

# ISTM NEWS

April – June, 2016



**INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT**

**(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)**

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

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## **FROM DIRECTOR**

The Institute of Secretariat Training and Management is earnestly working towards providing training of the highest order, to all those who come to the Institute for this purpose. In keeping with the dynamic changes in governance, it is in the process of constant up-gradation of its training modules and delivery systems. The Institute is also providing training in specific areas such as Right to Information Act and Financial Management. Our constant endeavours in updation of the training material and hands-on approach have won acclaim from trainees and experts alike. I am happy to inform that ISTM has been successful in retaining the ISO Certification for the second consecutive year. The current issue of the newsletter will inform our readers about the activities of the Institute during the period from April-June, 2016.

An initiative taken by ISTM in this quarter, is the launch of People's Connect. It intends to serve as a forum for dissemination of information and sharing of news, views and citizen centric activities taken by public servants. Details about it are given in the Miscellany section of this Newsletter.

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

[Dr. Sunita H Khurana]

Director, ISTM

## SINCERELY YOURS

We are happy to be back again with another edition of ISTM News. The editorial board is taking your suggestions and feedback very seriously and making all possible efforts to improve the newsletter further. The present issue of ISTM News follows the same format as of the earlier issues and consists of usual four parts - **From Director** which is a message from the Director, ISTM; **Sincerely Yours** (the section you are currently reading) which is a brief introduction to the Newsletter by the Editorial Board; **Happenings** which broadly describes various activities of the Institute during the period from April-June, 2016; and **Miscellany** which carries interesting pieces of writings by our faculty members, staff and trainees.

The reader could expect to find all essential information relating to the activities of the Institute during the period April-June, 2016. In case the information you are looking for is not there in this issue, please feel free to call us and we would be more than happy to provide you with the specific information you need.

We hope that you will continue to send your suggestions and feedback.

SATYAJIT MISHRA, Joint Director

K. GOVINDARAJULU, Joint Director

R.K. KUNDI, Deputy Director

AGAM AGGARWAL, Deputy Director

## **SECOND SURVEILLANCE AUDIT CONDUCTED AT ISTM**

The second third party Surveillance Audit of ISTM under ISO 9001:2008 was conducted by third party, namely M/s. ICS Technology on 27<sup>th</sup> April, 2016. ISTM was successful in retaining the ISO certification for the third consecutive year.



## **MEETING OF THE ACADMIC COUNCIL & ADVISORY COMMITTEE**

A meeting of Advisory Committee on Academic Matters pertaining to Level E & F training programmes presided over by Director, ISTM was held on 10<sup>th</sup> May, 2016. Sh. Kush Verma, Retd. IAS, participated in the meeting.



## **Seminar On Economic Growth and Challenge on 14<sup>th</sup> May, 2016**

A seminar on Economic Growth and Challenges was organized on 14<sup>th</sup> may, 2016 at ISTM for the benefit of faculty members. Eminent economist policy makers and experts from CII introduced faculty to various new initiatives being taken by Government in the economic field.



## HAPPENINGS

### SWACHH BHARAT MISSION IN ISTM (16<sup>th</sup> -31<sup>st</sup> May, 2016)

Like previous quarters, this quarter also marked accomplishment of the tasks under Swachh Bharat Mission. Members of faculty, staff and trainee participants were actively involved in cleaning up the Institute. These activities were extended to the adjacent areas of ISTM also. The new recruits enthusiastically participated in the Swachh Bharat drive.



## NOTTO Session AT ISTM

National Organ and Tissue Transplant Organization (NOTTO) organized a session on 'Organ Donation' for ISTM faculty and trainees on 10<sup>th</sup> June, 2016. The session aimed at familiarizing the trainees with the benefit of organ donation and the process involved in signing up to the source.



## LEVEL 'E' TRAINING

Shri Mukund Kaushal IPS, former Commissioner of Police, Delhi, DG CRPF, Secretary (Internal Security) MHA addressed the participants of 36<sup>th</sup> Level 'E' Training Programme on 14<sup>th</sup> June, 2016. He spoke extensively on 'Citizen Centric Governance' and 'Ethical Challenge in Governance'. The officers (Trainees) appreciated the simple language and modesty of Shri Kaushal as he shared his rich experience of Government service during his long career.



## **INTERNATIONAL YOGA DAY CELEBRATED IN ISTM.**

International Yoga Day was celebrated at ISTM on 21<sup>st</sup> June, 2016 with full enthusiasm. An energetic session was held at ISTM Hostel which saw participation from faculty members, staff and trainees. International Yoga Day was also celebrated at the Great Himalayan National Park in Teerthan Valley on 21<sup>st</sup> June, 2016 by the participants and course Director of 52<sup>nd</sup> Level B Training Programme, who were on Study Visit to the Valley on the day.



## ACADEMIC COUNCIL & ADVISORY COMMITTEE MEETING

A meeting of the Academic Council & Advisory Committee on Academic Matters chaired by Shri Sudhir Krishna, Former Secretary, Ministry of Urban Development was held on 23<sup>rd</sup> June, 2016. It was also attended by senior faculty members of ISTM.



## 10<sup>th</sup> Level F Leadership Skill Programme

A two days Leadership Skills Module was conducted for Level 'F' ((DS to Director) participants by the National Facilitators from 23-24 June, 2016.



## VISIT OF CIVIL SERVICE COLLEGE OFFICIAL

Mr. Sonny Leong, CEO, Civil Service College, London visited ISTM on 27<sup>th</sup> June, 2016. During the meeting with Director, ISTM and senior members of ISTM faculty various aspects related to overseas exposure cum training module of Level 'E' training programmes being conducted through Civil Service College, London were discussed.



## **LEVEL E VISIT AT CIVIL SERVICE COLLEGE, LONDON**

Participants of 36<sup>th</sup> Level 'E' Training Programme led by Sh. H. Govind, Deputy Director & Course Director, attended the overseas component of training programme at Civil Service College, London.



## **MISCELLANY**

### **What is People Connect (PC)**

The objective of People Connect is to provide a platform to the public servants to disseminate information, share views and heart-warming stories of citizen centric activities. Since PC shall be available in public domain for all to view the posts, all the users are expected to maintain decorum and etiquettes of high standards.

### **Terms of use of the platform**

1. People Connect is open for everyone to view the posts on it.
2. Posts on People Connect can be put by Central/ State Government Employees and employees of Autonomous Bodies funded by Government of India only, irrespective of their rank, post, cadre or group.
3. Posts on People Connect may contain views, observation or information about the good deeds or anything that may have positive and constructive impact on the readers of the posts.
4. Following categories of posts shall not be allowed which contain:
  - a. Language and/ or tone of which are inflammatory or derogatory or provocative in nature,
  - b. Libels, direct or indirect, deliberate or otherwise
  - c. Abusive language or interference in the personal life and matters of someone else
  - d. Antinational or against the established principles of law of the land

5. If, after placing any of the posts on the forum PC, it is found falling in any of the categories listed at 4 above, the posts may be removed from the public domain.

6. The decision to publish or not and to remove it from the public domain at later stage shall be of the ISTM and acceptable to the users.

The process:

a. Registration:

i. Participants of any course at ISTM (on or after 1.4.2015)

ii. Other Central Government Employees

b. The posts shall be placed on the forum People Connect at the earliest. However, it may be noted that this is a moderated forum.

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**Contact us:**

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