

# ISTM NEWS

October – December, 2015



**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.

The current issue of the newsletter will inform our readers about the activities of the Institute during the period from October - December, 2015.

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 October-December, 2015 ; 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 October-December, 2015. 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

MOLOY SANYAL, Deputy Director

## **HAPPENINGS**

### **CITIZEN CENTRIC ACTIVITIES**

ISTM takes up various social activities at regular intervals to promote citizen centricity among its trainees. The prime activity amongst these is blood donation. During the quarter, October-December, 2015 three camps have been organized and nearly 200 participating trainees, members of staff and faculty donated blood.



Director, ISTM and other members of faculty joined blood donation camps.

## **VISIT OF SECRETARY (P)**

Secretary (Personnel) Shri Sanjay Kothari takes keen interest in training and undertakes visit to ISTM, from time to time. On 23<sup>rd</sup> December, 2015, he visited ISTM accompanied with the Joint Secretary (Training) Shri P. K. Das. Director, ISTM took them on a round of the entire premises. Secretary visited the class rooms in Seminar Hall complex and Library Block and interacted with a good number of trainees. He expressed his satisfaction at the professional manner in which the trainings are being conducted and cleanliness maintained in ISTM. Later, he addressed the Assistants (Direct Recruit) of Central Secretariat Service and urged them to become compassionate towards the needs of the citizens.



## **CELEBRATION OF GANDHI JAYANTI**

Like all previous years, Gandhi Jayanti was celebrated in ISTM with full respect and enthusiasm, gaiety and much fanfare on 02<sup>nd</sup> October, 2015 by the members of the staff, faculty and trainees in ISTM. Under the leadership of Director, ISTM herself the group distributed food packets among the needy and destitute to grace the occasion in a befitting manner.



Distribution of food packets at Rain Basera opposite AIIMS



## **GUEST LECTURES IN ISTM**

Dr. Sudhir Krishna, Former Secretary, Ministry of Urban Development, Government of India along with Dr. Rajiv Manjhi, Director, Ministry of Health & Family Welfare and Sh. K. Govindarajulu, Joint Director, ISTM conducted workshop on leadership skill. Various aspects of leadership have been addressed in the workshop.

Prof. Y. N. Kaushal, Director of Enablers' Management Institute New Delhi was one of the many distinguished guest who delivered lecture in ISTM on various management areas. Prof. Kaushal took session on transformation leadership in level E Training of Central Secretariat Service. During the lecture, it was established that transformational leadership serves to enhance the motivation, morale, and job-performance of followers through a variety of mechanisms; these include connecting the follower's sense of identity and self to his/her work area and to the collective identity of the organization; being a role model for followers in order to inspire them and to raise their interest in work.



Some moments with guest lectures

## **OBSERVANCE OF VIGILANCE AWARENESS WEEK**

As per the guideline of the Central Vigilance Commission, 26<sup>TH</sup> to 31<sup>ST</sup> October, 2015 was observed as Vigilance Week in ISTM. Pledge was administered by Director, ISTM and a number of programmes including Awareness programme for the members and staff of ISTM was also organized.



**Sh.P.P. Ambastha, Dy. Director (Vigilance) addressing the officers and staffs of ISTM.**



**Pledge Taking Ceremony on 26<sup>th</sup> October, 2015**



## **LIFE SKILL FROM A SPORTS PERSONALITY**

Experiences of a mountaineer may teach good lessons in life building – particularly when they come from a celebrity, two time climber of Mt. Everest – *Padmashree* Ms. Santosh Yadav. Ms. Yadav addressed a large number of trainees audience in ISTM yet again and told them about the advantages of leading a simple life. She urged them all to develop good practices like early rising, doing regular physical exercise and avoiding junk food.



Padmashree Ms. Santosh Yadav, visited ISTM on 31<sup>st</sup> October, 2015.

## राजभाषा के रूप में हिन्दी को बढ़ावा देना

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में इस वर्ष 01-15 सितंबर, 2015 तक हिन्दी पखवाड़ा आयोजित किया गया। पखवाड़े के दौरान विभिन्न संकाय सदस्यों की देखरेख में पांच प्रतियोगिताओं का आयोजन किया गया। मल्टी टास्किंग स्टाफ के लिए हिन्दी सुलेख प्रतियोगिता (Hindi Sulekh Competition for MTS), हिन्दी निबंध प्रतियोगिता (Hindi Essay Competition), हिन्दी स्लोगन प्रतियोगिता (Hindi Slogan Competition), हिन्दी में टिप्पण व प्रारूप लेखन (Hindi Noting and Drafting Competition) तथा प्रशासनिक शब्दावली एवं अनुवाद प्रतियोगिता (Administrative Terminology and Translation Competition) का आयोजन किया गया। संस्थान में चल रहे सहायक सीधी भर्ती के लिए बुनियादी प्रशिक्षण कार्यक्रम के प्रतिभागियों के लिए एक हिन्दी आशु-भाषण (Extempore Competition) प्रतियोगिता का भी आयोजन किया गया।

संस्थान के गोलाकार सम्मेलन कक्ष(आरसीएच) में दिनांक 29 अक्टूबर, 2015 को सायं 3.00 बजे हिन्दी पखवाड़ा, 2015 के समापन एवं पुरस्कार वितरण समारोह का आयोजन किया गया। समारोह का आरंभ संस्थान की वरिष्ठ अनुवादक द्वारा समारोह की मुख्य अतिथि माननीय निदेशक महोदया डा. सुनीता एच. खुराना, अपर निदेशक कर्नल अश्विनी सलारिया एवं उपस्थित सभी संकाय सदस्यों, अधिकारियों व कर्मचारियों का स्वागत करके किया गया।



हिंदी पुरस्कार वितरण

## **VISIT OF EXECUTIVE DIRECTOR, AIT,**

Dr. Jonathan L. Shaw, Executive Director, Asian Institute of Technology (AIT), Bangkok visited ISTM on 26<sup>th</sup> November, 2015 and called on the Director, ISTM with a view to renew their training association with ISTM. The AIT promotes technological change and sustainable development in the Asian-Pacific region through higher education, research and outreach. They remained an important collaborator to hold the Foreign Training component of Level E training Programmes for Central Secretariat Service (CSS) officers.



Director ISTM presented a memento to Dr. Jonathan L. Shaw, Executive Director.



## **VISIT OF DELEGATES FROM MALAYSIA**

A delegation from Malaysia visited ISTM on 11<sup>th</sup> Dec, 2015. They had interaction with the Director and faculty members to explore areas of cooperation in training. And also, Director, ISTM briefed them about other activities in ISTM. The delegates were taken on a tour of class rooms in the Seminar Block, Computer Lab and Library of ISTM.



Malaysian Delegates in ISTM Library.

## **SWATCHCH BHARAT MISSION CELEBRATED BY ISTM**

Under Swatchch Bharat Mission, ISTM undertakes regular activities involving members of faculty, staff and trainee participants. Serious cleaning drives are taken up not only in day time but at nights also, when the premise is free from other regular activities. Participants staying at ISTM Hostel take lead role under this guided by the Hostel Warden, Dr. L.R. Yadav.





## MISCELLANY

# बातों का महत्व

अगर न करे बात कोई  
मानो इसमें है भलाई ही कोई,  
बात गर निकल गई  
बहुत दूर तलक जाएगी,  
करेगी रूसवा किसे,  
किसका चैन उड़ाएगी,  
अवसरपरस्ति के समय  
चालाक और धूर्तों के काम आएगी,  
मजे वो भी लेंगे और सताएंगे  
बेचारे शरीफ उनकी वाकपुटता में फंस जाएंगे,  
बात वो चीज है जांलिम  
गैरों को अपना बना लेती है,  
बात पर बन जाए तो,  
अपनों को अपनों से जुदा कर देती है,  
गर जरूरत ही पड़े बातों की तो,  
मन्द—मन्द यूं ही मुस्करा देना,  
बात ये करना, बात वो करना  
किसी दुःखी मन को हंसा देना।

सुशील कुमार  
आशुलिपिक 'घ'

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