



I S T M

T I M E S

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## FROM THE DIRECTOR'S DESK

## Dear Reader

By the time you receive this Newsletter, the New Year, 2011 have commenced. I wish and pray that this New Year brings happiness, prosperity, health and peace to our Readers and well wishers. May this New Year also see peace, harmony and development in our country! We all should join in our efforts to work together to ensure that our country reaches to new heights in providing services to weaker sections and backward areas of the country.



ISTM also dedicate itself for qualitative improvement in its efforts to improve competency and effectiveness in government offices during the New Year. I am sure 2011 will see ISTM in its new *avatar*. I would like to share with you that Shri Prithviraj Chavan, the then Minister of State (PP) during his visit to ISTM on 19.7.2010 expressed his views and expectations from this institute and encouraged us to take ISTM to new heights. The commitment of MOS (PP) to ISTM was evident and it was felt that now it is our duty to translate his expectations into actions and transform ISTM into one of the best training and management institutes of the country. Thereafter we held a Brain Storming Session under the leadership of Shri B. S. Baswan, former Director of ISTM and IIPA. Now I would be very happy to receive suggestions to improve the reach and services of this institute. Taking a clue from Stephen R Covey's famous book, "The 7 Habits of Highly Effective People", the ISTM should be "opportunity minded" rather than "problem minded". There are abundant opportunities in the form of enthusiasm, all out support, resources and desire to change. We have to keep the momentum going. Even if I am not here as the Director of the institute, I wish ISTM to grow to greater heights in 2011 and coming years. We must dream big and convert our dreams into success stories.

I must also share with you that, in a series of publications, we have recently brought out compilation of "Important Decisions of Central Information Commission". The book ..... *Continued on page2*



provides a good insight into the development of law as interpreted by Information Commission in its different judgments under different aspects of RTI. This book has been received excellently well. We are receiving requests from different organizations for more copies for use by their CPIOs. Another recent publication is "Compendium of Frequently Asked Questions and Suggested Responses on Different Facets of Right to Information Act, 2005". I am quite sure that it will also be similarly well received by its users.

ISTM organized a National Seminar on "RTI – Key to Good Governance" on 29th October 2010. The Seminar was inaugurated by Justice K. G. Balakrishnan, former Chief Justice of India and Chairperson of National Human Rights Commission. It was also addressed by Shri A N Tiwari, Chief Information Commissioner, Government of India, and many other eminent bureaucrats, social activists, vice chancellors, jurists, public authorities and academicians. The details of the event are available in subsequent pages of this newsletter. We will soon publish the proceedings of the Seminar for the benefit of those who could not attend the Seminar. Another important event of ISTM will be an RTI training programme for participants from South Asian countries on behalf of Commonwealth Secretariat. The ISTM had organized a similar program earlier on the request of the Commonwealth Secretariat. We have also conducted "Training of Trainers" programme more vigorously by conducting a large number of courses in this area. We have also been approached by Departments of Corporate Affairs, Statistics, AR&PG, Cabinet Secretariat and others to provide our expertise in the areas of TNA, Designing of Training programmes and conducting Specialized and Domain Area Capacity Building Programmes. These are new areas in which ISTM has entered in addition to its strong traditional base of 'Office Management' related programmes. We have also entered into an initial stage of dialogue with Indira Gandhi National Open University for strengthening training programmes through distance learning mode with the help of expertise and infrastructures of the University.

I am mentioning all these achievements to inform our valuable readers that ISTM has successfully ventured out to many new unconventional areas. We have shown our strength by adjusting ourselves to changing demands of the time

The winter is in full bloom and we await for Spring by the end of February, when Delhi will be full of flowers of all colours. This is generally considered as the best season of Delhi and one also sees many festivals including *Lohri*. We also celebrate our Republic Day on 26th January. I wish you all the best and convey Season's Greetings. I specifically convey my greetings for the Republic Day.

I once again wish you a Very Happy New Year.

Dr. Khwaja M Shahid

Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor souls who neither enjoy much nor suffer much, because they live in the grey twilight that knows neither victory nor defeat.

Theodore Roosevelt



## From the Editor's Desk



Dear Friends

Jai Hind!! Wish you a Very Happy and Prosperous New Year and Best Wishes for the Republic Day 2011. Here we are with the third issue of the ISTM TIMES in your hands. There are a number of events happening at the ISTM and you can see the highlights in the next few pages.

Under the guidance of the Director this Institute is again vibrating with zest and filled with activity in all corners and blocks of ISTM, with new targets assigned and plans finalized.

Friends we have been receiving words of appreciation for the last two issues which is very encouraging. We are also getting very meaningful suggestions, which, we will try to implement to our best after careful evaluation.

We look forward to your feedback so that we not only improve the newsletter but also be able to provide you with the best of information and services. We will keep on bringing issues that interest you in future.

There is a facility of counseling from expert faculty members available through the ISTM TIMES for issues connected with trainings imparted in the classrooms of ISTM or otherwise. You can send your queries or any learning difficulties which you might be facing in your work or was covered in the training and the faculty members at the Institute will like to respond to the queries.

Kindly address your queries to the following e-mail id [manisha@nic.in](mailto:manisha@nic.in) or [newsletter-istm@nic.in](mailto:newsletter-istm@nic.in) or send through post to Smt. Manisha Bhatnagar, Deputy Director, ISTM, Room No. 116, Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi -11067.

**Manisha Bhatnagar**



## MALDIVES DELEGATION TO ISTM

A ministerial delegation visited ISTM ON 6<sup>TH</sup> October 2010. After receiving the delegation, the Director briefed them about the initiatives taken by this Institute in the field of capacity building and various





programmes run by this Institute. The delegates from Maldives expressed a keenness for utilizing the enter expertise available with the ISTM for designing their own programs for the officers of Government of Maldives. It was between the ISTM and the delegates from Maldives to explore the possibilities for such activities as early as possible.



THE MEMBERS OF THE MALDIVES DELEGATION



A RANGOLI CREATED BY THE ADR PARTICIPANTS



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## PROFESSOR MUSHIRUL HASAN TALKS ON “GROWTH OF SECULARISM IN MODERN INDIA”

In the series of lectures of eminent persons at ISTM Prof. Mushirul Hasan Director General, National Archives of India delivered a talk on “growth of secularism in modern India” on 20.10.10. Prof. Hasan has been awarded the Padma Shree and the ‘Ordre des Palmes Academiques’ by the French Government. He is ex-Vice-Chancellor of Jamia Milia University at Delhi, DG of National Archives of India at present, an internationally known historian, author of a number of books and was elected President of the Indian History Congress in the year in 2002.



2. Prof. Mushirul Hasan complemented the Director ISTM for an appreciable and noticeable growth and development of the Institute. In his talk, he said that secularism being an elusive idea there could not be a definition of secularism acceptable to all as each group would have his own ideological predisposition. Going in for a dictionary meaning would also not serve the purpose as the term means much more and has many ramifications. Secularism

is a vibrant and eclectic idea. In various pre- independence movements of 20<sup>th</sup> century in India the political leaders referred to national unity and integration; but the word secularism did not figure in their vocabulary. The use of the word “secularism”, is a much later development in the post independence India. In early days there was indeed a reference to a classless society and leaders by and large used liberal humanistic and extremely eclectic preferences and all these ultimately led to the concept and realization of secularism.

Prof. Mushirul Hasan was of the opinion that it is not a western concept as many may say but it is very much an Indian concept. More aptly it is an Indian variant of an idea of living together separately. Antagonisms notwithstanding, it is a reflection of historical





experiences of a society subsuming diversity and commonality of experiences. Despite conflicts the society remained held together by commonality of experience in terms of social, economic and intellectual dimensions. Moreover the commonality of experience is real and happening from centuries further making the society dynamic. This Indian experience, stressed Prof Mushirul Hasan, is secularism and explained it as an Indian concept.



3. He said that Dr Radhakrishnan had invoked ancient tradition of “Satyameva Jayate” to make the spirit of secularism real, intelligible and get related to our lives. It is rooted in Indian soil. Our history is based on adjustment, consideration and long historical process, cultural and civilization continuity and few exceptions do not change the picture much. Prof. Mushirul Hasan continued to emphasize that our history was based on adjustment, creative identification of cultural and civilization continuity and despite presence of divergent views; the picture does not change much. While reiterating that secularism is all about tolerance, understanding and inter faith dialogue, it was indeed true that every idea in order to be effective needs to be legitimized. How does the modern concept of secularism get legitimized in modern India is a wider and tricky question. The debates in the Constituent Assembly bear ample testimony of the consensus reached that India has to develop as a multi cultural and multi linguistic society. The seal of authority by the Constitution and the Constituent Assembly lends ultimate legitimization to a secular and democratic society, which is a critical factor. The tenor of debates in the Constitutional Assembly is indicative of a clarity on where India should stand and this is indeed legitimization.

4. Shri D.P.Tripathi, a well known political leader, journalist and social worker drew roots of Indian secularism in the Bhakti movement. He emphasized that we are secular as a nation and therefore we are democratic. Shri Ajay Sawhney, Joint Secretary in the Department of Personnel and Training thanked Prof Mushirul Hasan for a simple description of the concept of secularism. Drawing attention to the thoughts given by Shri Tripathi he expressed the need of relooking into the process of development of polity in this country and the manner in which the intrinsic strength held all together. In his closing remarks Shri M.P. Sethy, Additional Director proposed a vote of thanks to distinguished speaker and audience.



## PRIZE DISTRIBUTION FUNCTION 2010



Prize distribution function to award prizes to participants holding the first three positions in their respective batches of various courses conducted in the year 2008-09 was held on 16<sup>th</sup> November 2010 in ISTM. It was attended by the faculty members and other employees working in ISTM and Officers from Department of Personnel & Training. The function was graced as Chief Guest by Professor V N Rajasekharan Pillai the Vice-Chancellor of Indira Gandhi National Open University (IGNOU), New Delhi.



The function started with the lighting of the lamp (Deep Prajwalan) and recital of





Saraswati Vandana by ADR participants.

While welcoming the Chief guest, prize winners and other guests Dr. Khwaja M Shahid, Director ISTM emphasized importance of distance education and appreciated the efforts of IGNOU in this field particularly the step of entering into an MOU with



Department of Personnel & Training and making available a number of IGNOU courses to government employees. The fee of such courses would be reimbursed to the employees after their successful completion of the course.

Dr. Shahid also informed the Chief Guest about the vision, mission and the activities of ISTM. He expressed the desire of ISTM to utilize distance learning mode in collaboration with IGNOU. He also shared the strengths of ISTM particularly in the field of Right to Information and the field of Training Techniques and various other training programs. He informed that there is a strong ICT component in most of the





training programs and that the ISTM now has a new ICT lab with modern technology and facilities like video conferencing.

He also said that ISTM is now moving into emerging frontier areas of management. ISTM has entered into Results Framework Document (RFD) in a big way. He also shared that ISTM has done an audit of proactive disclosure of information by various ministries/departments of Government of India mandatory under the RTI Act 2005. He cited the various publications made by the ISTM including the compilation of CIC decisions under the RTI Act 2005.



He shared the ambition of ISTM to launch a diploma /degree program and a desire to use distance learning mode for trainings in collaboration with IGNOU.



Professor V N Rajasekharan Pillai in his address emphasized the importance of learning and training. He stated that India has the largest of Public Service system in the world in terms of numbers, institutions people and diversity. He added that our government has accepted the slogan” Training

for All” for these services. A mechanism for continuous enhancement of capacities of employees through learning and training throughout their careers is required. Institutions like ISTM are catalysts for for enhancing such trainings.

Professor Pillai shared that in west 80% of learning is happening at the workplace and not in institutions. Training at workplace gives a chance to apply the learning practically. The nature of work and the work profiles are changing every five years due to sever competition in the environment. Such change requires





training. Therefore with this rapid change the traditional methods of training will not be sufficient. Institutions need to develop training packages for self learning and a flexible mode of training. It is also necessary to combine the distance learning

with classroom learning and technology with the traditional methods of training.

He shared the view that our country has a great challenge before us to train people at the grass root level in blocks. Also people elected to the panchayats every five years are not well versed with the office procedure and may not even be literate. They

need to be made aware as to how to run an office, and we may need several hundred types of training modules to suit their needs. He urged that institutions like the ISTM may be required to



provide such services. Training of trainers in the ICT is also required to enhance quality of training which must reach a very large number of people.



Addressing the participants he mentioned that the feedback and the interaction provided in training is very important to enhance its quality. He further emphasized the value of evaluation and accreditation from training institutes which enables one to approach other universities and institutes.

He appreciated the efforts of ISTM and welcomed the idea of collaborating in the distance education area.

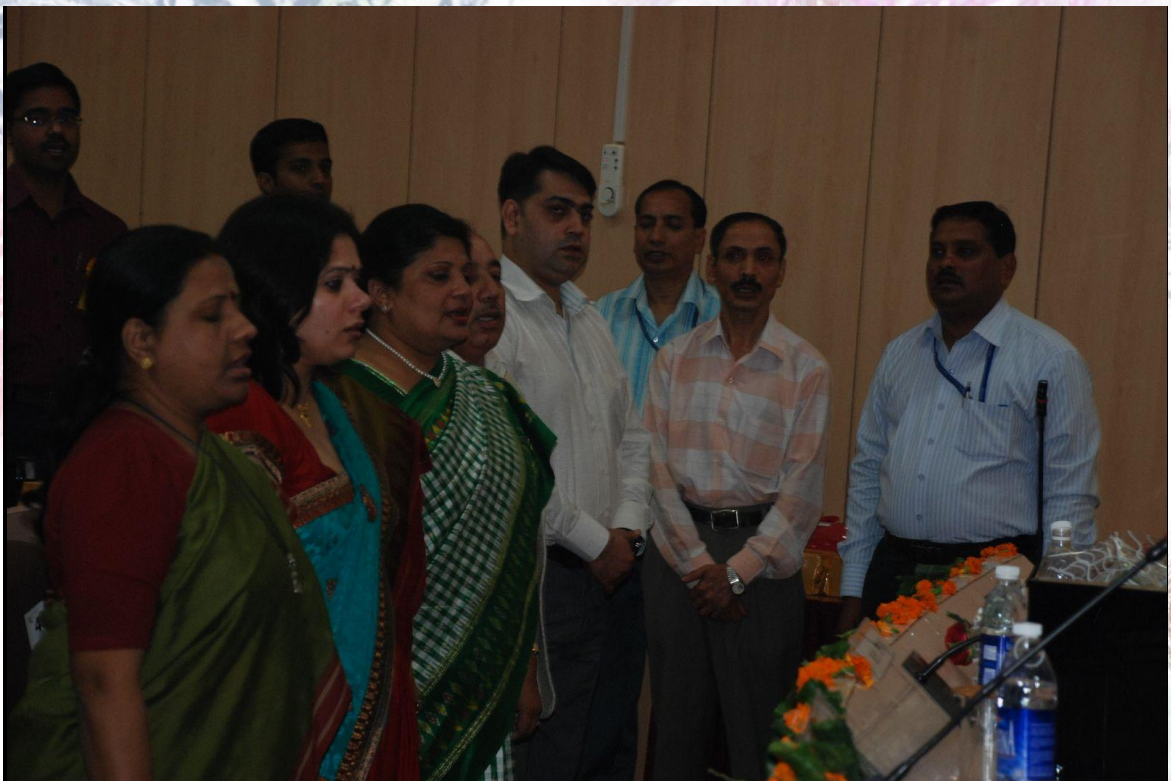


This was followed distribution of prizes to 85 participants who had held 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> ranks in various training courses ranging from CSS Level 'A' to Level 'E'.





Shri M P Sethi, Additional Director presented the vote of thanks to the Chief Guest, the Director and all the participants. The function ended with reciting of the National Anthem by all.





## RTI - KEY TO GOOD GOVERNANCE

A one day National Seminar was organized in ISTM on 29<sup>th</sup> of October 2010 on the topic “**RTI - Key to Good Governance**”. The Seminar was inaugurated by Justice K. G. Balakrishnan, former Chief Justice of India and Chairperson of National Human Rights Commission. It was also addressed by Shri A N Tiwari, Chief Information Commissioner, Government of



India, and many other eminent bureaucrats, social activists, vice chancellors, jurists, public authorities and academicians. The Seminar was organized with the objective of providing an opportunity to various Public Authorities to identify the requirements of reviewing RTI operations to improve flow of information to the citizens as mandated by the Act. The Seminar received coverage on television and some leading newspapers also. This type of National Seminar was organized at ISTM for the first time.



2. The seminar was sponsored by Department of Personnel and Training on RTI week. There were three Thematic Sessions on the following topics:

- i) Privacy Issues and RTI
- ii) RTI and Legal Regime
- iii) e-Governance and RTI



3. At the inaugural session, Dr. Khawaja M. Shahid welcomed the Chief guest, and the Speakers and also acknowledged the valuable time took out of their busy schedule. The Inaugural Session was addressed by Justice K. G. Balakrishnan, Hon'ble



Chairperson, National Human Rights Commission and Shri. A.N. Tiwari, Chief Information Commissioner, CIC, Delhi.



4. The Chairperson for the First Thematic Session was Shri. T.N.Shrivastava, former Chief Information Commissioner, Madhya Pradesh. The speakers in the first thematic session on Privacy Issues and RTI were Ms. Anjali Bhardwaj from Satark Nagrik Sansthan, a civil society organization; Prof. Narayan Varma, Public Concern for Governance Trust from Mumbai; Shri Rajeev Kapoor, Joint Secretary DoPT and Ms. Yamini Aiyar, Centre for Policy Research from Delhi.

5. The second thematic session on RTI and Legal Regime was chaired by Shri Shailesh Gandhi, Information Commissioner. Thereafter, the speaker Prof. Faizan Mustafa, Vice Chancellor, National Law University, Orissa; Shri. Manoj Mitta from Times of India, Delhi; Dr.Vijay Kumar, Vice Chancellor, Tamil Nadu Dr. Ambedkar Law University, Chennai; Shri. Akash Deep Chakravarti, JS (Law) and Addl. Registrar from CIC, Delhi and **Shri. I.P.Vashistha, Former Judge, Allahabad High Court** were the speakers who shared their views and experience respectively.





6. **E-Governance and RTI** was the last Thematic Session which was chaired by

Shri. Jannat Hussain,  
CIC Andhra Pradesh.

The first speaker was  
Shri Shankar  
Aggarwal, Joint  
Secretary. Dept. of  
Information

Technology;

Shri.T.Vijay Karan  
Reddy, Sr.Manager  
(e-Gov) Centre for  
Good Governance,



Hydrabad; Dr.Eqbal Hussain, Associate Professor, Law of Faculty, Jamia Milia  
Islamia; and Shri Arvind Kumar Singh, Spl. Seceretary, Govt. of Bihar.

7. At the end of  
all the thematic  
sessions a  
Valedictory address  
was made by Justice  
Fakhruddin, Former  
Justice, High Courts  
of Madhya Pradesh  
and Chhatisgarh. The  
Director ISTM , Dr.

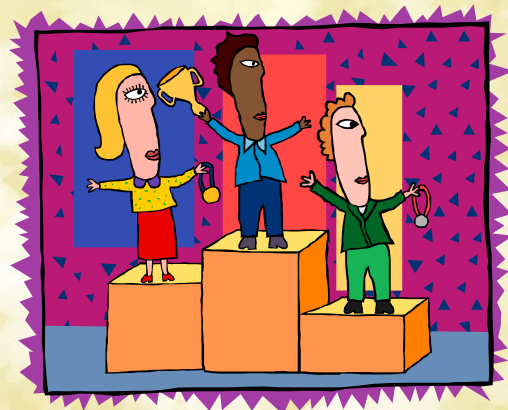


Khawaja Shahid thanked all the distinguished people over there.



## हिन्दी पखवाड़े के आयोजन के संबंध में रिपोर्ट

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में इस वर्ष 01-14 सितंबर, 2010 तक हिन्दी पखवाड़ा आयोजित किया गया। पखवाड़े के दौरान विभिन्न संकाय सदस्यों की देखरेख में दस प्रतियोगिताओं का आयोजन किया गया। हिन्दी टंकण, हिन्दी आशुलिपि, हिन्दी निबंध, श्रुतलेख व वर्तनी, स्लोगन, हिन्दी में टिप्पण व प्रारूप लेखन, प्रशासन तथा प्रशिक्षण शब्दावली, मल्टी टास्किंग स्टाफ के लिए सुलेख प्रतियोगिता तथा वर्ड चेन प्रतियोगिताओं का आयोजन किया गया। इस पखवाड़े के दौरान एक हिन्दी कार्यशाला का भी आयोजन किया गया जिसमें राजभाषा अधिनियम व नियमों की जानकारी दी गई। इस कार्यशाला में संस्थान के 16 अधिकारियों/कर्मचारियों ने भाग लिया।



14 सितंबर, 2010 को हिन्दी पखवाड़े के समापन एवं पुरस्कार वितरण समारोह में विदेश सेवा संस्थान के डीन डा. अजय चौधरी को मुख्य अतिथि के रूप में आमंत्रित किया गया। समारोह का शुभारम्भ सरस्वती वन्दना से किया गया। इसके पश्चात् संस्थान के संकाय सदस्य द्वारा गृह मंत्री, श्री पी चिदम्बरम का संदेश पढ़कर सुनाया गया। इसके बाद 'कविता पाठ प्रतियोगिता' का आयोजन किया गया। इसमें संस्थान के संकाय सदस्यों/स्टाफ के अलावा संस्थान में चल रहे एडीआर

पाठ्यक्रम के प्रतिभागियों ने भाग लिया। एडीआर प्रतिभागियों द्वारा प्रस्तुत की गई तथा पुरस्कृत कविताओं की कुछ पंक्तियाँ इस प्रकार हैं:-

<p><b>हिंदी है मेरी भाषा, हिंदी है मेरी बोली</b></p> <p>गिरीराज के शिखर से, गंगा की हर लहर से, सागर के तुमुल स्वर से, धरती के कण-कण में, हिंदी ही है समाई, हिंदी ही सबकी बोली, हिंदी है मेरी भाषा, हिंदी है मेरी बोली।</p>	<p><b>दिल</b></p> <p>दिल का ऐसा दिल से नाता है गैर भी अपना हो जाता है दिल के दिल से रिश्ते जुड़ जाते जो कभी हँसाते, कभी रूलाते कभी दूरियाँ कम करते तो कभी बीच की खाई बनाते फिर क्या है ऐसा इस दिल में आओ तुमको कथा सुनाते।</p>
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संस्थान के एक कर्मचारी, श्री जितेन्द्र कुमार भारती द्वारा प्रस्तुत तथा पुरस्कार प्राप्त एक अन्य कविता के कुछ अंश प्रस्तुत किए जा रहे हैं:





## बड़ा महत्व है

फिल्म में ऐक्टर का  
खेत में ट्रैक्टर का  
मैथ्स में फैक्टर का और  
आईएसटीएम में डायरेक्टर का  
बड़ा महत्व है ।

टीम सेलेक्शन में बीसीसीआई का  
जांच में सीबीआई का  
बैंक में आरबीआई का और  
ऑफिस में आरटीआई का  
बड़ा महत्व है ।

इस प्रकार सभी प्रतिभागियों ने इस समारोह को भव्यता प्रदान की । इस संस्थान के तीन संकाय सदस्य नामशः उप निदेशक, श्री नफे सिंह, सहायक निदेशक, श्री योगेश द्विवेदी व सहायक निदेशक श्रीमती नमिता मलिक इस प्रतियोगिता के निर्णायक थे ।

इसके पश्चात् मुख्य अतिथि डा. अजय चौधरी ने अपने कर-कमलों से विभिन्न प्रतियोगिताओं के विजेता प्रतिभागियों को पुरस्कार और प्रशस्ति-पत्र प्रदान किए । संस्थान में लागू राजभाषा प्रोत्साहन योजना के अंतर्गत 10 पुरस्कार प्रदान किए गए ।

पुरस्कार वितरण के बाद डा. अजय चौधरी ने सभा को संबोधित किया। उन्होंने सचिवालय प्रशिक्षण तथा प्रबंध संस्थान को हिंदी पखवाड़े के पुरस्कार वितरण एवं समापन समारोह के आयोजन पर बधाई दी । उन्होंने कहा कि इस संस्थान में इस कार्यक्रम के आयोजन में और हिंदी से संबंधित क्षेत्रों में हुई प्रगति के लिए सारा श्रेय संस्थान के निदेशक श्री ख्वाजा एम. शाहिद को जाता है। श्री चौधरी ने इस बात पर जोर देकर कहा कि हिंदी हमारी भाषा है, हमारे देश की भावना, हमारी राष्ट्रभाषा है। विदेशी भाषा से हमारा अस्तित्व नहीं बनता। अस्तित्व अपनी भाषा से ही बनता है। उन्होंने अपील की कि हम अपने दैनिक कार्यों में हिंदी का अधिकाधिक प्रयोग करें। उन्होंने यह भी कहा कि हिंदी का प्रयोग बढ़ाने में इस संस्थान का काफी योगदान हो सकता है । यदि यहां आने वाले सभी लोगों को हिंदी का प्रशिक्षण दिया जाए तो सचिवालय का काफी कार्य हिंदी में हो सकता है । उन्होंने कहा कि वह उत्तर प्रदेश के निवासी हैं । 1960 तक वहां पर अधिकांश कार्य अंग्रेजी में ही होता था । तत्पश्चात् वहां की सरकार ने आदेश दिए कि अब समस्त कार्य हिंदी में ही होगा। परन्तु ऐसे नियम भी बनाए गए जिससे किसी को भी हिंदी अपनाने में कठिनाई न हो । सर्वप्रथम यदि कोई शब्द हिंदी में नहीं है तो उसे वैसे ही देवनागरी में लिखा जा सकता है । यहां पर श्री चौधरी ने बात की यूनिवर्सिटी, ऑटो जैसे शब्दों की । यह शब्द कविता पाठ प्रतियोगिता के दौरान एक प्रतिभागी द्वारा अपनी कविता में बोले गए थे जिन्हें श्री चौधरी जी ने बड़े ही अच्छे ढंग से स्पष्ट किया कि कैसे इन्हें देवनागरी में लिखकर हिंदी को सरल और सहज बनाया जा सकता है । इससे धीरे-धीरे लोगों में हिंदी को अपनाने का चलन बढ़ जाएगा । जो अधिकारी गैर हिंदी भाषी प्रदेशों से आते हैं वे भी महीने-दो महीने के अंदर हिंदी सीख सकेंगे । उन्होंने यह भी कहा कि हिंदी को अपनाना कोई मुश्किल नहीं है । सिर्फ आपसी प्रयास की जरूरत है । इस दिशा में इस संस्थान का काफी महत्वपूर्ण योगदान हो सकता है । उन्होंने संस्थान के अधिकारियों और कर्मचारियों द्वारा पढ़ी गई कविताओं की प्रशंसा की और संस्थान में हिंदी के प्रयोग को बढ़ाने के लिए किए जा रहे प्रयासों की सराहना भी की । उन्होंने हिंदी को प्रोत्साहित करने और उसका प्रयोग



बढ़ाने के लिए संस्थान को बधाई दी और भविष्य में भी हिंदी को इसी प्रकार बढ़ावा मिलता रहे यह कहकर उन्होंने अपना भाषण समाप्त किया ।



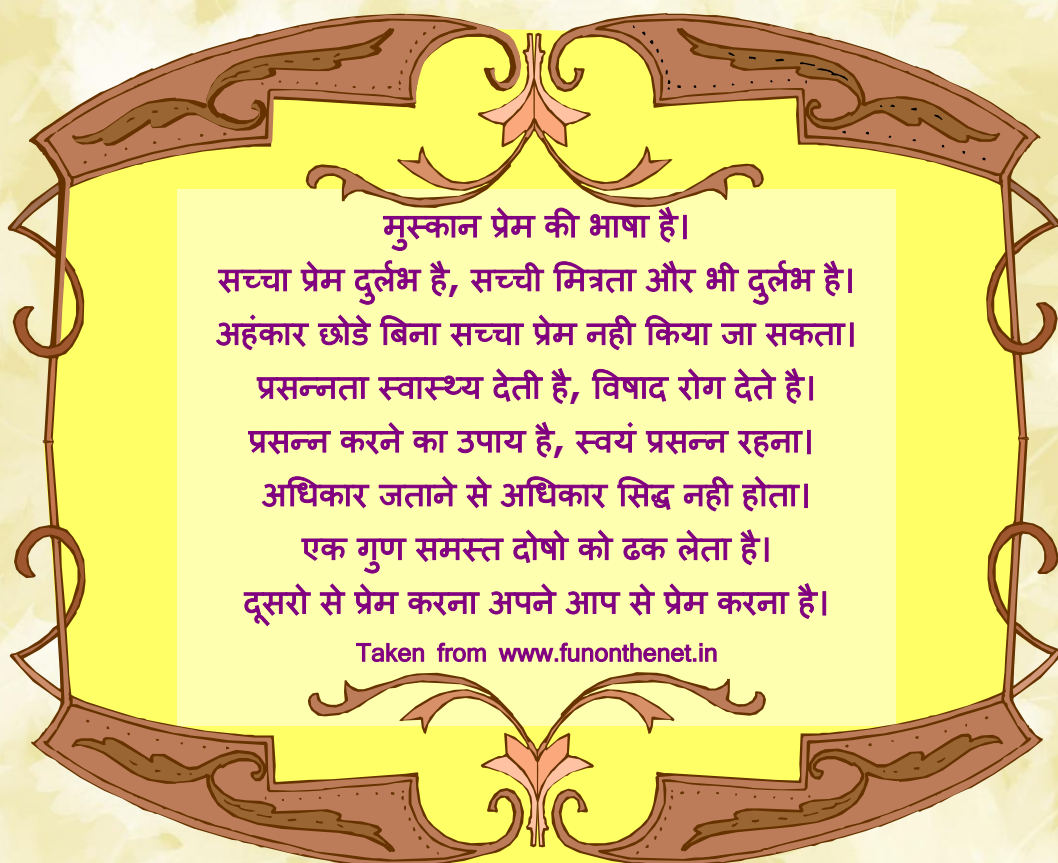
निदेशक महोदय ने अपने संबोधन के आरंभ में अपनी तरफ से और संस्थान के सदस्यों की ओर से समारोह के मुख्य अतिथि डा. अजय चौधरी का स्वागत करते हुए आभार प्रकट किया कि वह अपना बहुमूल्य समय निकाल कर संस्थान में आए और अपने शब्दों से सबको प्रोत्साहित किया । निदेशक महोदय ने कहा कि उनके इंस्टिट्यूट की तरफ से हर तरह की मदद मिलती रही है और इसके लिए संस्थान उनका आभारी है । तत्पश्चात् निदेशक महोदय ने सभी को हिंदी दिवस की बधाई दी । निदेशक महोदय ने माननीय गृहमंत्री जी के संदेश में से दो मुख्य अंशों पर प्रकाश डाला। उन्होंने माननीय गृहमंत्री श्री पी चिदम्बरम के संदेश में से सर्वप्रथम इस अंश पर बल दिया कि किस प्रकार सरल एवं सहज हिंदी को अपनाने से हिंदी का प्रचलन बढ़ाया जा सकता है। उन्होंने यूनिवर्सिटी, सेट्रल सेक्रेटेरियट जैसे प्रचलित शब्दों का प्रयोग करने के लिए कहा । आजकल हिंदी भाषा का वह रूप प्रचलित है जो कॉलेजों, रेस्टोरेंटों, सड़कों आदि पर बोली जा रही है । आज लोग हिंदी में एसएमएस कर रहे हैं परन्तु वह हिंदी रोमन में ही लिख रहे हैं । कोई भी भाषा हो जब तक उसमें लचक नहीं होगी, उसमें तरक्की नहीं होगी । ऑक्सफोर्ड डिक्शनरी का एक लाखवाँ और हाल ही में शामिल शब्द 'जय हो' है । 100 साल पहले जो अंग्रेजी लिखी जाती थी वह अंग्रेजी अब नहीं बोली जाती । निदेशक महोदय ने इंटरनेट, मोबाइल, एसएसएस से हिंदी को जोड़ने की जरूरत पर बल दिया ।

संदेश का दूसरा मुख्य अंश जिसका उन्होंने उल्लेख किया वह था संघ की राजभाषा नीति का आधार प्रेरणा एवं प्रोत्साहन है । प्रोत्साहन एवं प्रेरणा की नीति का प्रयोग करने पर ही दूसरों को इसमें शामिल किया जा सकता है तभी हिंदी आगे बढ़ेगी । उन्होंने सभी प्रतिभागियों को बधाई दी और कहा सिर्फ विजेताओं से कोई प्रतियोगिता या कार्यक्रम कामयाब नहीं होता बल्कि इसमें शामिल होने वालों से होता है । उन्होंने सहायक निदेशक (रा.भा.) तथा उनकी टीम को कार्यक्रम के सफल आयोजन के लिए बधाई दी तथा उनके कार्यों की प्रशंसा की । तत्पश्चात् उन्होंने जनवरी



माह में संसदीय राजभाषा समिति द्वारा संस्थान के किए गए निरीक्षण के बारे में बताया । उन्होंने कहा कि हमारे संस्थान से जो आंकड़े उनके सामने पेश किए गए उससे वे काफी प्रभावित हुए और जो रिपोर्ट दी गई उसको देखकर वे काफी खुश हुए थे । उन्होंने मुख्य अतिथि महोदय को बताया कि आईएसटीएम में प्रशिक्षण मिलीजुली भाषा में दिया जाता है तथा पाठ्यसामग्री भी द्विभाषी रूप में तैयार की जाती है । उन्होंने भाषा को कम्यूनिकेशन का जरिया मानते हुए कहा कि संस्थान में कम्यूनिकेशन की भाषा हिंदी है और जो यहां सिखाया जाता है उसका इस्तेमाल सेक्रेटेरियट में भी होता है। उन्होंने उम्मीद जताई कि आने वाले दिनों में आईएसटीएम में हिंदी का प्रचलन और बढ़ेगा । अंत में अगले वर्ष ज्यादा से ज्यादा कार्य हिंदी में करने की आशा के साथ उन्होंने इस कार्यक्रम का हिस्सा बनने के लिए सबको धन्यवाद दिया ।

अंत में संयुक्त निदेशक ने माननीय मुख्य अतिथि का आभार व्यक्त किया कि उन्होंने इस समारोह में आना स्वीकार किया तथा विजेता प्रतिभागियों को पुरस्कार प्रदान कर सबका सम्मान बढ़ाया । उन्होंने निदेशक महोदय का आभार व्यक्त किया जिनके मार्गदर्शन में हिन्दी पखवाड़े के कार्यक्रमों का सफलतापूर्वक आयोजन किया गया । उन्होंने हिन्दी पखवाड़े के दौरान आयोजित विभिन्न प्रतिभागियों के प्रभारी संकाय सदस्यों को उनके योगदान के लिए धन्यवाद दिया । उन्होंने, सहायक निदेशक (रा0भा0) व उनकी टीम को कार्यक्रम के सफल आयोजन के लिए बधाई दी । अंत में राष्ट्रगान के साथ कार्यक्रम का समापन हुआ ।







## FORTHCOMING COURSES AT ISTM

Name of the course	From	To
1. Reservation in Services for SC/ST/OBC	01-Feb-11	04-Feb-11
2. RTD(Experiential Learning Tools)	07-Feb-11	18-Feb-11
3. Workshop on preparation of Cabinet Note	15-Feb-11	16-Feb-11
4. Professional Development Workshop for PPS	21-Feb-11	04-Mar-11
5. CSS-Level 'A'(UDC+5) (for hearing impaired)	21-Feb-11	01-Ape-11
6. Workshop on Team Building & Leadership	23-Feb-11	25-Feb-11
7. CSS-Level 'D' (SO+8)	28-Feb-11	22-Apr-11
8. CSS-Level 'B' (Assistants+8)	28-Feb-11	01-Apr-11
9. Purchase Management in Government- 1	02-Mar-11	04-Mar-11
10. Right to Information Appellate Authority Creativity Reinvention and Self Development	07-Mar-11	07-Mar-11
11. Purchase Management in Govt.-2	07-Mar-11	11-Mar-11
12. Direct Trainer Skills	09-Mar-11	11-Mar-11
13. Basic Management Service Course	14-Mar-11	18-Mar-11
14. Personal Assistant (Refresher)	14-Mar-11	06-May-11
15. Workshop on Noting & Drafting	21-Mar-11	01-Apr-11
16. Workshop on Team Building & Leadership	21-Mar-11	23-Mar-11
17. National Training Policy	22-Mar-11	23-Mar-11
18. Design of Training	28-Mar-11	29-Mar-11
19. Cash & Account	21-Mar-11	25-Mar-11
20. Right to Information-public Information Officers	4-Apr-2011	27-May-2011
21. CSS-Level-E (US+5)	7-Apr-2011	8-Apr-2011
22. CSS-Level-D (SO++8)	4-Apr-2011	13-May-2011
23. Values in Administration	4-Apr-2011	27-May-2011
24. Right to Information-Appellate Authority	4-Apr-2011	08-Apr-2011
25. Workshop on Pay Fixation	11-Apr-2011	
26. Workshop on Preparing Cabinet Notes	13-Apr-2011	15-Apr-2011
27. Professional Development Workshop for Private Secretaries	19-Apr-2011	20-Apr-2011
28. Records management –Right to Information	18-Apr-2011	29-Apr-2011
	18-Apr-2011	21-Apr-2011

For true success ask yourself these four questions: Why?  
Why not? Why not me? Why not now?

James Allen

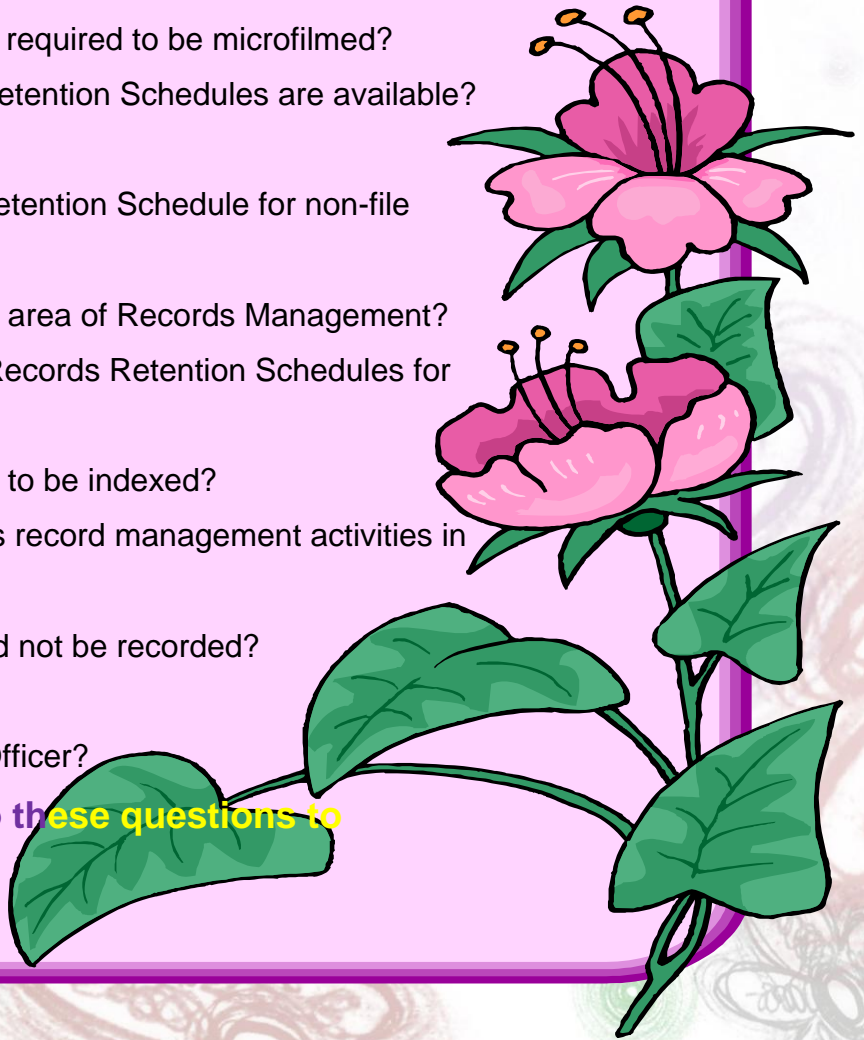
WISH YOU A VERY HAPPY AND PROSPEROUS NEW YEAR 2011



**LET'S QUIZ**

1. Which category of Records is required to be microfilmed?
2. How many types of Record Retention Schedules are available?  
Can you name them?
3. Where will you find Record Retention Schedule for non-file records?
4. Which is the apex body in the area of Records Management?
5. When should we review the Records Retention Schedules for substantive items of work?
6. Which category of files needs to be indexed?
7. Name the Act which regulates record management activities in a Department.
8. Are there any files which need not be recorded?
9. Who will review the records?
10. Who nominates the Record Officer?

**Please send answers to these questions to  
manisha@nic.in**



Answers to quiz 1 appearing in Volume 1 issue 1 of the Newsletter:

1. 12<sup>th</sup> October 2005.
2. Citizen of India.
3. Yes, except J&K.
4. Central/ State Public Information Officer.
5. Those listed in Schedule II of the RTI Act 2005. (except for charges of corruption and Human Rights violation).
6. No.
7. 30 days.
8. Make an appeal to the concerned Appellate Authority or make a complaint to the concerned Commission.
9. Yes, if one is not satisfied with the information so provided.
10. 48 hours.





### We invite you to share

- Your ideas and creations in the form of stories, poems, articles, memoirs etc.
- Your experiences in conducting training or undergoing training, messages to ex-participants of former trainings.
- Inputs in the form of relevant photographs/ video footage etc.
- Suggestion and views to make this letter more useful and of value to you

You may contact at the following e-mail id:

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### Disclaimer

While all efforts have been made that the information provided in this News letter is accurate, yet, no warranty is assumed for either its completeness or its fitness for a particular purpose. All opinions or views expressed in the newsletter are personal and are not owned by the