Question papers for the examinations in respect of various training courses were prepared in Hindi along with the English version.

(v)   Certificates given to the course participants are prepared both in Hindi and English.

(vi)   Sessions on Official Language Policy of the Government are kept in courses conducted by the Institute for Assistant Section Officer (Direct Recruit), Stenographer (Direct Recruit) and level programmes of Central Cadre Training Plan.

(vii)   Ninety percent training material of the Institute is bilingual. Efforts are being made to make it cent-percent.

(viii) Training is imparted through a mixed medium of both English and Hindi, as participants speaking diverse languages come here for training from various parts of the country.

(ix)   Training calendar and Annual Report of the Institute are bilingual.

(x)   Incentive Scheme for doing original work in Hindi is being organized in the Institute.

9.4   Observance of Hindi Maah

During the year, Hindi Maah was observed from 1st September to 30th September, 2017. During this period, five competitions were conducted under the supervision of various faculty members. These included Sulekh competition for Multi Tasking Staff, Hindi essay writing, Hindi slogan Writing, Hindi Noting & Drafting and Translation and Administrative Terminology Competition. Hindi Maah Closing and Prize Distribution Ceremony was also organised. During this ceremony a Hindi Kavita Path Competition was also organized for the officials of the Institute. All the participants, especially the Non-Hindi-speaking participants, participated in this competition with great enthusiasm. Thereafter, Dr. Sunita H. Khurana, Director, ISTM presented prizes and citations to the winner participants of various competitions. After the award distribution, the Director addressed all the attendees. She emphasized that lucid and easy Hindi should be used in official functioning. She said that the percentage of Hindi noting in the files coming from the administration section and library section has increased. There is a need to improve this figure further. In the end, the Director congratulated all the award winners and hoped that all award winners will do their maximum official work in Hindi.

Chapter - 10
Training Support To Other Organisations

10.1   Introduction

Being the premier Institute for training in Government procedures and practices, as also being the lead Institute in the area of training techniques and having emerged as "Center of Excellence" in many other specialised areas, a number of organisations approach ISTM for providing them training support. The Institute provided training support to various organisations by way of:
(i)   Organisation specific programmes;
(ii)   Peripatetic programmes; and
(iii)   Faculty assistance

10.1.1 Organization Specific Programmes, Cadre Specific Programmes and Orientation Programmes

On the basis of requests received from Government departments, Attached/Subordinate Offices, Public Sector Undertakings/ Autonomous bodies, 161 organisation specific programmes including 09 Cadre Specific Programmes/ Courses were conducted, as per details given below:

S. No.	Name of Course	Duration		Number of Participants
		From	To	
1	OSP(O)SSB Faridabad	03.04.2017	07.04.2017	25
2	OSP(O)MOWR	03.04.2017	07.04.2017	25
3	OSP-CWC	06.04.2017	07.04.2017	21
4	OSP AYUSH	17.04.2017	19.04.2017	28
5	OSP NVS 1	17.04.2017	21.04.2017	22
6	OSP(O)NPCIL	24.04.2017	25.04.2017	29
7	OSP(O)OFIL	24.04.2017	26.04.2017	24
8	OSP-M/o Environment	24.04.2017	28.04.2017	16
9	OSP(O)Power Grid	26.04.2017	28.04.2017	25
10	CSP Govt. of Nagaland	26.04.2017	28.04.2017	20
11	OSP(O) NHIDCL 1	01.05.2017	01.05.2017	25
12	OSP(O) NHIDCL 2	02.05.2017	02.05.2017	25
13	CSP-IIMC	08.05.2017	12.05.2017	23
14	OSP-DFCCIL	12.05.2017	13.05.2017	21
15	OSP-SJH-1	15.05.2017	16.05.2017	25
16	OSP-NVS-2	15.05.2017	19.05.2017	24

<div align="center">ORGANISATION SPECIFIC PROGRAMME (OSP)</div>

S. No.	Name of Course	Duration		Number of Participants
		From	To	
17	CSP-IRTS Prob. M/o Railway	15.05.2017	19.05.2017	30
18	OSP(O)TDB	18.05.2017	19.05.2017	25
19	OSP-NVS 3	22.05.2017	26.05.2017	25
20	OSP-Delhi Police	24.05.2017	26.05.2017	25
21	OSP-NTRO	29.05.2017	02.06.2017	30
22	OSP(O) CUTS, Varansi	01.06.2017	02.06.2017	25
23	OSP(O) UIDAI	01.06.2017	02.06.2017	25
24	OSP(O)-ICAI	02.06.2017	02.06.2017	25
25	OSP-SJH 2	05.06.2017	06.06.2017	28
26	OSP-ECI-1	06.06.2017	17.06.2017	20
27	OSP-ECI-3	06.06.2017	17.06.2017	24
28	OSP-Cabinet Secretariat	12.06.2017	14.06.2017	24
29	OSP(O)-NCDC	15.06.2017	16.06.2017	25
30	OSP-ECI-2	19.06.2017	30.06.2017	23
31	OSP-ECI-5	19.06.2017	30.06.2017	22
32	OSP-FCI	19.06.2017	21.06.2017	30
33	OSP-SJH	19.06.2017	20.06.2017	30
34	OSP(O)-SEBI	29.06.2017	30.06.2017	25
35	OSP CGWD-1	03.07.2017	07.07.2017	25
36	OSP CRPF-1(DTS)	03.07.2017	07.07.2017	29
37	OTP-DOPT-1	07.07.2017	07.07.2017	163
38	CSP ICoAS	10.07.2017	21.07.2017	33
39	OSP CRPF-2	10.07.2017	14.07.2017	29
40	OTP-DOPT-2	14.07.2017	14.07.2017	160
41	OSP CRPF-3	17.07.2017	21.07.2017	29
42	OSP ICAR-1	19.07.2017	21.07.2017	30
43	OSP NTRO-1	24.07.2017	26.07.2017	66
44	OSP NTRO-2	24.07.2017	26.07.2017	32
45	OSP NTRO-3	24.07.2017	28.07.2017	24
46	OSP C&AG	24.07.2017	04.8.2017	20
47	OSP(O)ISRO Ahmedabad	26.07.2017	27.7.2017	25
48	OSP NTRO-4	27.07.2017	28.7.2017	66
49	OSP NTRO-5	27.07.2017	28.7.2017	32
50	OSP NTRO-6	31.07.2017	31.7.2017	66
51	OSP NTRO-7	31.07.2017	31.7.2017	56
52	OSP NTRO-8	01.08.2017	01.8.2017	23
53	OSP NTRO-9	01.08.2017	03.8.2017	76
54	OSP NTRO-10	02.08.2017	02.8.2017	23
55	OSP NIC	03.08.2017	04.8.2017	25

S. No.	Name of Course	Duration		Number of Participants
		From	To	
56	CSP-DGCA	07.08.2017	19.8.2017	28
57	OSP(O)NPCIL-1	09.08.2017	11.8.2017	25
58	OSP-2 ICAR	09.08.2017	11.8.2017	30
59	OSP(O)LBSNAA	10.08.2017	11.8.2017	25
60	OSP(O)NPCIL Mumbai	21.08.2017	21.8.2017	25
61	OSP-CGWB-2	21.08.2017	25.8.2017	24
62	OSP-ICAR-3	21.08.2017	23.8.2017	27
63	OSP-M/o Textile	21.08.2017	01.9.2017	29
64	OSP-DPE 1	28.08.2017	01.9.2017	27
65	OSP-ICAR-4	30.08.2017	01.9.2017	28
66	OSP(O)-NADTNagpur-1	04.09.2017	06.9.2017	25
67	OSP(O)-NADTNagpur-2	04.09.2017	06.9.2017	25
68	OSP ITBP-1	04.09.2017	03.11.2017	25
69	OSP(O)ESIC	05.09.2017	06.9.2017	25
70	OSP(O)NPCIL Mumbai-2	07.09.2017	08.9.2017	25
71	CSP-Govt. of Nagaland-1	11.09.2017	22.9.2017	12
72	OSP(O) A&N	1.09.2017	13.9.2017	25
73	OSP(O)-NADTNagpur-3	11.09.2017	13.9.2017	25
74	OSP(O)-NADTNagpur-4	13.09.2017	15.9.2017	25
75	OSP(O)NPCIL,Mumbai-3	15.09.2017	15.9.2017	25
76	OSP(O)-PPI HQ	18.09.2017	20.09.2017	25
77	OSP-NTRO-11	18.09.2017	21.09.2017	30
78	OSP(O)-NALCO	20.09.2017	22.09.2017	25
79	OSP-KVIC-1	25.09.2017	27.09.2017	23
80	OSP-NAVY-1	25.09.2017	29.09.2017	26
81	OSP-SAI-1	25.09.2017	29.09.2017	23
82	OSP M/o Consumer Affairs	03.10.2017	13.10.2017	28
83	CSP-DGCA-1	03.10.2017	13.10.2017	30
84	OSP(O) NPCIL,Mumbai	09.10.2017	11.10.2017	25
85	OSP-SAI-2	09.10.2017	13.10.2017	24
86	OSP(O)ESIC	23.10.2017	24.10.2017	25
87	OSP-DPE 1	23.10.2017	27.10.2017	19
88	OSP-SAI-3	23.10.2017	27.10.2017	24
89	OSP-FCI-1	30.10.2017	31.10.2017	24
90	OSP-NAVY-2	30.10.2017	03.11.2017	27
91	OSP-NTRO-12	30.10.2017	16.11.2017	22
92	OSP-M/o Chemicals & Fertilizers	01.11.2017	01.11.2017	22
93	OSP-DJB	03.11.2017	03.11.2017	35
94	OSP-CWC-1	06.11.2017	07.11.2017	21

S. No.	Name of Course	Duration		Number of Participants
		From	To	
95	OSP-FCI-2	06.11.2017	07.11.2017	24
96	OSP-Air HQ-1	13.11.2017	17.11.2017	26
97	OSP-FCI-3	13.11.2017	14.11.2017	25
98	OSP-SAI-4	13.11.2017	17.11.2017	24
99	OSP(O)-CRPF	20.11.2017	24.11.2017	25
100	OSP(O)-CUR	20.11.2017	21.11.2017	25
101	OSP(O)-ZSI	20.11.2017	01.12.2017	25
102	OSP-FCI	20.11.2017	22.11.2017	23
103	CSP-IES	27.11.2017	08.12.2017	15
104	OSP-FCI-5	27.11.2017	29.11.2017	22
105	OSP-ITBP-2	27.11.2017	25.01.2018	25
106	OSP-NAVY-3	27.11.2017	01.12.2017	23
107	OSP-SAI-5	27.11.2017	01.12.2017	24
108	OSP-FCI-6	04.12.2017	05.12.2017	23
109	OSP(O)-CBSE	07.12.2017	08.12.2017	25
110	OSP-FCI-7	11.12.2017	12.12.2017	25
111	OSP-M/o Textile-1	11.12.2017	22.12.2017	25
112	OSP-DTSNAVY-4	11.12.2017	15.12.2017	24
113	OSP-NVS 4	11.12.2017	15.12.2017	24
114	OSP-SAI-6	11.12.2017	15.12.2017	19
115	OSP-NIC-1	12.12.2017	14.12.2017	29
116	CSP-ORGI	18.12.2017	05.01.2018	21
117	CSP-ORGI-3	18.12.2017	12.01.2018	29
118	OSP(O)-OIL	18.12.2017	19.12.2017	25
119	OSP-CWC-2	18.12.2017	19.12.2017	24
120	OSP-IMD-1	18.12.2017	05.01.2018	25
121	OSP-NAVY-5 MOT	18.12.2017	22.12.2017	23
122	OSP(O)-NPCIL Mumbai-5	28.12.2017	28.12.2017	25
123	OSP(O)-NPCIL,Mumbai-6	29.12.2017	29.12.2017	25
124	OSP-DPE 3	01.01.2018	05.01.2018	33
125	OSP-ICFRE	01.01.2018	05.01.2018	24
126	OSP-NIC-2	08.01.2018	10.01.2018	25
127	OSP-SAI-7	08.01.2018	12.01.2018	21
128	OSP-ITBP-3	08.01.2018	19.01.2018	26
129	CSP-CVC-02	15.01.2018	19.01.2018	29
130	OSP-Air HQ-2	15.01.2018	19.01.2018	24
131	CSP-CVC-01	22.01.2018	23.01.2018	31
132	OSP(O)-OCEA	23.01.2018	25.01.2018	25
133	CSP-ORGI-4	29.01.2018	23.02.2018	30

S. No.	Name of Course	Duration		Number of Participants
		From	To	
134	OSP-CWC	29.01.2018	30.01.2018	19
135	OSP-NAVY-6	29.01.2018	02.02.2018	15
136	OSP-DG-NSG	30.01.2018	31.01.2018	25
137	OSP(O)PRL	01.02.2018	02.02.2018	41
138	OSP-Air Hq-3	05.02.2018	09.02.2018	22
139	CSP-ORGI-2 Batch-III	12.02.2018	09.03.2018	27
140	OSP-NAVY-7	12.02.2018	16.02.2018	24
141	OSP-SAI-8	12.02.2018	16.02.2018	22
142	OSP(O)ALTTC,BSNL-1	16.02.2018	16.02.2018	25
143	OSP-ICAR	19.02.2018	16.03.2018	30
144	OSP(O)-ALTTC, BSNL-2	23.02.2018	23.02.2018	25
145	OSP-DCP-2	26.02.2018	28.02.2018	29
146	OSP-SAI-9	26.02.2018	01.02.2018	23
147	CSP-ORGI-5	05.03.2018	28.03.2018	35
148	OSP(O)-ALTTC, BSNL-2	05.03.2018	05.03.2018	25
149	OSP(O)-IB	05.03.2018	09.03.2018	25
150	OSP-NAVY-8	05.03.2018	09.03.2018	26
151	OSP-President Secretariat	05.03.2018	28.03.2018	25
152	OSP(O)-ALTTC, BSNL-2	05.03.2018	09.03.2018	25
153	OSP-AIR Hq.	12.03.2018	16.03.2018	25
154	OSP-SAI-10	12.03.2018	16.03.2018	25
155	OSP-DFCCIL-1	15.03.2018	16.03.2018	22
156	OSP(O)-ALTTC, BSNL-2	12.03.2018	12.03.2018	25
157	OSP-CVC-4	19.03.2018	23.03.2018	21
158	OSP-ICMR	19.03.2018	23.03.2018	25
159	OSP(O)-M/o Commerce	22.03.2018	23.03.2018	25
160	OSP(O)-ALTTC, BSNL-2	23.03.2018	23.03.2018	25
161	OSP(O)-ALTTC, BSNL-2	28.03.2018	28.03.2018	25
			Total	**4557**

INTERNATIONAL TRAINING PROGRAMME				
S. No.	Name of Course	Duration		Number of Participants
		From	To	
1	ITP- Myanmar	11.9.2017	14.9.2017	7
2	ITP-CVOs	11.9.2017	13.9.2017	25

10.1.2 Organisation Specific Programme on Right to Information

During the year 2017-2018, on the basis of requests received from Government Departments, Attached/Subordinate Offices, Public Sector Undertakings/ Autonomous Bodies, twenty-fiveOrganisation specific programmes on Right to Information Act were conducted.

During the year 2017-2018, the Institute organised following organisation specific programmes, Trainers Development Programme, Workshop on Disposal of Appeal, and Seminar on Right to Information Act:

Name of Training Programme	Duration		Number of Participants
	From	To	
Record Management- Right to Information	16.08.2017	18.08.2017	25
Right to Information-Public Information Officers	08.05.2017	09.05.2017	22
	29.06.2017	30.06.2017	32
	14.03.2018	16.03.2018	10
Right to Information – Appellate Authority	26.03.2018	26.03.2018	17
Seminar on RTI	11.09.2017	11.09.2017	16
	26.03.2017	26.03.2017	23
OSP on RTI	17.04.2017	21.04.2017	22
	12.05.2017	13.05.2017	21
	22.05.2017	26.05.2017	25
	01.06.2017	02.06.2017	25
	03.08.2017	04.08.2017	25
	10.08.2017	11.08.2017	25
	21.08.2017	21.08.2017	25
	28.08.2017	01.09.2017	27
	15.09.2017	15.09.2017	25
	23.10.2017	27.10.2017	19
	30.10.2017	31.10.2017	24
	04.12.2017	05.12.2017	23
	11.12.2017	15.12.2017	24
	27.12.2017	27.12.2017	25
	29.12.2017	29.12.2017	25
	01.01.2017	05.01.2017	33
	16.02.2018	16.02.2018	25
	23.02.2018	23.02.2018	25
	26.02.2018	28.02.2018	29
	05.03.2018	05.03.2018	25

| Name of | Duration | | Number of |
Training Programme	From	To	Participants
OSP on RTI	09.03.2018	09.03.2018	25
	15.03.2018	16.03.2018	22
	16.03.2018	16.03.2018	25
	23.03.2018	23.03.2018	25
	28.03.2018	28.03.2018	25
		Total	**764**

10.2 Peripatetic Programmes

In pursuance of the recommendations made at the Conference of State Chief Secretaries held in New Delhi during May, 1976, the Institute has been assisting the State Governments/Union Territories in running model training courses at the State capital and helping them with the course design, training material, and training their trainers. The Institute has been conducting peripatetic programmes, mainly in the following areas:

(i)   Right to Information Act;
(ii)   Behavioural skills;
(iii)   O&M and work Study;
(iv)   Office Management & Office Procedure;
(v)   Reservation in Service for Scheduled Castes/Tribes;
(vi)   Financial Management; Administrative Vigilance;
(vii)   Establishment rules; Good Governance; and
(viii)   Workshop on Team Building and Leadership.

During the year 2017-2018, peripatetic training programmes on Right to Information, Contract Management, Office Management, Noting Drafting and Record Management, Reservation in Services, Pension, Administrative Vigilance, Pay Fixation, Cabinet Notes, Establishment Rules, Disciplinary Proceedings, Organisation Behaviour, Good Governance were held as per details given below:

S.No.	Subjects/Topics	Place	Dates	Duration
1.	Right to Information	Chandigarh	21st Jul, 2017	1 day
2	Vigilance and Disciplinary Proceedings-1		3rd to 4th Aug, 2017	2 days
3	Behaviour Training		18th to 19th Sep, 2017	2 days
4	Good Governance		25th to 26th Sep, 2017	2 days
5	Vigilance and Disciplinary Proceedings-2		9th to 10th Oct, 2017	2 days
6	Establishment Rules Including Reservation in Services-1		30th Oct to 1st Nov, 2017	3 days

S.No	Subjects/Topics	Place	Dates	Duration
7	Contract Management	Chandigarh	13th to 14th Nov, 2017	2 days
8	Reservation of services for SC/ST/OBC		20th to 22nd Nov, 2017	3 days
9	Right to Information-2		15th Dec, 2017	1 day
10	Right to Information-3		29th Dec, 2017	1 day
11	Establishment Rules Including Reservation in Services-2		8th to 10th Jan, 2018	3 days
12	Office Procedure, Noting & Drafting and Record Management	Arunachal Pradesh	11th to 13th Dec, 2017	3 days
13	Right to Information & Good Governance		14th to 15th Dec, 2017	2 days
14	Office Management Including Office Procedure, Noting & Drafting and Record Management	Andaman and Nicobar Administration	21st to 23rd Aug, 2017	3 days
15	Good Governance		24th to 25th Aug, 2017	2 days
16	Pay Fixation		18th to 20th Sep, 2017	3 days
17	Right to Information		21st Sep, 2017	1 day
18	Right to Information		22nd Sep, 2017	1 day
19	Financial Rules		5th Mar, 2018	1 day
20	Financial Rules-1		6th Mar, 2018	1 day
21	Establishment Rules		7th to 9th Mar, 2018	3 days
22	Establishment Rules-1		12th to 14th Mar, 2018	3 days
23	Reservation in Service, Vigilance and Disciplinary Proceedings		15th to 16th Mar, 2018	2 days
24	Vigilance and Disciplinary Proceedings		19th to 21st Mar, 2018	3 days
25	Pay Fixation		22nd to 23rd Mar, 2018	2 days

10.3 Faculty Assistance

Despite very tight schedule and in house commitments, faculty assistance was also provided to the following organisations in their training courses:

S.No.	Name of the Programme	Duration
1	Faculty Assistance at DOPT on Financial Management	05 Apr 2017
2	Faculty Assistance at DOPT on Financial Management	12 Apr 2017
3	Faculty Assistance at DOPT on Financial Management	19 Apr 2017

S.No.	Name of the Programme	Duration
4	Faculty Assistance for Ministry of Environment, Forest & Climate Change	26 Apr 2017
5	Faculty Assistance at DOPT on Financial Management	26 Apr 2017
6	Faculty Assistance at BPST from 12:00 PM -1:00 PM on 1st May 2017 on Constitution of India	01 May 2017
7	Faculty Assistance at BPST from 10:30 AM-1:00 PM on 1st May 2017 on Government Machinery & Conduct Rules	02 May 2017
8	Faculty Assistance at BPST from 2:00 PM - 5:45 PM on 2nd May 2017 on Office Procedure and Records Management	02 May 2017
9	Faculty Assistance at BPST from 10:30 AM-1:00 PM on 3rd May 2017 on Gender Sensitization	03 May 2017
10	Faculty Assistance at BPST from 2:00 PM-5:45PM on 3rd May 2017 on Noting & Drafting	03 May 2017
11	Faculty Assistance at NIHFW M/o HFW from 2:00 PM-5:15PM on 3rd May 2017 on General Service & Conduct Rules	03 May 2017
12	Faculty Assistance at DOPT on Financial Management	03 May 2017
13	Faculty Assistance at NIHFW M/o HFW from 9:30 AM-1:00 PM on 4th May, 2017 on Disciplinary & Vigilance Procedure	04 May 2017
14	Faculty Assistance at BPST from 2:00PM-5:45 PM on 4th May 2017 on Reservation in Services	04 May 2017
15	Faculty Assistance at BPST from 10:30AM - 1:00 PM on 4th May 2017 on FR & SR	04 May 2017
16	Faculty assistance at BPST from 10:30AM - 1:00 PM on 5th May 2017 on GFR & DFPR	05 May 2017
17	Faculty Assistance at BPST from 2:00 PM- 5:45 PM on 5th May 2017 on Right to Information Act	05 May 2017
18	Faculty Assistance at NIHFW M/o HFW from 3:15 PM-5:15PM on 5th May 2017 on Common Office procedure	05 May 2017
19	Faculty Assistance at NIHFW M/o HFW from 11:30 AM- 1:00 PM on 8th May, 2017 on Grievance Redressed Mechanism	08 May 2017
20	Faculty Assistance at NIHFW M/o HFW from 11:30 AM -1:00 PM on 12th may, 2017 on RTI Act	12 May 2017
21	Faculty Assistance at NIHFW M/o HFW from 9:30 AM- 11:30 AM on 12th May, 2017 Sexual Harassment of Women at Workplace	12 May 2017
22	Faculty Assistance at BPST from 12:00 PM -1:00 PM on 15th May 2017 on Noting Concepts	15 May 2017
23	Faculty Assistance at BPST on Drafting concept ,forms of communication and paractical exercise on noting and drafting	15 May 2017
24	Faculty Assistance at BPST from 10:30 AM -1:00 PM on Concepts of Office Procedure , Dak and Diarisation, File Management and e-office	16 May 2017

S.No.	Name of the Programme	Duration
25	Faculty assistance at DOPT on Financial Management	17 May 2017
26.	Faculty assistance at BPST from 2:15 PM -3:45 PM on 17th May 2017 on Departmental Security Instructions	17 May 2017
27	Faculty assistance at DOPT on Financial Management	24 May 2017
28	Faculty assistance at DOPT on Financial Management	31 May 2017
29.	Faculty assistance at DOPT on Financial Management	07 Jun 2017
30.	Session in WPP-GFR on Government e-Market(GeM)	09 Jun 2017
31.	Session on Financial Management at DoPT 14 Jun 2017	
32.	Indira Gandhi National Open University (IGNOU) on Office Management, Noting & Drafting	21 Jun 2017
33.	Indira Gandhi National Open University (IGNOU) on Financial Management & e-Proucrement	21 Jun 2017
34.	Session on Financial Management at DoPT	21 Jun 2017
35.	Indira Gandhi National Open University (IGNOU) on Good Governance & RTI Act, 2005	22 Jun 2017
36.	Faculty Assistance on Financial Management at DoPT	28 Jun 2017
37.	Faculty Assistance at IIPA on office procedure	03 Jul 2017
38.	Faculty Assistance on Financial Management at DoPT	05 Jul 2017
39.	Faculty Assistance at JNVS on Disciplinary Proceedings	06 Jul 2017
40.	Faculty Assistance at IIPA on Role of DoPT in Government Services	07 Jul 2017
41.	Faculty assistance on Constitutional provisions & PNJ	10 Jul 2017
42.	Faculty assistance on Preliminary Investigation /Charge Sheet, Misconduct and Remedial Action	11 Jul 2017
43.	Faculty assistance on Role & Functions of Inquiry Officer /PO/CO and dealing assistant	11 Jul 2017
44.	Faculty Assistance on Sexual Harassment of Women at Workplace	11 Jul 2017
45.	Faculty Assistance on Financial Management at DoPT	12 Jul 2017
46.	Faculty assistance on financial effect of penalties	13 Jul 2017
47.	Faculty assistance at BPST on Mock Inquiry	13 Jul 2017
48.	Faculty Assistance for Department of Fertilizer on Sexual Harassment of Women at Workplace	18 Jul 2017
49.	Faculty Assistance on Financial Management at DoPT	19 Jul 2017
50.	Faculty Assistance for Department of Fertilizer on Sexual Harassment of Women at Workplace	20 Jul 2017
51.	Faculty Assistance at NIFM Faridabad on Labour - Method of Remuneration	25 Jul 2017
52.	Faculty Assistance on Financial Management at DoPT	26 Jul 2017
53	Faculty Assistance on Financial Management at DoPT	02 Aug 2017
54	Faculty Assistance on Pay Fixation as per VII CPC at NIHFW	02 Aug 2017
55	Faculty Assistance at NIFM Faridabad on Pay Fixation, Seniority & Promotion	02 Aug 2017

S.No.	Name of the Programme	Duration
56	Faculty Assistance at DoPT on Report Writing along with Prof S K Ghosh (Guest Faculty and Ex-ISTM Faculty)	02 Aug 2017
57	Faculty Assistance for ICAR-NBDGR on Sexual Harassment of Women at Workplace	03 Aug 2017
58	Faculty Assistance at IGNOU on Financial Management and GFR-2017	09 Aug 2017
59	Faculty Assistance on Financial Management at DoPT	09 Aug 2017
60	Faculty Assistance at IGNOU on RTI Act 2005	11 Aug 2017
61	Faculty Assistance at DoPT on Report Writing along with Prof S K Ghosh (Guest Faculty and Ex-ISTM Faculty)	23 Aug 2017
62	Faculty Assistance at DoPT on Report Writing along with Prof S K Ghosh (Guest Faculty and Ex-ISTM Faculty)	30 Aug 2017
63	Faculty Assistance at DoPT on Report Writing along with Prof S K Ghosh (Guest Faculty and Ex-ISTM Faculty)	06 Sep 2017
64	Faculty Assistance at DoPT on Report Writing along	13 Sep 2017
65	Faculty Assistance at DoPT on Report Writing along	21 Sep 2017
66	Faculty Assistance on Sexual Harassment of Women at Workplace on 21st Sept, 2017 (F/N) at NACC, ICAR New Delhi	21 Sep 2017
67	Faculty Aissitance at DoPT on Report Writing along	21 Sep 2017
68	Faculty Assistance at BPST on ACR Writing	26 Sep 2017
69	Faculty Assistance at DoPT on Report Writing along	28 Sep 2017
70	Faculty Assistance at DoPT on Report Writing	05 Oct 2017
71	Faculty assistance at Cabinet Secretariat, Training Academy Gurugram on GEM	09 Oct 2017
72	Faculty Assistance on Sexual Harassment of women at workplace	09 Oct 2017
73	Faculty assistance at Cabinet Secretariat, Training Academy Gurugram on Inventory Control	10 Oct 2017
74	Faculty Assistance at DoPT on Report Writing along	12 Oct 2017
75	Faculty assistance at Cabinet Secretariat, Training Academy Gurugram on GST	12 Oct 2017
76	Faculty Assistance on Gender Sensitisation in BPST	24 Oct 2017
77	Faculty Assistanceat DoPT on Report Writing	26 Oct 2017
78	Faculty Assistance for Government of National Capital Territory of Delhi, Directorate of Vigilance, New Delhi on Vigilance	01 Nov 2017
79	Faculty Assistance at DoPT on Report Writing	02 Nov 2017
80	Faculty Assistance for All India Central Government Deaf Employee's Association(AIGDEA) at Goa	02 Nov 2017
81	Faculty Assistance for National Institute of Financial Management(NIFM), Faridabad on Pay Fixation	06 Nov 2017
82	Faculty assistance at ICAR Lucknow on communication skills and team Building	07 Nov 2017

S.No.	Name of the Programme	Duration
83	Faculty Assistance at DoPT on Report Writing	09 Nov 2017
84	Faculty Assistance at DoPT on Report Writing	16 Nov 2017
85	Faculty Assistance on Ethics & Values in Dte Gen, SSB, RK Puram Delhi	17 Nov 2017
86	Faculty Assistance on HCAT& Litigation Management in Dte Gen, SSB, R K Puram Delhi	21 Nov 2017
87	Faculty assistance on Cabinet Notes in Dte Gen, SSB, RK Puram Delhi	22 Nov 2017
88	Faculty Assistance at DOPT on "Report Writing"	23 Nov 2017
89	Faculty Assistance at DOPT on "Report Writing"	07 Dec 2017
90	Faculty Assistance in Cab. Sec Lodhi Road New delhi on BRS and its maintenance with all advances	13 Dec 2017
91	Faculty Assistance in Cab. Sec Lodhi Road New Delhi on Audit Objections	14 Dec 2017
92	Faculty Assistance at DOPT on "Report Writing"	14 Dec 2017
93	Faculty Assistance in C-DOT Delhi on Disciplinary Proceedings	15 Dec 2017
94	Faculty Assistance in Cab. Sec Lodhi Road New delhi on Income Tax	15 Dec 2017
95	Faculty assistance in Cab. Sec Lodhi Road New Delhi on Clearing doubts on 7th CPC	15 Dec 2017
96	Faculty Assistance for National Institute of Financial Management on GFRs 2017 on Procurement of Goods	19 Dec 2017
97	Faculty Assistance for National Institute of Financial Management on GFRs 2017 on Procurement of Goods	21 Dec 2017
98	Faculty Assistance for Indian Railways Organisation for Alternate Fuels(IROAF) on RTI Act, 2005	22 Dec 2017
99	Faculty Assistance at DOPT on "Report Writing"	28 Dec 2017
100	Deployment as a panelist in the panel of discussion by eminent speakers on GeM, GST & GFR -2017 at CRPF Officers Institute Vasant Kunj New Delhi	28 Dec 2017
101	Faculty Assistant for Delhi Commissionerate, Department of Customs & Excise on Noting	04 Jan 2018
102	Faculty Assistance at DOPT on "Report Writing"	04 Jan 2018
103	Faculty Assistant for Delhi Commissionerate, Department of Customs & Excise on Drafting	05 Jan 2018
104	Faculty Assistance for Indian Institute of Public Administration on Establishment Rules	09 Jan 2018
105	Faculty Assistance at DST, Delhi on Records management and weeding of Records	15 Jan 2018
106	Faculty Assistance for Office of the Addl. Director General, Direct Taxes Regional Training Institutes on Gender Sensitization	18 Jan 2018
107	Faculty Assistance for Office of the Addl. Director General, Direct Taxes Regional Training Institutes on Gender Sensitization	19 Jan 2018

S.No.	Name of the Programme	Duration
108	Faculty Assistance for Office of the Additional Director General (DTRTI) Delhi on Gender Sensitization	19 Jan 2018
109	Faculty Assistance to Union Public Service Commission, New Delhi on Dealing of RTI Application/Appeals	30 Jan 2018
110	Faculty Assistance for Supreme Court of India on Motivation & Perception	03 Feb 2018
111	Faculty Assistance for Deptt of Space, ADRIN, Secunderabad on Gender Sensitization	03 Feb 2018
112	Faculty Assistance for NHIFW on Pay Fixation	07 Feb 2018
113	Faculty Assistance for Supreme Court of India on Communication Skill	10 Feb 2018
114	Faculty Assistance for Supreme Court of India on Communication Skill	10 Feb 2018
115	Faculty Assistance for National Informatics Centre on Sexual Harassment of Women at Workplace(Prevention, Prohibition and Redressal) Act, 2013	15 Feb 2018
116	Faculty Assistance on Gender Sensitization and Gender Budgeting at NTRO, Mayur Vihar	26 Feb 2018
117	Faculty Assistance at UPSC on Gender Sensitization	27 Feb 2018
118	Faculty Assistance at Deptt of Scientific and Industrial Research	08 Mar 2018
119	Faculty Assistance at CIC on Overview, Salient feature of RTI, Act and Responsibilities of Public Authorities	12 Mar 2018
120	Faculty Assistance at IIPA on Establishment Rules	13 Mar 2018
121	Faculty Assistance at CIC on Duties and functions of CPIO/APIOs/Process making	13 Mar 2018
122	Faculty Assistance at CIC on Exemptions appeals, penalties, disclosable, non-disclosable information, power and function of CIC, third party information	14 Mar 2018
123	Faculty Assistance at ICAR-CDRI Lucknow on Sexual Harassment of Women at Workplace and Gender Sensitization	22 Mar 2018
124	Faculty Assistance at BHEL Delhi on RTI Act, 2005	28 Mar 2018

Chapter - 11
Faculty Development

11.1 Introduction

One of the major strengths of ISTM is its faculty, consisting of officers drawn from various central services on deputation. The proficiency of ISTM lies in providing skill based training. The experienced faculty members share their rich and varied experience (gained in Ministries/ Departments) with the participants. Thus, rotation of faculty from the government departments being a regular phenomenon, planned faculty development is one of the key top management functions. The faculty members are initially given exposure to training/learning process by way of deputing them for Direct Trainer Skills and Design of Training Courses so that in addition to being subject experts they take into account learning/training needs while designing/delivering training. The faculty members are also deputed for professional courses related to their subject areas to other "Centres of Excellence" in the country. The opportunities for observing the training-sessions and processes conducted by senior/experienced faculty members are provided to the new faculty members. The Institute regularly sponsors its faculty members to undergo various training courses both within and abroad to gain specialisation in the fields allotted to them.

A table showing the areas in which the faculty members were trained during the year 2017-2018 is given below:

Sl. No.	Name of the Programme	Duration		Faculty
		From	To	
1	Workshop for Training Managers	07th Jun, 2017	07th Jun, 2017	Sh. K Govindarajulu, Joint Director
2	Workshop on Big Data Analytics in Govt. at NISG	06th October, 2017	06th October, 2017	
3	Design of Training (DTS)	12th June, 2017	16th June, 2017	Sh. Uday Sankar Chattopadhyay, Deputy Director
4	National Workshop on Gender Budgeting	29th August, 2017	31st August, 2017	
5	GeM & GFR-2017 at NIFM	19th March, 2018	20th March, 2018	
6	Workshop on Big Data Analytic in Govt at NISG	06th October, 2017	06th October, 2017	Sh. Vadali Rambabu, Joint Director
7	Workshop on Cyber Crisis Management Plan (CCMP)	19th April, 2017	19th April, 2017	Sh. Moloy Sanyal, Deputy Director
8	Workshop on Big Data Analytic in Govt at NISG	06th October, 2017	06th October, 2017	

Sl. No.	Name of the Programme	Duration		Faculty
		From	To	
9	Workshop on Public Procurement under GFR-2017	17th October, 2018	18th October, 2018	Smt. R Gayathri, Deputy Director
10	Training on Goods & Service Tax at NIFM	07th June, 2017	07th June, 2017	Sh. Rajesh K Agrawal, Deputy Director
11	National Public Procurement Course	11th December, 2017	12th December, 2017	
12	Workshop on Cyber Crisis Management Plan (CCMP)	19th April, 2017	19th April, 2017	Sh. B Dhanesh, Deputy Director
13	National Public Procurement Course	11th December, 2017	12th December, 2017	
14	Direct Trainer Skills	05th June, 2017	09th June, 2017	Sh. Brahmareddy Desireddy, Deputy Director
15	Design of Training	12th June, 2017	16th June, 2017	
16	Reservation in Services for SC/ST/OBC	13th November, 2017	15th November, 2017	
17	Management Development Programme on Public Procurement at NIFM	29th January, 2018	03rd February, 2018	
18	National Workshop on Gender Budgeting	29th August, 2017	31st August, 2017	Sh. Praveen Prakash Ambashta, Deputy Director
19	Design of Training	12th June, 2017	16th June, 2017	Sh. K H Sivaramakrishnanan, Assistant Director
20	Workshop on Goods and Service Tax	06th November, 2017	07th November, 2017	Sh. Bhagban Padhy, Assistant Director
21	Pension & NPS	07th February, 2018	07th February, 2018	
22	Big Data Analytics in Govt.	21st June, 2017	22nd June, 2017	Smt. Anurag Devgan, Assistant Director
23	Workshop on e-Office	12th October, 2017	13th October, 2017	
24	Master Trainer/Advance Level CBP Level-II at NIC, HQs	04th December, 2017	06th December, 2017	
25	Ethics and Value in Public Governance	15th January, 2018	17 January, 2018	Smt. Geetha Menon, Assistant Director

Sl. No.	Name of the Programme	Duration		Faculty
		From	To	
26	Direct Trainer Skills	05th June, 2017	09th June, 2017	Sh. Rajeev Kumar Jha, Assistant Director
27	Design of Training	12th June, 2017	16th June, 2017	
28	Reservation in Services for SC/ST/OBC	16th August, 2017	18th August, 2018	
29	Workshop on Pay Fixation	15th November, 2017	17th November, 2017	
30	Direct Trainer Skills	05th June, 2017	09th June, 2017	Smt. Subhashree A., Assistant Director
31	Design of Training	12th June, 2017	16th June, 2017	
32	Presentation Skills	16th January, 2018	16th January, 2018	

11.2 Providing Faculty for National Training Calendar Programmes

The Training Division of the Department of Personnel & Training utilises the services of the Recognised Trainers and Master Trainers of the Institute in conducting DTS, DoT courses and Recognized Trainers Development Programmes which are conducted at selected Training Institutes in the country on behalf of Training Division. During 2017-18, the Institute provided services of its Master Trainers and Recognized Trainers for the followinginstitutes:

Sl. No.	Name of the Programme	Duration		Faculty
		From	To	
1	Master Trainer/Advance Level CBP Level-II at NIC, HQs	04th December, 2017	06th December, 2017	Smt. Anurag Devgan, Assistant Director

Annexure-I
Our Faculty During 2017-2018

Faculty	Subjects/topics allotted
Dr. Sunita H Khurana	Director
Col. Sanjay Kumar Sharma	Addl. Director
Sh. K Govindarajulu, Joint Director(BT)	All subjects related to Management Services, Management Concepts, Organisational Structure, Job Evaluation, Management of Change, TQM, Project Management, Knowledge Management, Time Management, Performance Appraisal, RFD, e-Governance, Good Governance, RTI, Sevottam, Stress Management, Organizational Development, Conflict Management, Team building & Leadership, Value & Ethics, Emotional Intelligence. DTS, Recognised Trainer-DTS, and National Resource Person on "Leadership Skills"
Sh Vadali Rambabu, Deputy Director(FC) left on 08.08.2017 and Joined as Joint Director on 08.08.2017	Machinery of Govt, Public Administration, Outcome Budget, Budget, Good Governance, World Trade Organisation, Public Private Partnership, Procurement/Purchase Procedures, Office Procedure, CCS (Conduct) Rules, CCS(CCA) Rules, Administrative Law, Cabinet Note, Record Management, RTI Act, TA Rules, Communication Skills, Stress Management, Official Language Policy, Computer Inputs, Citizen Charter
Smt. R. Gayatri, Deputy Director(OM)	Office Procedure, Noting and Drafting, Machinery of Govt., Departmental Security Instructions, Establishment Rules including RR, DPC, promotion etc., Reservation in Services, Pension Rules including NPS and Retirement Benefits, Pay fixation, DFPR, LTC Rules, Conduct Rules, H-CAT, Vigilance, Leave Rules
Sh H Govind, Deputy Director(MS)	Office Procedure, Machinery of Govt., Noting and Drafting, Departmental Security Instructions, Secretarial skills(Topics related to enhancement of Professional skills of personal staff), Presentation Skills, Parliament Procedures, RTI Main Features, Computer Inputs, All topics related to MS Wing, Finance, LTC, TA/DA, Income Tax, GPF Rules, CSMA, OB-1, New Areas HRM, Sevottam, RFD & PMES, Competency Mapping
Sh R K Agrawal, Deputy Director(FM)	Analysis of Financial Statements, Cost Accounting and its Applications, Pension Rules including NPS and Retirement Benefits, Pay fixation, DFPR, LTC Rules, FR/SRs, Conduct Rules, H-CAT, Vigilance, Leave Rules, GFRs, DFPRs, Budget, Outcome Budget, Income Tax, Public Private Partnership,

Faculty	Subjects/topics allotted
	Public Procurement, Project Formulation and Appraisal, Duties and Responsibilities of HOOs/ DDOs, Financial Management in Government, Material Management, Inventory Control, Expenditure Management & Economy Instructions, Negotiation Skills, Interpersonal Skills, Presentation Skills, Leadership Skills, Organisation Behaviour
Sh Praveen Prakash Ambashta, Deputy Director (Vigilance)	Parliament Procedure, Pension Rules, Handling of CAT and Court Cases, JCM, CCS(CCA) Rules, CCS (Conduct) Rules, Administrative and Preventive Vigilance, Administrative Laws, Constitution, Establishment Rules, Reservation in Services, Communication Skills, Interpersonal Skills, Motivation, Stress Management, Team Building and Leadership, CSMA/CGHS, FR/SR, Pay Fixation, MACP, Computer, APAR, Gender Issues
Sh US Chattopadhyay, Deputy Director(FC)	CCS(Conduct) Rules, CCS(CCA) Rules, 1965, Office Procedure, Cabinet Note, CGEGIS, Leave Rules, Machinery of Govt, Parliament Procedures, Advances including HBA, Delegation of Financial Rules, FR/SR, GPF Rules, Grievances Handling, Performance Appraisal, TA Rules, Service Book, Establishment Rules, LTC, Record Management, Noting and Drafting, NTP, Citizen Charter, MACP, Pay Fixation, Computer Inputs
Sh Moloy Sanyal, Deputy Director(OM)	File Management, Office Management, Noting & Drafting, Records Management, Office Procedure, Parliamentary Procedures, Gender Sensitization, Organisation Behavior, Organisational structure, Leadership, Motivational Skills, Team Building, Interpersonal Relationship, Stress Management, Statistics/Statistical Analysis, Advanced Data Analysis, General Management-Terms & Conditions, Financial Management- General Overview, Managerial Economics, Service Marketing, Computer Inputs, RTI, Good Governance, Purchase Management, Material Management, National Training Policy, E Governance, Performance Appraisal, RFD, Delegation of Financial Power Rules (DFPR), General Financial Rules (GFR), Sevottam Model, Intellectual Property Rights, Public Private Partnership, GPF, Pay Fixation Rules
Sh. Yogesh Dwivedi, Deputy Director (PT)	Financial Management, FR & SR, Pay Fixation, LTC, Central Government Employess Group Insurance Scheme(CGEGIS), CS(MA)&CGHS Rules, Personnel Administration, Pension Rules, Leave Rules, Office Management, Machinery of Govt of India, Office Procedure, Noting & Drafting, Parliamentary Procedure, Record Management, DOT, MOT

Faculty	Subjects/topics allotted
Sh. B Dhanesh, Deputy Director (Accounts)	Budget, CCS(Leave) Rules, Central Government Employee Group Insurance Scheme, Children Education Allowance, Classification of Account, Computer Input & Excise, Delegation of Financial Power Rules, Expenditure Management/Economy Instructions, Fundamental Rules/Supplementary Rules, General Financial RUles, LTC Rules, MS-Access, MS-Excel, MS-Office Suite, MS-Powerpoint, MS-Word, Pay Fixation, Purchase Management
Sh. Agam Aggarwal, Deputy Director (OM)	Noting & Drafting, Records Management, Machinery of Government of India, Parliamentary Procedure, MS-PP, MS-W.
Sh. Brahmareddy Desireddy, Deputy Director (Eco)	Budget, Government Employee Group Insurance Scheme, Computer Input & Excise, Delegation of Financial Power Rules, Economic Development & Planning Process, economic Policy, Economic reforms in India, E-governance, General Financial Rules, Good Governance, Income Tax, Office Procedure, Outcome Budget, Pension Rules, Public Finance, Public Policy Analysis, Public Private Partnership, Purchase Management, Public Procurement Policy,
Sh. K H Sivaramakrishnan, Assistant Director (OM)	CCS(Leave) Rules, LTC(Rules), TA(Rules), FR/SR, Office Procedure, Where to Find What, Computer Input.
Sh. Bhagaban Padhy, Assistant Director (OM)	CCS(Leave) Rules, Communication Skills, Computers Input & Exercise, Interpersonal Skills, MS-OS, MS-PP, MS-W, Noting & Drafting, Office Procedure, Pension zRules, Public Policy Analysis, Role of Assistant/SO/US, Secretarial Skills, Stress Management, Vigilance, W2FW, Space Technology.
Smt. Geetha Menon, Assistant Director (OM)	Central Government employee group insurance Scheme(CGEGIS), Fundamental Rules/ Supplementary Rules(FR/SR), Pension Rules, Record Management, Right to Information.
Smt. Anurag Devgan, Assistant Director (OM)	Computer Inputs & Exercise, MS-Asses, MS-EX, MS-OS, MS-PP, MS-W, Pay Fixation, Vigilance, W2FW.
Sh. Rajeev Kumar Jha, Assistant Director (ES/ET)	Computer Inputs & Exercise, MS-Asses, MS-EX, MS-OS, MS-PP, MS-W, Noting & Drafting, Office Procedure, Secretarial Skills, W2FW.
Smt. Subhashree A., Assistant Director (Accounts)	Budget, CCS(Leave) Rules, Delegation of Financial Power Rules(DFPRs), Noting & Drafting, Office Procedure, Vigilance, W2FW.
Smt. Parna Sahana, Assistant Director (OM)	Computer-MS-Powerpoint, Pay Fixation, Pension Rules, CCS(Leave Rules)

Faculty	Subjects/topics allotted
Sh. K K Pant, Faculty Consultant	Advance & Loans, Bank Reconciliation, Budget (All types), C&AG & CGA, Capital & Revenue Expenditure, Classification of Accounts, CGEGIS, Contingent bills, Court Attachment, Departmentalization of Accounts, Duties and Responsibilities of DDO/HOD, Expenditure Control, GFRs/DPFRs, GPF Rules, HBA(Including Intrest Calculation), Income Tax, LTC Rules, Maintenance of Cash Book, Medical Attendant Rules, Pay and Allowances, Pay Bills, Pension Rules, Personal Claims of Govt. Servants, Purchase Management & Inventory Control, Role of Statutory Audits, Service Book, TA Rules, Withdrawal from Govt Account, Central State Financial Relations, Children Education Allowance, Contract and Tendering Procedure & Outsourcing of Service, Leave Rules
Sh. Nafe Singh, Faculty Consultant	Financial Management Budget, GFP, CGEGIS, TA Rules, Income Tax, Financial Management, Classification of accounts, Loans and Advances & HBA, Expenditure Control, Bank Reconciliation, Capita & Revenue Expenditure, Pension Rules, Maintenance of Cash Book, Role of Statutory Audit

Annexure-II
Details Of Faculty Members Of The Institute

Following faculty members left the Institute on superannuation/on completion of tenure/on promotion during the year 2017-2018:

Sl. No.	Name of Faculty	Date of leaving the Institute	Remarks
1.	Sh. Vadali Rambabu, Deputy Director	08th August, 2017	Appointed as JD(MS)

The following faculty members joined the Institute during the year 2017-2018

Sl. No.	Name of Faculty	Date of Joining the Institute	Remarks
1.	Sh. Brahmareddy Desireddy, Deputy Director	01st May, 2017	Joined as DD(Eco)
2.	Sh. Vadali Rambabu, Joint Director	08th August, 2017	Appointed as JD(MS)
3.	Smt. Parna Sahana, Assistant Director	19th March, 2018	Joined as AD(OM)

Annexure-III
Courses Planned & Conducted During 2017-2018

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
CSS Cadre Training Programme	41	26	ASO (Direct Recruits)	8	1	19
			CSS-A	6	6	189
			CSS-B	8	7	251
			CSS-D	10	5	128
			CSS-E	7	6	181
			CSS-F	2	1	43
Management Development Programmes	33	35	Orientation course for Directors/ Dy Secy. of Central Govt. joining Central Secretariat	2	2	40
			Establishment Rules	1	1	35
			Reservation in Services	2	2	63
			Administrative Vigilance 1	1	1	29
			Administrative Vigilance 3	1	1	28
			Workshop on Noting and Drafting	4	4	119
			Good Governance	1	1	21
			Workshop on Preparing Cabinet Notes-1	4	3	61
			Workshop on Preparing Cabinet Notes-2	6	5	105
			Advanced Management Services	1	0	0
			Basic Management Services	1	0	0
			Knowledge Management	1	1	19
			Human Resource Management	1	1	14
			Workshop for Liaison Officers	2	4	160
			Workshop Citizen Centric & Service Delivery Approach	3	5	118
			Workshop on E-Office	2	3	63
			Analysis for Big Data	0	1	42
Financial Management Programme	20	34	Cash & Accounts	1	1	33
			Pension & Retirement Benefits-I	1	1	12
			Pension & Retirement Benefits II	2	2	43
			Workshop on Pay Fixation	2	3	93
			Purchase Management in Govt.	1	1	30

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
			Project Formulation & Appraisal	1	1	10
			Workshop on Formulation of Budget	1	1	19
			Outcome Budget	1	1	15
			Analysis of Financial statement	2	1	19
			Workshop on Income Tax	1	1	36
			Workshop on Public Private Partnership	2	1	23
			Workshop for Internal Finance Officers	1	1	12
			Workshop on Financial Management in Government	2	2	47
			Workshop on e-procurement	2	2	46
			Workshop on Public Procurement Under GFR-2017	0	8	527
			Workshop on Goods & Service Tax	0	5	117
			Orientation Training Programme for Retiring Government Officials	0	2	75
RTI- Capacity Building in Training Programmes	09	07	RTI-Public Information Officers	3	3	64
			RTI-Appellate Authority	2	1	17
			Seminar-RTI	2	2	39
			RTI-Record Management	1	1	25
			Training Development Programme-RTI	1	0 / 1	0 / 24
Behavioral Training	14	16	Stress Management	1		
			Workshop on Communication Skill	1	1	27
			Ethics and Values in Public Governance	2	2	30
			Gender Sensitization	1	1	7
			Workshop on Emotional Intelligence	1	1	14
			Workshop on Team Building & Leadership	1	1	22
			Organisational Behavior in Govt.	1	1	12
			Inter Personal Effectiveness	1	0	0
			Workshop on Sexual Harassment at Work Place	3	3	56

Course Category	No. of Courses		Name of the Course	Courses		No. of Participant
	Planned	Held		Planned	Held	
			Workshop on Gender Budgeting	2	1	20
			Swachh Bharat Abhiyan	0	4	142
CSSS - Cadre Training Programmes	12	08	Induction course for Stenographer Direct Recruits	2	0	0
			CSSS Level-I	2	1	28
			CSSS Level-II	1	1	35
			CSSS Level –III	4	4	137
			CSSS Level –IV	2	2	79
			CSSS Level –V	1	0	0
Computer Courses	04	04	MS- Power point	1	0	0
			MS-Office Suits	1	0	0
			MS- Word	1	1	23
			MS-Excel	1	1	54
			MS-Excel Advance	0	1	35
			MS-Access	0	1	25
Training of Trainers	09	04	Management of Training (MOT)	1	1	12
			National Training Policy (NTP)	3	1	10
			Workshop on Mentoring (WOM)	1	0	0
			Direct Trainer Skills (DTS)	2	1	33
			Design of Training (DoT)	2	1	18
Orientation Training Programmes	0	07	Orientation Training Programmes – GFR 2017	0	6	246
			Orientation Training Programme on Goods and Service Tax	0	1	38
Organisation / Cadre Specific Programmes	0	163	OPSs/CSPs for various organisations PTs for various organizations	0	163	4557
Peripatetic Training Programmes	0	25		0	25	625
Total	**142**	**267**		**142**	**329**	**9339**

Annexure-IV
Details Of Calendared Courses Conducted During The Year 2017-2018

I. CSS Cadre Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Assistant Section Officer (Direct Recruits)	15.01.2018	30.03.2018	19
CSS Level "A" Courses for Senior Secretariat Assistants of CSS with 4 years of Service	03.04.2017	28.04.2017	29
	01.05.2017	26.05.2017	28
	05.06.2017	30.06.2017	32
	07.08.2017	01.09.2017	31
	06.11.2017	01.12.2017	36
	22.01.2018	16.02.2018	33
CSS Level "B" Courses for Assistant Section Officers with 6 years of Service	05.06.2017	07.07.2017	36
	31.07.2017	01.09.2017	34
	04.09.2017	06.10.2017	45
	09.10.2017	10.11.2017	35
	01.01.2018	02.02.2018	41
	05.02.2018	09.03.2018	29
	26.02.2018	30.03.2018	31
CSS Level "D" Courses for Section Officers with 6 year service	21.08.2017	10.11.2017	29
	18.09.2017	08.12.2017	23
	23.10.2017	12.01.2018	26
	27.11.2017	16.02.2018	21
	05.02.2018	27.04.2018	29
CSS Level "E" Course for Under Secretaries with 4 year service	03.04.2017	12.05.2017	31
	28.08.2017	06.10.2017	36
	09.10.2017	17.11.2017	34
	20.11.2017	29.12.2017	27
	01.01.2018	09.02.2018	28
	12.02.2018	23.03.2018	25
CSS Level 'F' Course for Deputy Secretaries with 5 years of service	28.08.2017	15.09.2017	43

II. Management Development Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Orientation Course for Deputy Secretaries/ Directors joining Central Secretariat	24.07.2017	26.07.2017	16
	25.10.2017	27.10.2017	24
Establishment Rules	22.05.2017	26.05.2017	35
Reservation in Services for SC/ST/OBC	16.08.2017	18.08.2017	29
	13.11.2017	15.11.2017	34
Administrative Vigilance: Role IO/PO AV1	07.08.2017	08.08.2017	29
Administrative Vigilance: Disciplinary Procedure (AV3)	19.03.2018	28.03.2018	28
Workshop on Noting and Drafting	11.05.2017	12.05.2017	27
	06.07.2017	07.07.2017	29
	14.12.2017	15.12.217	27
	22.01.2018	23.01.2018	36
Workshop on preparing Cabinet notes -1	13.04.2017	13.04.2017	31
	29.09.2017	29.07.2017	25
	23.02.2018	23.02.2018	5
Workshop on Preparing Cabinet Notes – 2	12.05.2017	12.05.2017	35
	14.07.2017	14.07.2017	29
	29.09.2017	29.07.2017	25
	06.10.2017	06.10.2017	10
	12.03.2018	12.03.2018	6
Knowledge Management	04.12.2017	06.12.2017	19
Good Governance	24.04.2017	28.04.2017	21
Human Recourse Management	05.03.2018	06.03.2018	14
Workshop for Liaison Officers (SC/ST)	04.09.2017	05.09.2017	18
	02.11.2017	03.11.2017	34
	08.01.2018	09.01.2018	51
	15.02.2018	16.02.2018	57
Workshop on Citizen Centric & Service Delivery Approach	05.04.2017	07.04.2017	30
	29.05.2017	31.05.2017	28
	20.09.2017	22.09.2017	36
	20.09.2017	22.09.2017	17
	22.01.2018	24.01.2018	7
Analysis for Big Data	21.06.2017	22.06.2017	42
Workshop on E-Office	07.09.2017	08.09.2017	30
	12.10.2017	13.10.2017	9
	16.11.2017	17.11.2017	24

III. Financial Management Programmes

Name of the Training Programme	Duration		No. of Participants
	From	**To**	
Cash & Accounts	27.06.2017	25.08.2017	33
Programme on Pension and Other Retirement Benefits (PRB 1)	01.05.2017	04.05.2017	12
Programme on Pension and Other Retirement Benefits (PRB 2)	10.04.2017	13.04.2017	16
	03.07.2017	06.07.2017	27
Workshop on Pay Fixation	12.07.2017	14.07.2017	35
	15.11.2017	17.11.2017	30
	15.11.2017	17.11.2017	28
Purchase Management in Government (PMG 1)	11.12.2017	13.12.2017	30
Workshop on Formulation of Budget	06.04.2017	07.04.2017	19
Workshop on Project Formulation & Appraisal	08.02.2018	09.02.2018	10
Workshop on Income Tax	27.07.2017	28.07.2017	36
Workshop for Internal Finance Officers	07.12.2017	08.12.2017	12
Workshop on e-procurement	21.08.2017	22.08.2017	24
	22.03.2018	23.03.2018	22
Workshop on outcome Budget	13.07.2017	14.07.2017	15
Workshop on Public Private Partnership	03.08.2017	04.08.2017	23
Workshop on Financial Management in Government	07.08.2017	11.08.2017	25
	05.02.2018	29.02.2017	22
Workshop on Analysis of Financial Statements	08.01.2018	09.01.2018	19
Workshop on Public Procurement Under GFR-17	11.05.2017	12.05.2017	44
	08.06.2017	09.06.2017	96
	06.07.2017	07.07.2017	172
	28.08.2017	29.08.2017	62
	28.08.2017	29.08.2017	60
	18.09.2017	20.09.2017	44
	16.10.2017	18.10.2017	29
	27.12.2017	29.12.2017	20
Workshop on Goods & Service Tax	06.11.2017	07.11.2017	41
	11.12.2017	12.12.2017	31
	08.01.2018	09.01.2018	14
	05.02.2018	06.02.2018	15
	05.03.2018	06.03.2018	16
Orientation Training Programme for Retiring Government Officials	12.02.2018	13.02.2018	38
	12.02.2018	13.02.2018	37

IV. RTI-Capacity Building Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Record Management- Right to Information	16.08.2017	18.08.2017	25
Right to Information-Public Information Officers	08.05.2017	09.05.2017	22
	29.06.2017	30.06.2017	32
	14.03.2018	16.03.2018	10
Right to Information – Appellate Authority	26.03.2018	26.03.2018	17
Seminar on Right to Information	11.09.2017	11.09.2017	16
	26.03.2017	26.03.2017	23

V. Behavioral Training

Name of the Training Programme	Duration		No. of Participants
	From	To	
Stress Management	28.08.2017	31.08.2017	24
Workshop on Communication Skills	26.03.2018	27.03.2018	27
Ethics and Values in Public Governance	10.04.2017	12.04.2017	15
	15.01.2018	17.01.2018	15
Gender Sensitization	26.02.2018	02.03.2018	7
Workshop on Team Building & Leadership	29.01.2018	31.01.2018	22
Organizational Behaviour in Government	05.02.2018	09.02.2018	12
Workshop on Sexual Harassment at Workplace	17.08.2017	18.08.2017	19
	28.12.2017	29.12.2017	22
	19.02.2018	20.02.2018	15
Workshop on Gender Budgeting	26.07.2017	28.07.2017	20
Workshop on Emotional Intelligence	02.08.2017	04.08.2017	14
Swachh Bharat Abhiyan	08.05.2017	08.05.2017	53
	08.05.2017	08.05.2017	54
	07.08.2017	07.08.2017	18
	11.12.2017	11.12.2017	17

VI. CSSS – Cadre Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
CSSS-Level I	15.05.2017	02.06.2017	28
CSSS- Level II	19.06.2017	30.06.2017	35
CSSS-Level III	29.05.2017	16.06.2017	33
	17.07.2017	04.08.2017	35
	18.12.2017	05.01.2018	36
	05.03.2018	23.03.2018	33
CSSS-Level IV	09.10.2017	03.11.2017	39
	20.11.2017	15.12.2017	40

VII. Computer Courses

Name of the Training Programme	Duration		No. of Participants
	From	To	
MS-Excel	13.09.2017	15.09.2017	54
MS-Word	04.12.2017	06.12.2017	23
MS-Excel Advance	18.12.2012	20.12.2017	35
MS-Access	12.03.2018	14.03.2018	25

VIII. Trainers Development Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
National Training Policy (NTP)	06.07.2017	07.07.217	10
Design of Training (DOT)	12.06.2017	16.06.2017	18
Direct Trainer Skills (DTS)	05.06.2017	09.06.2017	33
Management of Training (MOT)	17.07.2017	21.07.2017	12

IX. Orientation Training Programmes

Name of the Training Programme	Duration		No. of Participants
	From	To	
Orientation Training Programmes – GFR-2017	15.05.2017	15.05.2017	34
	12.06.2017	12.06.2017	64
	10.07.2017	10.07.2017	86
	18.08.2017	18.08.2017	39
	04.12.2017	04.12.2017	15
	12.03.2017	12.03.2017	8
Orientation Training Programmes on Goods and Service Tax	18.08.2017	18.08.2017	38

Annexure-V
CSS-CTP Programmes

Assistants Section Officers (Direct Recruit) Foundational

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	Assistant Section Officer (Direct Recruits) At ISTM	15.01.2018	30.03.2018	19

CSS-A (Senior Secretariat Assistants of CSCS with 4 Years of Service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
	CSS Level "A" Courses for Senior Secretariat Assistants of CSCS with 4 years of Service	03.04.2017	28.04.2017	29
		01.05.2017	26.05.2017	28
		05.06.2017	30.06.2017	32
		07.08.2017	01.09.2017	31
		06.11.2017	01.12.2017	36
		22.01.2018	16.02.2018	33

CSS-B (Assistant Section Officers with 6 Years of Service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSS Level "B" Courses for Assistant Section Officers with 6 years of Service	05.06.2017	07.07.2017	36
2.		31.07.2017	01.09.2017	34
3.		04.09.2017	06.10.2017	45
4.		09.10.2017	10.11.2017	35
5.		01.01.2018	02.02.2018	41
6.		05.02.2018	09.03.2018	29
7.		26.02.2018	30.03.2018	31

CSS-D (Section Officers +6 Years)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSS Level "D" Courses for Section Officers with 6 years service	21.08.2017	10.11.2017	29
2.		18.09.2017	08.12.2017	23
3.		23.10.2017	12.01.2018	26
4.		27.11.2017	16.02.2018	21
5.		05.02.2018	27.04.2018	29

CSS-E (Under Secretary + 4 Years)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	**To**	
	CSS Level "E" Course for Under Secretaries with 4 year service	03.04.2017	12.05.2017	31
		28.08.2017	06.10.2017	36
		09.10.2017	17.11.2017	34
		20.11.2017	29.12.2017	27
		01.01.2018	09.02.2018	28
		12.02.2018	23.03.2018	25

CSS-F (Deputy Secretaries with 5 years of service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	**To**	
1.	CSS Level 'F' Course for Deputy Secretaries with 5 years of service	28.08.2017	15.09.2017	43

CSSS – Level – I (Stenographers Gr. "D" of CSSS with 7 years' of regular service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSSS-Level I	15.05.2017	02.06.2017	28

CSSS – Level – II (Personal Assistants of CSSS with 3 years' of regular service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSSS- Level II	19.06.2017	30.06.2017	35

CSSS – Level – III (Private Secretaries of CSSS with 4 years' of regular service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSSS-Level III	29.05.2017	16.06.2017	33
2.		17.07.2017	04.08.2017	35
3.		18.12.2017	05.01.2018	36
4.		05.03.2018	23.03.2018	33

CSSS – Level – IV (Principal Private Secres with years' of regular service)

Sl. No.	Name of the Training Programme	Duration		No. of Participants
		From	To	
1.	CSSS-Level IV	09.10.2017	03.11.2017	39
2.		20.11.2017	15.12.2017	40

Sl. No.	Course	No. of Courses	No. of Participants
1.	Calendared (Other than CTP)	107	3067
2.	Cadre Training Plan	34	1090
3.	Organisation Specific Programmes including Cadre Specific Programme	163	4557
4.	Peripatetic Programmes	25	625
	Total	**329**	**9339**

Orientation Course for Dy. Secretaries/Directors
(25th to 27th October, 2017

Training Programme on "Administration for Officials of Myanmar under WHO Fellowship"
(11th to 14th September, 2017

CSP for the Officers of Nagaland Civil Service Probationers on Human Resource Management
(26th to 28th April, 2017)

प्रवीण्यं व लोकहितस्
EFFICIENCY AND THE PUBLIC GOOD

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