

ISTM TIMES

Volume1 Issue 2

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FROM THE DIRECTOR'S DESK



Dear Reader

The second issue of ISTM Times is in your hands. Our endeavour will continue to reach out to all our stake holders. However, I am waiting for your replies and comments about the ISTM and also about the contents of this Newsletter.

ISTM is on its path of upgrading its infrastructure, bringing in a paradigm shift in various training programmes and undertaking consultancy projects. The Planning Commission has allocated Rs. 11.0 crores for development of training infrastructure during 2010-11. This is a big jump as compared to the plan budget of Rs. 3.0 crores during 2009-10. The allocation for the current year includes provision for construction of a state of art Auditorium of the capacity of 200-250 persons. Our emphasis now is also on upgrading the Hostel facilities.

We have also decided to outsource our catering services to Indian Railway Catering and Traveling Corporation and we have hope that this will bring a marked improvement in the quality of food and hospitality services.

ISTM has also got a request from the Commonwealth Secretariat, London, to organize a programme for Commonwealth countries on Right to Information during 2010 after the Commonwealth games. It is a well deserving endorsement of ISTM's training competence by an international organisation. I am sure that ISTM will prove its worth to the participating countries of the proposed training programme.

In the end I once again thank all my Readers, Writers and all other concerned persons who have joined us in bringing out ISTM Times.

Dr. Khwaja M Shahid

From the Editor's Desk



Dear Friends it makes me feel proud to be able to bring out the second Issue of the ISTM TIMES in your hands. There are a number of events happening at the ISTM and here we are with the glimpses of all these events and news for you.

The six to seven months period since the last newsletter up to July 2010 had been quite exciting and filled with activity in all corners and blocks of ISTM, with not only new participants but also new members of faculty joining the ISTM.

This is again a special issue because it includes contributions from our participants of various courses for whom there is a special place in our hearts here at ISTM.

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.

From this Newsletter we are starting an added feature of counseling from the experts. The ISTM is a rich reservoir of knowledge in the form of experienced faculty. You can send your queries or any learning difficulties which you might be facing in your work or was covered in the training and our faculty will like to respond to the queries.

Kindly address your queries to the following e-mail id 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

VISIT OF THE HONOURABLE MINISTER OF STATE SHRI PRITHVIRAJ CHAVAN TO THE ISTM

Shri Prithviraj Chauhan, Hon'ble Minister of State for the Ministry of Personnel, Public Grievances and Pensions visited the Institute of Secretariat Training and Management (ISTM) on 19th July, 2010. He inaugurated the newly built multi-purpose hall in ISTM. ISTM is planning to harvest rain water, the diagrammatic scheme for this project was described to the



minister. Thereafter the minister also unveiled the foundation stone laid for this project which aims to solve long term water needs of ISTM.

This auspicious occasion was inaugurated by breaking of coconut at the project site by the minister, Director ISTM and other senior officers of DoPT.

He was taken on a tour of the Institute by Director, ISTM and shown the upgraded facilities which are available for the trainees and faculty members. Hon'ble Minister also interacted with the participants of various ongoing courses.

**Honourable
Minister breaking
the coconut**



Unveiling the foundation stone

Director ISTM breaking the coconut

The minister and the guests namely Shri Rajeev Kapoor and Shri Ajay Sawhney were then welcomed by the ISTM faculty members and staff and also officers from the DoPT present in the Round Conference hall at ISTM.



ISTM Welcomes the Minister



2. Hon'ble Minister was given a presentation by Director, ISTM wherein it was mentioned that the Institute has been a centre of excellence in the areas of secretarial training and management since 1948. The Minister was briefed about the core competency areas of ISTM such as Foundation and Career Progression training,



cadre-based training plan for Secretariat services, Right to Information, Training of Trainers, Preparation of Cabinet Note and Result Framework Documents etc. Emerging priority areas for ISTM and capacity building in domain areas and new initiatives were also explained.

3. The Hon'ble Minister released two books, one on central training programmes and a compendium of decisions of the Central Information Commission.



4. Thereafter, the minister addressed the participants of Level 'E' and 'F' courses along with the officers from DoPT and ISTM faculty members.

5. Minister in his speech stated that training, re-training and career training progress are an integral part of modern human resource development. He mentioned that ISTM is at the cutting edge for man power development for the secretariat services. He said that ISTM has done a commendable job in training Ministry-specific domain areas after consulting them. It was agreed to examine the issue of declaring ISTM as a national level institute in public service management and to establish a lead role in implementation of ARC recommendation. The re-branding of the institute and its re-naming would also be considered. He suggested that foreign experts from developed

countries could be involved for augmenting ISTM's capacity for training and also leverage the expertise of state level ATI master trainers. He advocated the idea of programme-learning text books to strengthen the ability of self learning which is in vogue all over the world. Video training facilities could be used for wider reach of training areas.



6. Minister pointed out that in the last 6 years, GDP growth in this country has been growing at an annual rate of 8% plus. The Government is looking to invest resources substantially for training of human resources. He emphasized the need for innovation and

building up of knowledge societies and pointed out that Prime Minister Dr. Manmohan Singh had declared the present decade of 2010 and 2020 as 'Decade of Innovation'. He drew attention to the direct connection between innovation, building of a knowledge society and eradication of poverty and illiteracy. He emphasized that ISTM has to shoulder responsibility for a wider swathe of training deliverables by building a world class institute to support the government initiatives in this direction.



Minister takes interest in ISTM's Publication

INAUGURATION OF ICT LAB IN THE ISTM

The newly built ICT lab of ISTM was inaugurated by Shri R C Mishra, Secretary Department of Administrative Reforms & Public Grievances (DAR&PG). The inauguration was attended by the distinguished guest Shri D V Singh Special Secretary, DAR&PG. Other senior officers of DoPT were also presented.

2. This ICT lab is in addition to computer lab facility available in ISTM. Housed in the Library Building the ISTM can now boast proudly of 50 desktop units with latest versions of



4. In the ICT lab ISTM has also started a video conferencing facility. All the participants to this function witnessed the video conferencing held between officers of ISTM and the National Information Center (NIC). This is great leap in advancement of technologies made by ISTM through which new vistas of training can be opened.



hardware and software and a high speed internet connection.

3. After welcoming the guests the Director, ISTM elaborated upon the efforts of ISTM towards the ICT needs of participants to various courses. The Secretary, DAR&PG addressed the participants of Level "E" course and officers and encouraged them shoulder their responsibility.



FILM ON ISTM

A documentary film to show case various activities of ISTM has been made by the Films Division, Government of India. The film has been directed by Shri A.K. Singh. The film depicts the purpose of existence of ISTM and takes the viewers to various situations both within the ISTM Campus, as well as outside the campus. It also covers the impact of training imparted by the Institute. Instead of professional actors, the film uses the trainees of ISTM as the



central characters, who share their various experiences during the training. This film has become more attractive because of its superb style of narration by Ms. Rini Khanna and the script which she is narrating has been created by the Members of Faculty, ISTM with Shri Chandan Mukherjee, Deputy Director as the Chief Consultant for script writing and editing. This film will be sent to all prospective clients of ISTM, both within the country and abroad to show the potentials of ISTM in the training areas.

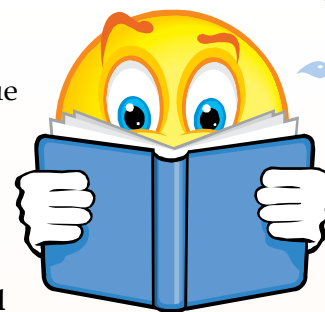
REGIONAL PROGRAMME ON RIGHT TO INFORMATION FOR ASIA REGION

- ✿ The ISTM had the honour to host the Commonwealth Regional Programme on Right to Information for Asia Region Countries. This programme was sponsored by Governance and Institution Development Division of the Commonwealth Secretariat, London. The programme ran for five days beginning from 16th to 20th November, 2009.
- ✿ The programme held in Clarion Hotel, New Delhi. The programme was attended by delegates from Pakistan, Maldives and Bangladesh besides the Indian counterparts. The members of faculty from the ISTM presented the Right To Information Act 2005 being implemented in India. Participants shared the status of Right to Information in their respective countries. The programme was marked by group activity and discussions with interactions among the participants and the members of faculty. The programme gave an opportunity to the participants to exchange ideas, knowledge and experiences regarding Salient features and implementation of Freedom of Information Acts or Laws prevailing in different countries.
- ✿ Representatives from the CHRI also participated and represented the shift in a citizen's life after the advent of the Right to Information Act, 2005, India making the programme more interesting by showing movies on RTI during the programme.



• New course on emotional intelligence

Even the most accomplished persons use only about 15% of their true potential. For others, the figure is much lower. The IQ helps in learning the knowledge and skills needed to become a productive member of the society. It is the Emotional Intelligence that makes a person effective and leverages his skills to achieve higher success. While the 'Intelligence' of a person can rarely be changed, the good news is that '**Emotional Intelligence**' can be developed even at later stages in life.



- For the first time, ISTM designed and organized a 3 days' Workshop on Emotional Intelligence **from 17 - 19 March, 2010**. 18 Middle Management Officers of Central Government, State Governments, PSUs and Autonomous bodies participated in it. The workshop was coordinated by Smt. Vinod Jindal, Joint Director. The design of workshop and the materials were developed by her. The participants were involved in various activities like role-plays Outdoor Management Game, Meditation to bring home the impact of emotional control and management and how these skills can be developed. The workshop was highly appreciated by the participants. They found it to be very useful for dealing effectively with day to day situations.



• Training Course on "Public Administration" in developing countries for Officials/Doctors of Myanmar.

The ISTM had the honour to host a 2 Weeks Training Course on "Public Administration" in developing countries for Officials/Doctors of Myanmar under WHO Fellowship Programme from 5th to 16th October, 2009. Besides Public Administration the course included concepts like Team Building, Leadership, Conflict Management, Good Governance etc. It also covered areas of budgeting, Public Finance management and RTI Act 2005 field exposure to places like NHAI, Parliament, CERA, RML Hospital, Delhi Metro, Apollo Hospital It was coordinated by Shri K Govindrajulu, Deputy Director and attended by 18 participants and was highly appreciated.

• Orientation training for assistants/section officers/under secretaries

DAR&PG entrusted a pilot project to ISTM for 2 weeks orientation training for Assistants/Section Officers/Under Secretaries who are transferred to new Departments/Ministries on recruitment/transfer/ promotion etc. It included besides classroom sessions field visits to the relevant organizations under the Ministries with a view to expose the new entrants in a Ministry to the organizations/offices under the control of that Ministry. The Orientation training has been conducted by the ISTM for the Ministries of Rural Development, of Water Resources, Petroleum & Natural Gas, Power and Health & Family Welfare training 95 officials in Phase I of the programme at the ISTM.

● Training programs on “Microfinance” and “Water, Sanitation And Health” Under the CBPR project of DoPT.

The ISTM successfully completed the above project in collaboration with Mission Convergence. The program consisted of conducted five workshops of Training Needs Analysis of the grass root level community mobilisers, SHG mobilisers and outreach workers from May to July 2010. The workshops were attended by project coordinators from NGO under the MNGOs namely SOSVA and Modicare, community mobilisers, outreach workers and SHG members. This was followed by pilot run of course for both the topics which was marked by field visits to NGOs and classroom training. The trainers selected from the Pilot runs for the respective courses were given rigorous training of training methods, design and orientation to a Systematic approach to training. The trained trainers then demonstrated their skills by delivering the training to SHG mobilisers and community mobilisers. The course design and entire material for ‘Microfinance’ was developed by Smt. Vinod Jindal, Joint Director and Shri K Govindrajulu, Deputy Director. Whereas the design, concept and material for ‘Water, Sanitation And Health’ were developed by Smt. Manisha Bhatnagar, Deputy Director and Smt. Rekha Sharma, Deputy Director. The courses were marked with viewing of films, demonstrations, interesting exercises, group discussions and group works. The courses were appreciated very much and were found very useful.

संसदीय राजभाषा समिति की पहली उप समिति द्वारा दिनांक 04.01.2010 को सचिवालय प्रशिक्षण तथा प्रबंध संस्थान का निरीक्षण दौरा -

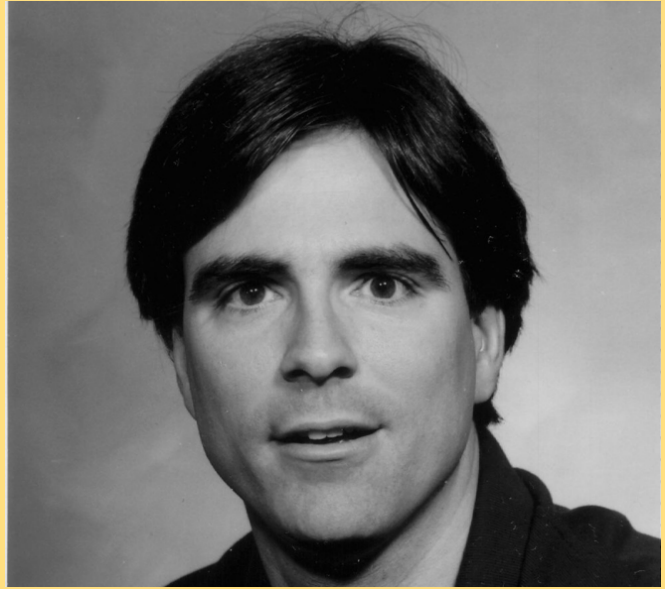
संसदीय राजभाषा समिति की पहली उप समिति द्वारा दिनांक 04.01.2010 को संस्थान का निरीक्षण किया गया । यह निरीक्षण बैठक कान्स्टीट्यूशन क्लब में रखी गई थी । इस समिति की अध्यक्षता समिति के संयोजक श्री राजेन्द्र अग्रवाल, संसद सदस्य(लोकसभा) ने की । इनके अलावा बैठक में समिति के अन्य सदस्य नामशः श्री शिवानन्द तिवारी संसद सदस्य(राज्यसभा), श्री प्रदीप टम्टा, संसद सदस्य(लोकसभा), श्री दिनेश चन्द्र यादव, संसद सदस्य(लोकसभा), श्री अशोक अर्गल, संसद सदस्य(लोकसभा), श्री श्रीगोपाल व्यास, संसद सदस्य(राज्यसभा), श्री दारा सिंह चौहान, संसद सदस्य(लोकसभा) तथा संसदीय राजभाषा समिति सचिवालय की सचिव श्रीमती पूनम जुनेजा तथा वहाँ के अन्य अधिकारी भी बैठक में उपस्थित हुए । कार्मिक एवं प्रशिक्षण विभाग की ओर से श्री के.जी. वर्मा, निदेशक (आरक्षण एवं सूचना का अधिकार) तथा श्रीमती आर. के. नांगिया, उप निदेशक(राजभाषा) ने इस बैठक में भाग लिया। सचिवालय प्रशिक्षण तथा प्रबंध संस्थान की ओर से इस बैठक में निदेशक, उप निदेशक(प्रशा.), उप निदेशक(समन्वय) तथा सहायक निदेशक(राजभाषा) ने भाग लिया । इस बैठक में समिति ने संस्थान में किए जा रहे हिंदी के कार्यों की प्रगति के लिए कुछ निर्देश दिए जिन्हें संस्थान में सभी संबंधितों के ध्यान में लाया गया है तथा उनकी अनुपालना की जा रही है ।



The last lecture

By Dr. Khwaja M Shahid

It is an interesting practice in many American Universities to ask eminent retiring faculty members to deliver their 'last lecture'. They are expected to offer reflections on their personal and professional journeys. When Prof. Randy Pausch, a Professor of Computer Science at *Carnegie Mellon University, USA* was asked to give his last lecture, it actually turned into his last lecture as he was already diagnosed of terminal cancer. According to his doctor he was left with counted months to live. Prof. Randy Pausch, his wife and three children had moved to another city so that after his death they could be near to her family. He had decided to spend his remaining time with his kids and family. His wife initially did not like the idea of his spending time on preparing and delivering the lecture; but she finally gave in as she realized that 'an injured lion still wants to roar'. Prof. Randy Pausch decided to speak about his childhood dreams and called his last lecture: "Really Achieving Your Childhood Dreams"; he believed that despite his cancer he was a lucky man and he managed to fulfill almost all his dreams. He thought that his lecture "might help others find a path of fulfilling their own dreams"; Sure enough, his lecture became a hit. He was soon on internet, in newspapers, on TV channels including famous Oprah Winfrey's TV show and then he decided to get his lecture published as a book titled "The Last Lecture" which became a No.1 best seller.



Prof. Randy Pausch had worked at Disney's also and learnt by heart to what Walt Disney has said, "if you can dream it, you can do it". He showed to his audience that he has numerous tumors in his pancreas and liver and said "we can't change it. We just have to decide how we will respond. We cannot change the cards we are dealt, just how we play the hand" is important.

Prof. Randy Pausch's remarkable book tells us to bring something to the table because that will make you more welcome. His lesson is clear: Everyone should contribute for the social well being. It is our duty. All of us have to contribute to make our life more beautiful. He grew up comfortably in his young age and believed that he got the best parents which he won in the lottery. His father taught him that if you dispense your own wisdom, others often dismiss it; if you offer wisdom from a third party, it seems less arrogant and more acceptable. He has also learnt from his father that even if you were in a position of strength, you had to play fair. "Just because you are in the driver's seat, doesn't mean you have to run vehicle over". The message is very clear that "kids

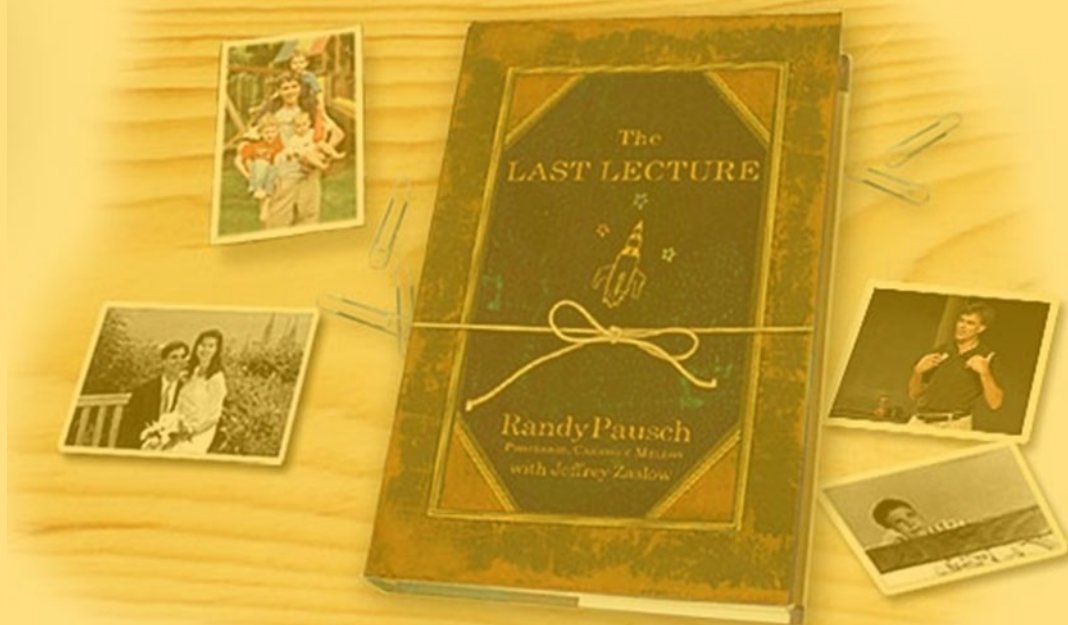
should know that their parents love them". Our younger generation may learn a lot from the admiration

which Prof. Pausch has shown for his parents. His 'middle class' values also taught him that there should be a balance in life between aspiration and pragmatism.

In one of his interesting anecdote Prof. Pausch tells us that he could not make to national

football league but he learnt more from pursuing that dream and not accomplishing it. Thus, there are lessons for all of us to learn from failures.

Failures teach us that our fundamentals should be clear as fancy stuff is not going to work. The book very explicitly tells



its readers that critics are often the ones who love you and care about you, and want to make you better. The author's experience tells us to work hard enough; you will be able to do things tomorrow which you are not able to do today. He admired Captain Kirk of famous 'Star Trek' TV serial due to his entrepreneurship, courage and decision making i.e. leadership. It is indeed a lesson of leadership in office, family, group and society, for all of us too.

Prof. Pausch has a message for teachers also. When he narrated his own story of interaction with academicians in connection with his sabbatical leave, one of them told him that it was not a good idea to join a Disney project. The other Dean was more receptive and asked him: 'do you think it is a good idea. I don't have enough information but I know that one of my faculty members is excited. So tell me more about it'. The most important role of a teacher is to help students learn how to learn. Prof. Pausch book is full of such stories where he explains us how a Professor could be a good teacher to his students. Perhaps, it is a must reading for all of our Indian Professors.

The book about Prof. Pausch's dreams reassures us that we should dream and dream big. **We should fuel and fuel our kids dream too.** There are brick walls in life but they gave us a chance to show how badly we want something. He says "too many people go through life complaining about their problems". He believes that if you could put one tenth the energy you put into complaining and

apply it to solving the problems you will be surprised by how well things can work out. He came across a gentleman who at a young age met with an accident and spent rest of his life as a

quadriplegic; but he did not give up. Worked hard and became a licensed marriage counselor, got married, adopted children and when he talked about his medical issues he did so as a matter of fact.

His messages are clear from the titles of various chapters of the book. Some of them are: "Look for the Best in Everybody"; "Watch What They Do, Not What They Say"; "If at First You Don't Succeed...."; "The Lost Art of Thank-You Notes"; "Loyalty is a Two-Way Street"; "Show Gratitude"; "A Bad Apology Is Worse Than No Apology"; "Tell the Truth". In fact, he is telling us that "you are only as good as your words". Aren't we careful about selection of our words? Our words, our thoughts and action leave lot more to desire. The basic message from the book is very clear. It is not about how to achieve your dreams; it is about how to live your life. If you lead your life right way 'Karma' will take care of itself. The dreams should come to you. I think the book is a must for those who are in a mad rush of materialistic success at the cost of value based peaceful life.



*Those who cannot work with their hearts achieve but a hollow,
half-hearted success that breeds bitterness all around.*

To live only for some unknown future is superficial.

*We should not give up and we should not allow the problem to defeat
us.*

You have to dream before your dreams can come true.

As a child of God, I am greater than anything that can happen to me.

*Life is a difficult game. You can win it only by retaining your
birthright to be a person.*

*By Dr. Abdul J Kalam
Former President of India.*

GIFTS FROM PARTICIPANTS

एडीआर पंचम बैच



कागज़ की कश्ती थी, पानी का किनारा था,
खेलने की मस्ती थी, दिल ये आवारा था,
कहाँ आ गये इस समझदारी के दलदल में,
वो नादान बचपन ही कितना प्यारा था ।

मुरारी और सावरी



जीत सकते हो जगत को, गर

खुद को तुम जानो कभी

पा सकोगे हर मुकाम, बस

सही वक्त पर ठानो कभी,

है सफलताएँ और भी जो

राह तकती हैं तेरा,

जान लो यही वक्त है

जब होगा सफलता का सेहरा ।

स्वप्न सब सच होंगे तुम्हारे,

दुआ ये 'कविराज' की है;

हर राह को जा रोशन करे, ऐसी

ओज-किरण तू रविराज की है

- सुबोध -

फूलों सा खिलता वो बचपन

तेरा बचपन मेरा बचपन,

कोमलता का आभास लिये

हंसता, खिलता, बढ़ता बचपन;

सब मेरे और मैं सबका

मासूम सी सोच रहा बचपन,

एक पुचकार पे कभी न छूट सके

एक फटकार पे सिसक उठता बचपन;

लाड़-दुलार के उपवन में

नन्हा सा थिरक रहा बचपन,

अबोध से प्रश्नों में अपने

विश्वास को खोज रहा बचपन;

भोली-भाली बातों में सदा

खुश रहता था बचपन

न जाने कब हम बड़े हुये

बस यादों में छूट गया बचपन

- सुबोध -

लक्ष्य - जितेन्द्र -

हौसला दिल में अगर हो,
है नहीं कुछ भी मुश्किल !

हो प्रयास, गर सही दिशा में,
हो सकता है सब कुछ हासिल!!

मुश्किलें सच्चाई है, जीवन की,
ये तो बिल्कुल आयेंगी !

पाना है मुझको लक्ष्य अपना,
बच के कैसे जायेंगी !!

खोयें ना हम हिम्मत अपना,
चाहे हों कोई हालात!

सामना करें कठिन पलों का,
रख के काबू में जज्बात !!

मुश्किलों से ऐसे निकलें,
तप के निकले जैसे सोना !

मन में हो बस एक ही बात,
है मुझे सफल होना !!

ध्यान रख कर लक्ष्य को,
शुरू तैयारी हो अभी !

दिन नहीं वो दूर है जब,
सफलता कदम को चूमेगी !!

ध्यानपूर्वक हम लें प्रशिक्षण,
अत्यंत लाभप्रद यह कार्यक्रम !!
मनोयोग से अगर सीखेंगे,
नव-राष्ट्र निर्माण करेंगे !!

‘24 सप्ताह’ का ये ‘शेड्यूल’,
‘मिस’ न करें कोई ‘माड्यूल’ !
रोचक लगता सबका ‘क्लास’,
‘गेस्ट’ भी आते इसमें खास !!

मनीषा, नमिता, विनोद और चंदन,
पार्थ, सरिन, योगेश और मेनन !
एक से बढ़कर एक धुरंधर,
पढ़ा रहे सारे ‘प्रोसीजर’ !!

नियम सारे हम याद रखेंगे,
सही-सही हम काम करेंगे !
रखेंगे न कोई केस हम ‘ड्यू’,
यही है इस ट्रेनिंग का ‘व्यू’ !!

जितेन्द्र कुमार

विलायत से लौटा हूँ



महाकवि निराला अपने फक्कड़पन के लिए प्रसिद्ध थे । एक बार उनके किसी धनी मित्र ने उन्हें आमंत्रित किया और आग्रहपूर्वक कई महीने अपने पास रोके रखा । निराला जी जब लौटे तब किसी परिचित ने पूछा, “निराला जी ! क्या कहीं बाहर चले गए थे ? दर्शन नहीं हुए बहुत दिनों से !”

“हां भैया ! विलायत चला गया था”, निराला जी ने गंभीरता से उत्तर दिया ।

“विलायत? लेकिन किसी को इसकी तो कोई सूचना ही न थी!”

“भाई मेरे ! मैं जहां गया था वहां एक आलीशान कोठी थी, नौकरों के हुजूम थे, बड़े-बड़े कुत्ते पले थे, बिजली थी, पंखे थे । दरवाजों पर भारी-भरकम परदे, फर्श पर बेशकीमती गलीचे, सोफे, पलंगों पर गद्दे थे । सबरे-शाम दावतें होती थी ... और अब मैं घर लौट आया हूँ । यहां बरसात में टपकती छत है, टूटी खटिया है, जर्जर बिछौना है, खाने को रूखी-सूखी रोटी, चना-चबेना और रात में धुआं देती लालटेन है । इसीलिए कहता हूँ कि विलायत गया था, अब स्वदेश लौट आया हूँ ।” कहकर निराला जी आगे बढ़ गए ।



ISTM CELEBRATES REPUBLIC DAY 2010



A Rangoli of fresh flowers to welcome the guests and faculty members.





Participants of the 8th and 9th Batch of ADR celebrated the Republic Day on the 26th January 2010. The Director hoisted the national tricolor which was followed by sweets. This joyous occasion was attended by the members of faculty and staff of ISTM.



The
Institute celebrates
Republic Day 2010



A beautiful decoration of the place for hoisting the flag was done by the participants and a rangoli made from fresh flowers awaited to cheer everyone.



After taking some tea and snacks the participants and all the others moved into the Radhakrishnan Sabhagar to further make the festivities.



Participants of both the batches joined together to present a cultural programme. They demonstrated talent in singing. They organized a small role play and filled the afternoon with laughter and entertainment. Jokes and funny poems were a favourite among them. They came forward with songs and anecdotes.





The participants and members of faculty cheered the tri-color and then saluted it.



All the guests and the members of faculty enjoyed the cultural programme and the Director addressed the participants and encouraged them to face the challenges of modern life and work pressures.





Participants
presenting songs during the
cultural program



ISTM GETS THE NEW SPORTS COMPLEX



Later after a delicious lunch the newly developed Sports Complex at the ISTM was inaugurated. A friendly cricket match between the teams of the 8th and the 9th ADR batches was organized. The match was witnessed by the members of faculty and the staff of ISTM also. The team of the 9th batch of ADR emerged as the winners.



THE WINNING TEAM

SOME CAPTURED MOMENTS



DIRECTOR ISTM
READY TO BAT !

PARTICIPANTS
CHALLENGING
WITH BOWLING!



HERE IS A
SIXER!!



FACULTY MEMBER
PARTICIPATING



FORTHCOMING COURSES AT ISTM

	Name of the course	From	To
1	Work Shop on Noting & Drafting	06-Sep-10	08-Sep-10
2	Organizational Behaviour in Government	06-Sep-10	10-Sep-10
3	Orientation Course for Dy. Secretaries/Directors joining Central Secretariat	06-Sep-10	10-Sep-10
4	Professional Development Workshop for Private Secretaries	06-Sep-10	17-Sep-10
5	Basic Management Service Course	06-Sep-10	29-Oct-10
6	Central Secretariat Services – Level 'F'	13-Sep-10	01-Oct-10
7	Workshop on Preparing Cabinet Notes	14-Sep-10	15-Sep-10
8	Workshop on Experiential Learning Tools	15-Sep-10	17-Sep-10
9	National Training Policy	20-Sep-10	21-Sep-10
10	Personal Growth through Emotional Intelligence	20-Sep-10	24-Sep-10
11	BC(Experiential Learning Tools)	20-Sep-10	24-Sep-10
12	Administrative Vigilance -IV	20-Sep-10	24-Sep-10
13	Right to Information – Public Information Officers	27-Sep-10	28-Sep-10
14	Assistants Refresher Course	04-Oct-10	29-Oct-10
15	Behavioural Skills	04-Oct-10	08-Oct-10
16	Central Secretariat Services – Level 'E'	04-Oct-10	12-Nov-10
17	Design of Training	04-Oct-10	08-Oct-10
18	Values in Administration	11-Oct-10	15-Oct-10
19	Workshop on Preparing Cabinet Notes	12-Oct-10	13-Oct-10
20	Administrative Vigilance-1	18-Oct-10	22-Oct-10
21	Personal Assistant (Refresher)	18-Oct-10	29-Oct-10
22	Programme on Pension and Other Retirement Benefits	18-Oct-10	22-Oct-10
23	Central Secretariat Services –Level D	18-Oct-10	10-Dec-10
24	Right to Information – Public Information Officers	25-Oct-10	26-Oct-10
25	Reservation in Services	25-Oct-10	29-Oct-10
26	Gender Issues	25-Oct-10	29-Oct-10
27	Workshop on Communication Skills	25-Oct-10	27-Oct-10
28	Recognised Trainer (Direct Trainer Skills)	25-Oct-10	12-Nov-10
29	Direct Trainer Skills	25-Oct-10	29-Oct-10
30	Direct Trainer Skills	08-Nov-10	12-Nov-10
31	Administrative Vigilance-II	01-Nov-10	12-Nov-10
32	Central Secretariat Services – Level 'E'	01-Nov-10	19-Nov-10
33	Design of Training	01-Nov-10	19-Nov-10
34	Assistants Direct Recruitment	08-Nov-10	25-Feb-10
35	Management of Training(Trainers)	08-Nov-10	12-Nov-10
36	Professional Development Workshop for Private Secretaries	08-Nov-10	19-Nov-10
37	Workshop on Pay Fixation	08-Nov-10	10-Nov-10
38	Workshop on Preparing Cabinet Notes	09-Nov-10	10-Nov-10
39	Central Secretariat Services –Level 'A'	15-Nov-10	10-Dec-10
40	Knowledge Management	15-Nov-10	16-Nov-10
41	Recognised Trainer Development (EOT)	15-Nov-10	26-Nov-10
42	Central Secretariat Services – Level 'E'	22-Nov-10	31-Dec-10



सामान्य ज्ञान

राजभाषा

1. संविधान सभा ने हिन्दी को संघ की राजभाषा के रूप में कब स्वीकार किया?
2. राजभाषा अधिनियम कब बनाया गया ?
3. राजभाषा अधिनियम बनाये जाने से क्या स्थिति पैदा हुई ?
4. राजभाषा (संघ के शासकीय प्रयोजनों के लिए प्रयोग) नियम किस वर्ष बनाये गए ?
5. राजभाषा नियम में कुल कितने नियम हैं ?

गुरविन्द्र कौर
सहायक निदेशक (राजभाषा)

Completed entries to all the above questions may be sent to newsletter_istm@nic.in or sent through post to Smt. Manisha Bhatnagar, Deputy Director, ISTM, Room No. 116, Administrative Block, Old JNU Campus, New Mehrauli Road, New Delhi -11067 before 15th November 2010 or e-mailed on newsletter-istm@nic.in. Winner of the contest will be announced in the next issue of the news letter.

If faith in ourselves had been more extensively taught and practiced, I am sure a very large portion of the evils and miseries that we have would have vanished.

Swami Vivekananda

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:

newsletter-istm@nic.in

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