भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ **9001:2015** संस्था / **AN ISO 9001:2015 INSTITUTION)**

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2025-26

प्रशासनिक ब्लॉक, जे ऍन यू पुराना परिसर

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

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TABLE OF CONTENTS

Chapter	Title
1.	Introduction
2.	Particulars of Organization, Function and Duties
3.	Powers and Duties of Officers and Employees
4.	Procedure Followed in Decision Making Process
5.	Norms for Discharge of Function of ISTM (Citizen Charter 2025-26)
6.	Rules, Regulations, Instructions, Manual and Records for Discharging Functions
7.	A Statement of the Categories of Documents that are held by it or under its Control
8.	Arrangement that exists for Consultation
9.	A Statement of Boards, Councils, Committees and Other Bodies Constituted as its Part
10.	Directory of Officers and Employees
11.	The Monthly Remuneration received by each of its Officials and Employees including the System of Compensation
12.	Institute of Secretariat Training and Management Expenditure Statement for the year 2025-26
13.	Details of Information Available in Electronic Form
14.	Particulars of Facilities Available for Obtaining Information
15.	Information related to Procurement made by this Institute for the year 2025-26
16.	Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website
17.	Foreign Tours of Official of the rank of Joint Secretary to the GoI and above and Heads of Departments since 01.04.2025
18.	The Names, Designations and other Particulars of the Public Information Officers & Appellate Authority
19.	Details of employees against whom Disciplinary Action has been pending or finalised for Minor penalty and Major penalty proceedings
20.	Programmes to advance understanding of RTI
21.	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both Houses of Parliament
22.	Details of third-party audit of voluntary disclosure
23.	Details of questions asked in the Parliament
24.	Details of STQC Certification
25.	Details of schemes/projects/programmes
26.	List of materials available (i) Free of Cost and (ii) At a reasonable cost of medium

Chapter - 1

Introduction

The Institute of Secretariat Training and Management (ISTM) is an Attached Office of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.

3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.

4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 of this document.

Chapter- 2

Description of Organization, Functions and Duties

Objectives

Secretariat Training School, as was originally set up in May 1948, had the following objectives to start with:

(i) Training of new entrants to the Grade of Assistants recruited through Federal (now Union) Public Service Commission

(ii) Training of Assistants and Lower Division Clerks in English Typewriting and

(iii) Providing refreshers courses for Assistants and Assistant-in-charge (later called Section Officer)

2. Though the aforesaid objectives served the requirements of the Central Secretariat reasonably well for quite a time, the school found itself overrun by new and more exacting demands year by year. It was in recognition of the vastly enlarged scope of the activities that it came to acquire in November 1971 its present name – Institute of Secretariat Training and Management (ISTM). The ranges of courses now cover practically the entire gamut of administration from secretariat rules and procedure to modern discipline of management and training of trainers. The objectives of ISTM as redefined in the context of its enlarged activities have been as follows:

(i) To plan design and conduct post-entry foundational, and in-service courses for different grades of officers of Central Secretariat Service and Central Secretariat Stenographers Service up to the middle management level to enable them to perform their duties, work effectively and to prepare them for greater responsibilities in future by increasing their professional competence;

(ii) To plan, design and conduct training programmes on specialized skills for officers of Central and State Government, UT administration and other public bodies;

(iii) To plan design and conduct Organisation Specific Courses on the basis of request from the various organisations;

(iv) To assess training needs at various levels in the Secretariat as well as the related field organizations and organize training programmes to meet those needs;

(v) To create and foster among the participants a positive and innovative outlook to work, and sense of fraternity and team-spirit;

(vi) To provide peripatetic faculty support to State Governments and Union Territory Administrations in areas like Office Management, Rules and Procedure, Organization Behavior, Financial Management, Training of Trainers and Right to Information;

(vii) To produce monographs and other training literature/ material relevant to the training courses designed and conducted by the institute;

(viii) To assist Ministries/Departments and other public bodies by providing consulting services in various areas of administration and management.

3. During 1974, the Institute was christened by the then Prime Minister who was the Minister- in-charge of Department of Personnel with an Emblem "Efficiency and the Public Good". The Institute is an Attached Office of the Department in organizational set up of the Government of India.

Vision

4. To be a centre of excellence in secretariat learning and management by encouraging learning and creativity leading to "Efficiency and the Public Good".

Mission

5. Mission are:

(i) Inculcate in the trainees the commitment to service and professional competence;

(ii) Provide leadership in the frontier and potential areas in the field of training;

(iii) Undertake research, consultancy and system analysis for capacity building;

(iv) Collaborate with client organization with continued interface for enhancing the quality of training;

(v) Be a centre of excellence by providing opportunity to the faculty and staff to grow, develop and promote best practices in training.

Functions and Activities

6. In order to achieve its objectives, the functions of ISTM, as an institute of public administration, are placed under following headings:

(a) Major functions

(i) Training
(ii) Research
(iii) Consultancy

(b) Complementary functions

(i) Documentation, including creating and maintaining a specialized Library in Public Administration

(ii) Publication of periodicals and reference books

(iii) Serving as an information Centre and disseminating literature in public administration

(iv) Promoting the organizations and activities of professional association of civil servants and sharing skills

(c) Other activities

(i) Organizing conferences and seminars

(ii) Maintaining good liaison with government departments, other Central and State Training Institute in India and training institutes in public administration in other countries

(iii) Collaborating with Non-government organizations providing services related to various delivery schemes of government.

Chapter- 3

Powers and Duties of Officers and Employees

Director

Director, ISTM is an officer of the level of Senior Administrative Grade of Central Services, same as that of a Joint Secretary to the Government of India. Being the Head of the Department, the Director exercises all administrative and financial powers as contained in the Delegation of Financial Power Rules, 1978. ISTM being an Attached Office of Department of Personnel & Training, all important policy matters in respect of training are decided in consultation with Training Division of DoP&T and with approval of Secretary (Personnel).

2. In respect of functioning of the Institute, the Director's functions are two-fold, viz. (1) Training, Research and Consultancy and (2) Personnel, Administration & Housekeeping.

Additional Director

Additional Director, ISTM primarily functions as a faculty member and looks after Administrative and Infrastructure activities of ISTM. He also shares the responsibilities of Director as and when required during the presence as well in absence of the Director.

Joint Directors (4)

Joint Directors function as Wing Heads of their respective Wings of Office Management and Peripatetic Training, Financial Management, Behavioural Training & Coordination and Management Services. They guide and coordinate training functions of Deputy Directors and Assistant Directors assigned to the Wing, besides imparting training in their respective specialization areas.

Deputy Directors (14) and Assistant Directors (8)

Deputy Directors and Assistant Directors are primarily imparting direct training to various Courses in their respective subject specialization. In addition, supervision of functions of Training Coordination, Administration and House Keeping are also assigned to individual faculty members from time to time by the Director.

Deputy Director (Official Language) (1)

1. राजभाषा हिंदी के कार्यान्वयन का पर्यवेक्षण
2. हिन्दी एकक के समस्त अधिकारियों एवं कर्मचारियों के द्वारा किए गए समस्त कार्यों का पर्यवेक्षण एवं पुनरीक्षण (Vetting)।
3. ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का पुनरीक्षण।
4. वार्षिक रिपोर्ट के हिंदी अनुवाद की प्रूफ रीडिंग।

Assistant Director (Official Language) (1)

1. राजभाषा हिंदी के कार्यान्वयन का पर्यवेक्षण
2. हिन्दी एकक के समस्त अधिकारियों एवं कर्मचारियों के द्वारा किए गए समस्त कार्यों का पर्यवेक्षण एवं पुनरीक्षण (Vetting)।
3. ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का पुनरीक्षण।
4. वार्षिक रिपोर्ट के हिंदी अनुवाद की प्रूफ रीडिंग।

Senior Hindi Translator (1) / Junior Hindi Translator (1)

1. राजभाषा हिंदी कार्यान्वयन कार्य।
2. विभिन्न प्रकार के प्रश्न पत्रों का हिंदी अनुवाद
3. विभिन्न प्रकार के पाठ्यक्रमों की अध्ययन सामग्री का हिंदी अनुवाद।
4. विभिन्न प्रकार के रिक्ति परिपत्रों का हिंदी अनुवाद।
5. विभिन्न प्रकार के पाठ्यक्रम परिपत्रों का हिंदी अनुवाद।
6. विभिन्न प्रकार के रिक्ति परिपत्रों का हिंदी अनुवाद।
7. वार्षिक रिपोर्ट का हिंदी अनुवाद (वार्षिक)।
8. समय-समय पर वेबसाइट को द्विभाषी बनाने से संबंधित कार्य।
9. संकाय सदस्य/अतिथि संकाय सूची को अद्यतन करना।
10. संकाय प्रोफाइल को अद्यतन करना।
11. आरटीआई हैंडबुक (वार्षिक)।
12. ई-मॉड्यूल से संबंधित विभिन्न पीपीटी की विषय वस्तु का हिंदी अनुवाद।

Training Associate (1)

Training Associates provide support to the ISTM's training coordination related activities.

Section Officer (7)

(i) A Section Officer is the in-charge of a Section who has to ensure efficient and expeditious disposal of work, recording and weeding out indexing and digitization.

(ii) Distribution of work among the staff as evenly as possible;

(iii) Training, helping and advising the staff;

(iv) Management and co-ordination of work;

(v) Ensuring maintenance of order and discipline in the section;

(vi) Maintenance of a list of residential addresses of the Staff

(vii) Submit receipts which should be seen by Branch Officer/ Higher Officer at dak stage;

(viii) Dispose of routine cases issue reminders, obtain or supply factual non-classified information;

(ix) Take intermediate routine action;

(x) Keep a track of all judicial/quasi-judicial matters where the issues being dealt with by the section are involved;

(xi) Record, where necessary, a note setting out his own comments or suggestions before submitting the case to higher appropriate officer

Assistant Section Officers (4)

(i) Opening, maintenance and custody of files;

(ii) Put up the file to Section Officer mentioning precedents/facts, rule position, pointing out any mistake, incorrect statements of facts;

(iii) Go through the receipts and ensure that the receipts, with urgency grading, are dealt with first;

(iv) Move the receipt to a file;

(v) If a file exists for this receipt, add the receipt to the existing file;

(vi) In case a file does not exist, a file will be opened;

(vii) ASO will add the data/metadata required for creating a new file. A number will be given by the dealing hand to the new file and in the case of e-file number will be assigned automatically by the system on the creation of e-file;

(viii) Reproduce remarks on the notes portion of the file, if any, made by an officer on the receipt.

(ix) ASO will have to give a serial number and page number to all the letters received and issued.

Junior Secretariat Assistant (1)

Handles routine office works such as dairy/ dispatch

Private Secretary (2) / Steno Grade C (4) /Steno Grade D (9)

(i) Taking dictation in shorthand and its transcription and assisting in drafting and issue of all correspondences as may be directed by the officer;

(ii) Managing of appointments/engagements;

(iii) Attending to the telephone calls and receiving visitors;

(iv) Maintaining the papers required to be retained by the officer;

(v) Destroying by shredding/burning the stenographic record of the confidential and secret letters; and

(vi) Assisting the officer in such a manner as she/he may direct

Draftsman (1)

Preparation of transparencies, Preparation of Certificates, Preparation of Banners, Preparation of Indication Boards, Preparation of Name Plates, Preparation of lay-outs etc, preparation of diagrams, illustrations and art work, Design and preparation of Lay-out of Annual Calendar of the Institute, preparation of graphical charts etc.

Assistant Library and Information Officer (1)

In-charge of books (acquisition of books, technical procession, circulation-issue and return etc.), procurement and renewal of journals/ magazines, newspaper and maintenance of stock registers, volume numbering works, Preparation of list of books to be purchased for the Library ever year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury/ Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Auction sale of old newspapers/ magazines and other works allotted to the official by the Institute from time to time.

Library Attendant (1)

Handles routine activities of Library and assists ALIO

Training Equipment Operator (1)

1. To control, maintenance and upkeep of all training aid equipment like OHP, LCD projectors, white board and flip charts etc,; ensure that LCD projectors and OHP are in working condition by scheduling through systematic inspection.

2. Servicing of all training aid equipment's through suppliers and AMC holders maintaining their lists and keeping track of faults and their repair.

3. Inventory maintenance of all training aid equipment.

4. To ensure that white board markers, dusters, flip chart boards, OHP are available in training rooms and are in working condition.

5. Assisted by Farash of Seminar Halls to get computers, the keyboard and allied attachments cleaned with sort brushes.

6. Assistance to faculty during training courses in respect of the above items of work.
7. Any other duty assigned by Director.

Staff Car Driver (3)

Multi-Tasking Staff (27)

DoPT vide its OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 has issued the following duties & responsibilities of the M.T.S:

- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixture etc.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc. Any other work assigned by superior authority

Chapter- 4

Procedure Followed in the Decision Making Process

Training Courses and Programmes Functions

1. **Training Calendar** is prepared and decided on the basis of inputs given by concerned faculty members through Joint Director (Coordination) with approval of Director, at the beginning of every training calendar year i.e. 1st April – 31st March. The Training Calendar with necessary details for inviting nominations from various organization is published and uploaded on ISTM's website.

2. **Cadre Training Courses for officers of CSS and CSSS -** Based on the Schedule of training for different levels of courses, nomination of officers is made by the CS Division of the Department of Personnel & Training. The course coordinator or the Director, ISTM has little role to play except in isolated cases of unforeseen situations. While course content and duration is as laid down in the Cadre Training Plan of respective Service, Schedule of input on different parts of the content, and faculty is decided by the Institute with the approval of the Director.

3. **Specialized (Skills) Courses -** Based on the calendar schedule, nominations are invited from Ministries / Departments and other organization by the designated Course Coordinator ten (10) weeks before the beginning of the Course. Sponsoring organization can nominate their officers on-line on ISTM's website, four weeks before commencement of the course. Only those nominations are accepted which are forwarded by the sponsoring/ employing organizations (Ministry/ Deptt./State govt./ PSU/ Autonomous bodies). Nominations for each is decided on first-cum-serve basis from each organization upto 2-3 nominations of eligible officers and who had applied within the stipulated date are accepted.

4. **Organisation Specific Courses-** Nominations of the candidates are decided by the Organisation, subject to final approval of the Director, ISTM on eligibility conditions and number in each course. Course content is decided by the Course coordinator in consultation with the Organisation and the training need with approval of the Director, ISTM.

5. **Peripatetic Faculty Assistance to State Government:** Schedule and faculty to conduct Peripatetic training is decided by the Institute with the approval of the Director on specific request received from the State /UT Governments, subject to availability of in-house faculties (or former faculties of ISTM).

Administrative and Personnel Functions

Administrative Functions-

Being an Attached Office of the Department of Personnel & Training, Ministry of Personnel, PG and Pensions, Government of India, all administrative and financial rules are applicable to the employees and faculty of the Institute. All powers of Head of the Department is exercised by the Director, ISTM and those of Head of Office by a Under Secretary /Deputy Director (Admn.) designated for this purpose.

Personnel Functions –

(1) The Director and the Faculty members are selected and appointed by the Department of Personnel & Training, Government of India for a specified period.

(2) Officers and staff in respect of Library are selected and appointed by the Institute. Other staffs and officers belonging to CSS and CSSS are posted by the Department viz. Department of Personnel & Training.

(3) For members of CSS (other than faculty members), respective Wing Head (Joint Director) are the controlling officers. For the members of CSSS, the officer with whom he/she is posted is the concerned controlling officer, subject to normal rules of Government of India.

(4) Director is the controlling officer for all members of training faculty through the respective Wing Heads (Joint Directors).

Chapter- 5

Norms set for Discharge of Functions of ISTM

Transcript from Citizen's/Client's Charter 2025-26 Main Services / Transactions and Service Standards

S. No.	Services / transaction	Service Standards	Responsible Person (Designation)	Email	Mobile Phone No.
1	Preparation of Annual Training Calendar by 31st December.	By December 31st of each year	DD (Coord)	coordunit-istm@gov.in	9811129334
2	Issuance of circulars of courses	90 days before commencement of course	Concerned course Director	As per list on ISTM website	As per list on ISTM website
3	Acceptance/ non-acceptance of nominations before the start of the course	30 days before the start of the course	- do-	As per list on ISTM website	As per list on ISTM website
4	Hostel facilities [Housekeeping & Lodging]	≥ 3.5 (on the scale of 1 to 5)	Hostel Warden	bpadhy@nic.in	9868449436
5	Catering services & Security	≥ 3.5 (on the scale of 1 to 5)	DD (Admn)	addg2b-dgafms@gov.in	8375004140
6	Time taken to provide hostel room	20 minutes	Hostel Warden	bpadhy@nic.in	9868449436
7	Grievance Redressal		Public Grievance Officer	vkbhargava.84@gov.in	9891127300
7.1	Average time taken to acknowledge grievance received electronically through CPGRAMS portal	3 working days			
7.2	Average time taken to acknowledge grievance received through registered post	7 working days			
7.3	Average time taken to send communicationfor additional information	15 working days			
7.4	Average time taken for grievance settlement	60 working days			

Chapter- 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

For Discharging Administrative, Personnel & Financial Functions

Being an Attached Office of the Government of India, the Institute follows all such rules, regulations, instructions and manual issued by the concerned departments of government from time to time and applicable to it such as:

Central Secretariat Manual of Office Procedure	https://darpg.gov.in/sites/default/files/CSMOP-13.pdf
Notes on Office Procedure	http://www.istm.gov.in/home/rti_disclosure/95
General Financial Rules	https://doe.gov.in/actsandrules
Delegation of Financial Power Rules	https://doe.gov.in/actsandrules
Central Civil Service (Pension) Rules	http://persmin.gov.in/pension/rules/ccspen1.htm
Central Civil Service (Leave) Rules	https://dopt.gov.in/acts/central-civil-services-leave-rules-0
Central Civil Service (Leave Travel Concession) Rules	https://dopt.gov.in/sites/default/files/31011_10_85-Estt.A_English_0.pdf
Central Civil Service (Conduct) Rules	https://dopt.gov.in/acts/central-civil-services-conduct-rules-1964-updated-0
Central Civil Service (Classification, Control and Appeal) Rules	https://dopt.gov.in/sites/default/files/CCS-CCA-Rules-FINAL.pdf
Fundamental Rules and Supplementary Rules	https://dopt.gov.in/sites/default/files/Compilation_FR_SR_English.pdf
Receipt and Payment Rules	https://cga.nic.in/Book/Published/3.aspx
General Provident Funds Rules	https://pensionersportal.gov.in/pension/rules_new/GPF_Rules_1960_230913.pdf
Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters	Websites of the Ministries concerned
Staff Car Rules	https://doe.gov.in/files/circulars_document/staff_car_OM.pdf
CS (MA) Rules	https://dopt.gov.in/sites/default/files/Revised_AIS_Rule_Vol_I_Rule_06.pdf
Transfer policy as per Department of Personnel & Training Order and Rules regarding it	https://dopt.gov.in/transfer-policy-and-transfer-orders

Chapter- 7

List of Documents held or under Control of the Institute

Broad classification of documents	Name of the document and its introduction	Category of document	Procedure to obtain the document	Held by /under control of
Establishment and Service Matters documents	Allocation of work among officials/staff in ISTM and filling up of post of faculties in ISTM	**Official**	By making written request	**Section Officer (Establishment)**
	Personal Files of all officials/staff.			
	Service Books of all Officials/ Staff.			
	Pension papers of retiring/retired Officials/staff.			
	APAR of officials/staff			
	Medical Bills of officials/staff			
	Orders, Circulars, O.Ms, Notifications relating to Establishment and Service Matters documents			
General Administration Matters	Procurement of Stationary and Training Material	**Official**	By making written request	**Section Officer (Administration)**
	Annual Maintenance Contract of Horticulture, Catering, Housekeeping etc.			
	Budgetary matters of ISTM.			
	Stock Register of stationary and non-stationary items.			
	Orders, Circulars, O.Ms, Notifications relating to these Matters			
Scheme related documents	Details of projects undertaken in scheme.	**Official**	By making written request	**Deputy Director (Infrastructure)**
	Documents related to rooftop water harvesting system			
Financial Documents	Pay Bills and Pay Bill Registers.	**Official**	By making written request	**Draw and Disbursing Officer**
	Contingency Bills and Registers.			
	Appropriation Registers.			
Training Related Documents	Annual Training Calendars	**Official**	By making written request	**Deputy Director (Coordination)**
	Faculty Development Initiatives			

Chapter- 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its Policy or Implementation thereof

(1) Being an Attached Office of Department of Personnel & Training, in policy matters relating to training, research and consultancy, the Training Division of the Department is consulted.

(2) As the primary function of the Institute is to conduct training courses for officers of Central /State Governments and Public Sector Enterprises, beneficiary organizations are consulted wherever necessary and useful for designing training courses.

(3) For a training institute the participants of various courses are public, who are consulted through immediate reaction feedback with a view to modify the content and design of training courses and learning facilities for future participants.

Chapter- 9

Boards, Councils, Committees and other Bodies Constituted

With a view to facilitate intra-institutional discussions and decision making on various matters of ISTM, following committees have been in existence:

(a) **Policy Advisory Committee:** All decisions on matters of policy on training programmes, training methodology and course content etc. are within the purview of the Policy Advisory Committee comprising the Director as the Presiding officer and faculty members of the level of Deputy Director and above as members.

(b) **Library Committee:** The decisions regarding maintenance and development of library facilities for the participants and faculty are taken by this Committee. The Director as Chairperson, and all JDs, DD (Admn.) and Library and Information Officer of the Institute are members.

(c) **Hostel and Catering Committee:** All matters pertaining to hostel and catering facilities are within the purview of the Committee.

(d) **Official Language Committee:** This is an obligatory Committee for implementation of official language policy of the government in training.

(e) **Weekly Faculty Meeting:** Like every training institute, faculty meetings of ISTM convened by the Training Coordination Unit is the most important as well as informal forum for free discussions on various administrative training & functional matters raised and suggested by faculty members. Important decisions are taken in the interest of one and all.

(f) **Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 Committee:**

Sl NO	Name of Boards, Council Committee etc.	Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)
(i)	Composition	1. Smt. Namita Malik, Joint Director (Presiding Officer) 2. Shri Deepak Kumar Bist, Joint Director (Member) 3. Smt. Rizwana Bano, Assistant Director (Member) 4. Smt. Preeti Kushwaha, STO (Member Secretary) 5. Smt. Kuljeet Kaur, Secretary General, AIWC, NGO (External Member)

(ii)	Date from which constituted	29th September, 2025
(iii)	Term/ Tenure	The committee will remain in existence till further dissolution.
(iv)	Power and functions	The committee shall enquire into all types of cases relating to Sexual Harassment at Workplace submitted by women employees of ISTM and will dispose complaints for redressal of the grievance made by a women employee in a time bound manner. A women employee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
(v)	Whether their meetings are open to the public?	No
(vi)	Whether the minutes of the meetings are open to the public?	No
(vii)	Place where the minutes if open to the public are available?	No

Chapter- 10

Directory of Officers and Employees

Name of the office: Institute of Secretariat Training and Management JNU (Old) campus, Olof Palme Marg, New Delhi-110067

https://www.istm.gov.in/home/directory

Chapter- 11

The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation
(As on 31.03.2026)

The system of compensation including the Basic Pay and allowances is as per the 7th Central Pay Commission. The employees are paid following allowances:

Dearness Allowance: Paid to all employees as per the prevailing rates monthly

House Rent Allowance: 30% of basic pay monthly (X class City) paid to employees as applicable

Dress Allowance: Paid to Multi-Tasking Staff once a year.

Honorarium: Paid to non-teaching staff once a year.

Training Allowance: Paid to faculties at 12% of basic pay monthly

For further ease of record maintenance; the employees in ISTM are divided in following categories:

GO-GPF: Gazetted Officers under General Provident Fund Scheme

GO-NPS: Gazetted Officers under New Pension Scheme

NGO-GPF: Non- Gazetted Officers under General Provident Fund Scheme

NGO-NPS: Non-Gazetted Officers under New Pension Scheme

MTS-GPF: Multi-Tasking Staff under General Provident Fund Scheme

MTS-NPS: Multi-Tasking Staff under New Pension Scheme

GO-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri/Smt.)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	Remarks
1.	RAJIV MANJHI	DIRECTOR	14(10)	₹ 329460/-	
2.	DEEPAK KUMAR BIST	JT. DIRECTOR (PT)	12(13)	₹ 208236/-	
3.	NAMITA MALIK	JT. DIRECTOR (BT)	12(12)	₹ 202456/-	
4.	GUNJAN GANDHI	JT. DIRECTOR	12(8)	₹ 196846/-	
5.	PUNEET KUMAR SHARMA	DY. DIRECTOR (FC)	11(17)	₹ 180526/-	
6.	BISWAJIT BANERJEE	DY. DIRECTOR (VC)	11(14)	₹ 185626/-	
7.	BHAGABAN PADHY	DY.DIRECTOR(MS)	11(13)	₹ 180526/-	
8.	P K JAISWAL	DY.DIRECTOR(OM)	11(14)	₹ 185626/-	
9.	SUDHIR PRATAP SINGH	DY.DIRECTOR(ACC.)	9(11)	₹ 136156/-	
10.	JITENDER BHATTI	DY.DIRECTOR(PT)	11(5)	₹ 144826/-	
11.	VIJAY KUMAR KESHARI	DY. DIRECTOR	10(12)	₹ 147376/-	

12.	KAVITA SHARMA	ASST. DIRECTOR	8(10)	₹ 133888/-	
13.	SHISHIR KUMAR	SECTION OFFICER	7(10)	₹ 103964/-	
14.	SARIKA SOIN	ASST. DIRECTOR	10(8)	₹ 149376/-	
15.	PREMLATA MANGLA	SECTION OFFICER	8(10)	₹ 126196/-	
16.	ABHINAV SINGH	SECTION OFFICER	8(4)	₹ 90376/-	

GO- NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	VIPIN KUMAR BHARGAVA	DY.DIRECTOR(FM)	11(6)	₹ 173176/-	
2.	PRIYANKA DHULL	DY. DIRECTOR	11(9)	₹ 166192/-	
3.	RAHUL AGARWAL	DY. DIRECTOR	11(4)	₹ 163776/-	
4.	ANIT SHISHIR KERKETTA	DY. DIRECTOR	10(8)	₹ 139376/-	
5.	BALAJI N	DY. DIRECTOR	11(6)	₹ 148906/-	
6.	SHIMLA MEENA	SECTION OFFICER	10(6)	₹ 137336/-	
7.	VIJAY PRASAD	SECTION OFFICER	10(6)	₹ 137336/-	
8.	SWATI KANT	SECTION OFFICER	8(11)	₹ 141096/-	
9.	DEVENDER KUMAR VERMA	SECTION OFFICER	8(10)	₹ 126196/-	
10.	AKSHAY JAIN	SECTION OFFICER	8(5)	₹ 109464/-	
11.	PAWAN KUMAR SHRIVASTAV	ALIO	7(7)	₹ 92904/-	
12.	ANJALI RANA	ASST. DIRECTOR	11(5)	₹ 168376/-	
13.	RIZWANA BANO	ASST. DIRECTOR	10(8)	₹ 132246/-	
14.	HANUMAN PRASAD NISHAD	ASST. DIRECTOR	10(8)	₹ 132246/-	
15.	ROOSHAN KUMAR MISHRA	ASST. DIRECTOR	8(10)	₹ 118646/-	
16.	KISHORE	ASST. DIRECTOR	7(7)	₹ 116088/-	
17.	TARUN	ASST. DIRECTOR	8(9)	₹ 111428/-	
18.	MEENA SOURAV DAROCH	PRIVATE SECRETARY	8(3)	₹ 87848/-	
19.	SHOBHA RITASH CHAND	PRIVATE SECRETARY	8(3)	₹ 87848/-	

NGO-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	RAKESH KUMAR TOKAS	ASSTT. SECTION OFFICER	7(7)	₹ 109464/-	
2.	BINAY KUMAR SINGH	JSA	4(20)	₹ 92356/-	

NGO-NPS

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	NIDHI	ASSTT. SECTION OFFICER	7(3)	₹ 97808/-	
2.	BHAVNA SINGH	ASSTT. SECTION OFFICER	7(2)	₹ 80896/-	
3.	VIMALESH KUMAR	TRG. ASSOCIATE	7(15)	₹ 116288/-	
4.	SONALI SAJWAN	STENO GR 'D'	4(2)	₹ 56636/-	
5.	POOJA NARUKA	STENO GR 'D'	4(1)	₹ 53628/-	
6.	SHUBHAM SAIN	STENO GR 'D'	4(2)	₹ 48506/-	
7.	AVINASH KUMAR	PERSONAL ASSISTANT	7(2)	₹ 80896/-	
8.	NITESH BANSAL	STENO GR 'D'	6(4)	₹ 78684/-	
9.	ASHUTOSH KR. CHORASIYA	STENO GR 'D'	6(3)	₹ 78444/-	
10.	SARVESH KUMAR	P.A.	7(3)	₹ 83108/-	
11.	PREETI KUSHWAHA	SENIOR TRANSLATION OFFICER	7(2)	₹ 80896/-	
12.	KRISHNA KUMARI GUPTA	JUNIOR TRANSLATION OFFICER	6(4)	₹ 80700/-	
13.	RAJ KUMAR	STAFF CAR DRIVER	5(10)	₹ 67624/-	
14.	ROHIT	TEO	5(10)	₹ 67624/-	

MTS-GPF

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	NARESH KUMAR	MULTI TASKING STAFF	2(24)	₹ 69836/-	
2.	RAVI SHANKAR	MULTI TASKING STAFF	2(24)	₹ 82016/-	
3	SURAM SINGH	MULTI TASKING STAFF	2(24)	₹ 69836/-	
4	R.S. RAWAT	MULTI TASKING STAFF	2(24)	₹ 69836/-	
5	VIJAY KUMAR	MULTI TASKING STAFF	2(24)	₹ 82016/-	

MTS-NPS

S. No	NAME OF THE OFFICERS/STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION	REMARKS
1.	PANKAJ SINGH	MULTI TASKING STAFF	1(6)	₹ 36103/-	
2.	AMIT ANTIL	MULTI TASKING STAFF	1(10)	₹ 48446/-	
3.	SARASWATI	MULTI TASKING STAFF	2(16)	₹ 56248/-	
4.	DEEPIKA YADAV	MULTI TASKING STAFF	1(4)	₹ 40297/-	
5.	MOUSAM CHAUHAN	MULTI TASKING STAFF	1(4)	₹ 34207/-	
6.	AJAY	MULTI TASKING STAFF	1(4)	₹ 34207/-	
7.	MADHAV KUMAR JHA	MULTI TASKING STAFF	1(1)	₹ 31073/-	
8.	KUNAL MAHAJAN	MULTI TASKING STAFF	1(2)	₹ 38041/-	
9.	BHARAT ENANI	MULTI TASKING STAFF	1(2)	₹ 38041/-	
10	VIJAY SHANKAR VARMA	MULTI TASKING STAFF	1(2)	₹ 32311/-	
11	NISHA	MULTI TASKING STAFF	1(1)	₹ 36913/-	

12	TUSHAR JAIN	MULTI TASKING STAFF	1(1)	₹ 28750/-	
13	AMIT JANGID	MULTI TASKING STAFF	1(1)	₹ 25092/-	
14	AMIT PAL	MULTI TASKING STAFF	1(1)	₹ 36913/-	
15	VINAY	MULTI TASKING STAFF	1(1)	₹ 35973/-	

Chapter 12

Institute of Secretariat Training and Management Expenditure Statement for the Year 2025-26 (As on 31-03-2026) (Rupees in Lakh)

MAJOR HEAD			2070			
HEAD	PARTICULARS	RE 2025-26-/Final Allocation	Amount authorized to CPWD	L& DO, MOHUA	Expenditure RE up to 31.03.2026	% of Expenditure
2	3	4	5		6	7
04.03.09	Training Expenses	403.00			363.38	90.17 %
04.03.12	Foreign Travel Expenses	5.00			0	0
04.04.01	Salary	525.00			484.73	92.33%
04.04.05	Rewards	5.00			3.42	68.4%
04.04.06	Medical Treatment	19.00			18.99	99.95%
04.04.07	Allowances	475.00			428.73	90.26%
04.04.08	LTC	15.50			8.19	52.84%
04.04.09	Training Expenses	10.00			0	0
04.04.11	Domestic Travel Expenses	35.00			29.03	82.94%
04.04.12	Foreign Travel Expenses	2.00			0	0
04.04.13	Office Expenses	350.00			340.59	97.31%
04.04.16	Printing and Publication	5.00			3.88	77.6%
04.04.18	Rent for Others	10.00			4.15	41.5%
04.04.19	Digital Equipment	20.00			14.97	74.85%
04.04.24	Fuel and lubricants	3.00			1.05	35%
04.04.27	MCE	40.00	16.97		16.94	42.42%
04.04.28	Professional Services	5.00			2.55	51%
04.04.29	RM	10.00			3.87	38.7%
04.04.39	Bank and Agency Charges	0.50			0	0
04.04.49	Other Revenue Expenditure	12.00			2.22	18.5%

04.96.13	SAP Office Expenses	10.00			5.81	58.1%
04.05.13	Office Expenses	55.00			50.64	92.07%
04.05.27	Minor Civil and Electric work	280.00	94.29		107.19	38.28%
04.05.29	Repair and Maintenance	50.00			32.68	65.36%
04.05.49	Other Revenue Expenditure	0			0	0
42.01.71	Information, Computer, Telecom	100.00			17.50	17.5%
42.01.72	Building and Structure	5.00			0	0
42.01.74	Furniture and Fixture	5.00			0	0
42.01.77	Other Fixed Assets	5.00			0	0
42.01.78	Land	1.00			0	0
42.02.71	Information Computer Telecom	200.00			0	0
42.02.72	Building and Structure	5000.00	2500.00		2218.71	44.37%
42.02.74	Furniture and Fixture	100.00			0	0
42.02.77	Other Fixed Assets	0			0	0
42.02.78	Land	200.00			0	0
31.32.51	Motor Vehicles	20.00			0	0
31.32.52	Machinery & Equipments	25.00			0	0
31.32.71	Information, Computer, Telecom	60.00			13.24	22.07%
31.32.74	Furniture and Fixture	20.00			0.15	0.75%
31.32.77	Other Fixed Assets	8.00			2.45	30.63%
	Grand Total (Non-Plan)+Total (Plan)	**8094.00**	**2611.26**		**4175.09**	**51.58%**

TOTAL BUDGET FOR THE PUBLIC AUTHORITY

	RE 2025-26/ Final Allocation	**Amount authorized to CPWD**	**Expenditure up to 31.03.2026**	**% of Exp.**
GRAND TOTAL (Scheme+ Non Scheme)	**8094.00**	**2611.26**	**4175.09**	**51.58%**
BUDGET FOR PROGRAMME				
TOTAL (Scheme)	6144.00	2594.29	2448.37	39.84%

BUDGET OF DOMESTIC TOUR-DTE HEAD

Head	**Particulars**	**RE 2025-26/ Final Allocation**	**Amount authorized to CPWD**	**Expenditure up to 31.03.2026**	**% of Exp.**
04.04.11	Domestic Travel Expenses	35.00	-	29.03	82.94%

BUDGET OF FOREIGN TOUR

Head	**Particulars**	**RE 2025-26/ Final Allocation**	**Amount authorized to CPWD**	**Expenditure up to 31.03.2026**	**% of Exp.**
04.04.12	F.T.E	2.00	0	0	0.0

Chapter -13

Details of Information available in Electronic Form

S.No	Details of information available in electronic form	Name/title of the document/record/other information	Location where available
1.	Training Programmes of ISTM	Annual Training Calendar	https://www.istm.gov.in/home/view_annual_calendar/2026
2.	Online Registration for Cadre Training Programme(CTP) and Other Courses/Workshops	Online Form	https://www.istm.gov.in/home/online_form_details
3.	Contact No. of all officers/employees	Telephone Directory	https://www.istm.gov.in/home/directory
4.	Decision making and work distribution	Organisation Chart	https://www.istm.gov.in/home/cms/32
5.	Citizen Charter	Citizen Charter	https://www.istm.gov.in/home/cms/30
6.	Reading material	Knowledge Portal	https://www.istm.gov.in/home/view_all_pdf_pages_reading_material/4
7.	Annual Report of ISTM(bilingual)	Annual Report/Hindi Report	https://www.istm.gov.in/home/view_annual_calendar/2026
8.	RTI Handbook	Information Handbook 2024-25	https://www.istm.gov.in/home/rti_disclosure_download/
9.	Notification/Circular/ Opportunity	Other Circulars	https://www.istm.gov.in/home/other_circular

Chapter- 14

Particulars of Facilities Available for obtaining Information

The Facilitation Center in ISTM is a part of Reception Counter. On all working days, any information pertaining to all the sections is available at the Reception Counter from 9.00 A.M-5.30 P.M.

S.No.	Name and Location of the Facility	Details of information made available	Working hours of the facility	Contact person and contact details
1.	ISTM Reception Desk, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	09.00-17.30 on all working days	Ms. Shimla Meena Section Officer 9462272724
2.	R&I Unit, Admin Block, JNU(Old) Campus, ISTM	All the information pertaining to the Institute	09.00-17.30 on all working days	Ms. Shimla Meena Section Officer 9462272724

Chapter-15

Information related to Procurement made by this Institute since 01.04.2025 to 31.03.2026

Procurement made by System Administration Section since 01.04.2025.

S. No.	Type of Procurement	Tender Notice dated/ Procured through	Tender Awarded to	Award/ Extension letter dated	Total Amount (Including GST)
1.	CAMC Contract for Computers, Printers, UPS and other Infrastructure installed at ISTM from 01.01.26 to 31.12.26.	Through Tender/ Through GeM	M/s Hash 1 IT Services LLP	01.12.2025	14,80,000.00 (including GST)
2.	CAMC of LCD Projector, PA System, Visualizer and VC System (CAMC period from 01.05.25 to 30.04.2026.	Through Tender/ Through GeM	M/s Tech Connect Services Pvt. Ltd.	15.04.2025	9,60,340.00 (Including GST)
3.	Hiring of Software Developers (02) (Senior Software/Application Developer & Software/Application Developer) through GeM contract vide agency Pioneer E Solutions for the period of one year from 01.02.2025 to 31.01.2026 and the same is extended till 30.06.2026.	Through Tender/ Through GeM	M/s Pioneer E Solutions Pvt. Ltd.	15.01.2025	15,90 ,168.00
4.	Extension of warranty period of Cisco Active Devices (Network Devices) installed in ISTM for one year from 27.03.2025 to 26.03.2026.	Through Tender/ Through GeM	M/s IONE IT Solutions Private Limited	07.03.2025	11.45.000.00
6.	1 Gbps band width line from between ISTM, NIC & Shastri Park from 01.04.2025 to 31.03.2026.	W/O GeM	M/s Power Grid Teleservices Limited.	18.03.2025	16,81,500.00
7.	CCTV Surveillance System CAMC from 07.07.2025 to 06.07.2026.	Through Tender/ Through GeM	M/s TNS Networking Solutions Pvt. Ltd.	30.06.2025	1,12,495.00

8.	Procurement of Software Articulate Storyline 360 three (03) software with AI for the use in KDLL.	Without GeM	16.05.2025	N/A	1,54,343.00
9.	Procurement of Microsoft Office 365 Suite twelve (12) Software licenses for the use of faculty & KDLL.	Through GeM	12.06.2025	N/A	37,800.00
10.	Procurement of Adobe Creative cloud one (01) software for the use in KDLL.	Through GeM	12.06.2025	N/A	42,530.00
11.	Procurement of KDLL software licenses like- Canva Team single user (02), Microsoft Clip Champ Premium (02) & Freepik Premium Plus (02)	Without GeM	26.06.2025	N/A	45,528.00
12.	Procurement of Procurement of twenty (29) Digital Signature Certificate DSCs for faculty & staff of ISTM.	Through GeM	03.07.2025	N/A	66,631.00
13.	Procurement of SMS services (one Lakh) for ISTM, for utilization of SMS facility integrated with TMIS.	Without GeM	04.07.2025	N/A	10,120.00
14.	Contract for Website Quality Certification Assessment STQC Audit for the completion of STQC audit of ISTM Website.	Without GeM	11.07.2025	N/A	94,400.00
15.	Renewal of NG25+ Firewall subscription of KDLL for 3 years w.e.f. 13 Aug 2025.	Without GeM	27.08.2025	N/A	47,200.00
16.	Procurement of items like Junction Boxes for CCTV (20), Lead Acid Batteries (08)	Through GeM	03.09.2025	N/A	10,230.00
17.	Upgradation of fifty nine (59) Desktop & one hundred seventy (170) computers with 512 GB SSD & 3 years warranty.	Through GeM	12.09.2025	N/A	13,96,200.00
18.	Procurement of HP 64 GB thirty (30) Pen Drives for faculty and staff of ISTM.	Through GeM	03.11.2025	N/A	17,880.00
19.	Renewal of RD services subscription of eight (08) in number Biometric Devices fitted in ISTM & Hostel.	Without GeM	04.11.2025	N/A	1,888.00
20.	Hostel Fiber Cable repairs	Without GeM	03.11.2025	N/A	7,080.00
21.	Procurement of items like- (10) USB Hub & (05) Alkaline Battery 9V.	Through GeM	03.11.2025	N/A	18,280.00

22.	Procurement of (02) KDLL Articulate 360 team software along with AI licenses	Without GeM	08.01.2026	N/A	2,95,134.00
23.	Procurement of Aero LCD Data Wall Display three (03) (Standee for Reception, Seminar Hall & Audi Lobby) at ISTM.	Through GeM	09.01.2026	N/A	3,54,000.00
24.	Renewal of three (03) Cisco WebEx licenses for webinar platforms are available for conducting online training programs and meetings.	Without GeM	29.01.2026	N/A	55,139.00
26.	Procurement of Anti-Plagiarism software for library (one year subscription).	Through GeM	19.02.2026	N/A	50,000.00
27.	Procurement of (05) HP laser Jet Colour Pro MFP 4303 FDW Printer with 3 years warranty.	Through GeM	30.03.2026	N/A	3,48,520.00
28.	Procurement and Installation of (04) Aero Digital Notice Board Solution in Seminar hall 1, 2, 6 & 6 lobby near entrance door.	Through GeM	30.03.2026	N/A	2,36,488.00
29.	Procurement and installation of (06) Dugong 512 GB M.2 (2280) Internal Solid State Drive (SSD) for Dell Laptop Upgradation	Through GeM	30.03.2026	N/A	49,758.00

Procurement made by Administration Section since 01.04.2026

SL. NO.	TYPE OF PROCURE-MENT/ SERVICES	CONTRACT DATED	TENDER AWARDED TO M/S	PERIOD / EXTENSION PERIOD	BUDGET HEAD	CONTRACT VALUE/ ESTIMATED EXPENDITURE
1.	Bus Services	31.12.2024	Deep Travels	01.01.2025 To 31.12.2025/ 01.01.2026 To 31.03.2026	Training Expenses (04.03.09)	7,17,500/-
2.	Canteen Services	11.10.2023	Thakur Caterers	18.10.2023 To 02.01.2026	Training Expenses (04.03.09)	Rate Contract (Rate List Enclosed)
		12-Dec-2025	Commercial Food Services	05.01.2026 to 19.12.2027		
3	DTH/Cable Service	07.03.2025	Anil Communication	10.03.2025 To 09.03.2026	Office Expenses (04.04.13)	1,18,308.67

		21.03.2026	Eagle Eye And Sky Solution	24.03.2026 to 23.03.2027		1,17,043.33
4.	Laundry Service	31.08.2024	Varun Décor	07.09.2024 To 06.09.2026	Office Expenses (04.04.13)	7,63,172.00
5.	Videography/ Photography Service	17.12.2024	Kalka Studio	20.12.2024 To 19.12.2026	Training Expenses (04.03.09)	Rate Contract
6.	Sanitation Service	12.09.2024	S.V.O.S. India Private Limited	23.09.2024 To 30.11.2025	Office Expenses (04.04.13)	1,09,60,458 .00
		21.11.2025	Ronak Enterprises	01.12.2025 to 30.11.2026		1,03,76,194 .43
7.	Security Manpower Services	10.04.2025	Well Protect Manpower Service Private Limited	17.04.2025 To 16.04.2026	Office Expenses (04.04.13)	97,01,114.6 9 (with cost of reliever)
8.	Cab & Taxi Hiring Services	15.04.2025	Angaria Luxury Travels	21.04.2025 To 20.04.2026	Rent For Others (04.04.18)	4,18,,073.7 6
		25.07.2025	Fine Facilities Services	28.07.2025 to 27.07.2026		4,99,203.12
9	Manpower Electrician	07.05.2025	Kushwaha Facility Management Service Private Limited	08.05.2025 To 07.05.2026	Personal Deposit Account of ISTM	3,59,262.54
10	Bags / Jute Folder	03.07.2025	Armaan Bags & Co.	03.07.2025 to 02.07.2026	Training Expenses (04.03.09)	41,04,347.5 0
11	Manpower GYM Trainer	01.10.2025	Secure Solutions Private Limited	20.10.2025 to 19.10.2026	Profession al Service 04.04.28	3,56,221.16
12	Manpower Yoga Therapist	12.08.2025	Shakti Enterprises	18.08.2025 to 17.08.2026	Profession al Service 04.04.28	2,85,433.62

Chapter - 16

Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website

The above information is being uploaded on the Institute's website
https://www.istm.gov.in/home/rti_disclosure_download/

Chapter- 17

Foreign Tours of Official of the rank of Joint Secretary to the Government of India and above and Heads of Departments since 01.04.2025

Nil

Chapter-18

The Names, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

Central Public Information Officer, ISTM since 01.01.2015:

S. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Period since CPIO	Address
		Office	Home	FAX			
01	Shri.H. Govind, Deputy Director	26105592	-	26104183	govind.h13@nic.in	01.01.2015 Till 21.01.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Shri. Rajeev Kumar Jha, Assistant Director	26737625	-	26737625	Rajeevjha.edu@nic.in	22.02.2019 to 18.06.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.
03	Shri. Vinod Kumar, Deputy Director	26737607	-	26737607	vinod.k70@gov.in	19.06.2019 To 06.01.2021	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.
04	Shri. Agam Aggarwal, Deputy Director	26737603	-	26737603	agam.aggarwal@nic.in	07.01.2021 to 22.12.2022	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.
05	Shri Pramod Kumar Jaiswal	26737501	-	26737501	pk.jaiswal@nic.in	23.12.2022-23.05.2024	Room No.201, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.

06	Shri Jitender Bhatti, Deputy Director	26737502		26737502	jbhatti.edu@nic.in	24.05.2024 03.04.2025	Room No.202, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.
07	Shailesh Kumar Soni, Deputy Director	26737520		-	sk.soni@gov.in	03.04.2025 30.12.2025	Room No.220, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.
08	Shri Jitender Bhatti, Deputy Director	26737502		26737502	jbhatti.edu@nic.in	03.02.2026 till todate	Room No.202, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi–67.

First Appellate Authority (FAA), ISTM since 01.01.2015:

S. No.	Name and Designation	Phone No. (STD Code: 011)			Email	Period since FAA	Address
		Office	Home	FAX			
01	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	01.01.2015 to 08.10.2015	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.
02	Col. Ashwini Salaria, Additional Director	26164182	-	23104183	ashwini.salaria@gov.in	09.10.2015 to 10.03.2016	Room No.112, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi – 67.

03	Shri Satyajit Mishra, Joint Director	23161375	-	23104183	satyajit.mishra@nic.in	11.03.2016 to 04.08.2016	Room No.106, Admin Block, ISTM, JNU Old Campus, Olof Palme Marg, New Delhi – 67.
04	Col. Sanjay Kumar Sharma, Additional Director Nodal Officer (Suo Motu)	26164182	-	23104183	sanjayshsharma.148p@gov.in	05.08.2016 to 09.05.2018	Room No.112, Admin Block, ISTM, JNU Old Campus, OlofPalm Marg, New Delhi – 67.
05	Shri Vadali Rambabu, Joint Director (First Appellate Authority)	26737606	-	26737606	ram.vadali@nic.in	10.05.2018 06.01.2021	Room No. 106, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67
06	Shri Deepak Bist, Joint Director (First Appellate Authority)	26737604	-	26737604	deepakkumar.bist@gov.in	07.01.2021 to till date	Room No. 104, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67

Chapter- 19

Details of employees against whom Disciplinary Action has been pending or finalised for Minor penalty and Major penalty proceedings

The minor penalty was imposed for a period of one year with effect from 16.10.2024 to 15.10.2025. The details of the employees are as under:-

Sl No	Name (Shri)	Reason for penalty	Penalty
1.	Amit Amtil, MTS	Violation of conduct rules and not acting in accordance of CCS (CCA) Rules	Withholding an increment without cumulative effect
2.	Madhav Kumar Jha, MTS	Violation of conduct rules and not acting in accordance of CCS (CCA) Rules	Withholding an increment without cumulative effect

Chapter - 20

Programmes to advance understanding of RTI

ISTM, being a Training Institute; conducts numerous training programmes to advance understanding of RTI. The details of Training may be found in the Annual Training Calendar. The link to the same is http://www.istm.gov.in/home/view_annual_calendar.

The employees and officials of the Institute are regularly sensitised on RTI matters and are encouraged to participate in the training/workshops in the Institute and outside. The CPIOs are also encouraged to get well versed with the best practices with respect to RTI matters. Guidelines of RTI are regularly published by Public Authorities concerned.

Chapter-21

CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both Houses of Parliament

(i) Compilation/reconciliation of CAG paras are in process.
(ii) PAC Paras not applicable

Chapter-22

Details of third-party audit of voluntary disclosure

The last transparency audit of voluntary disclosures in respect of ISTM was conducted by IIPA.
https://cic.gov.in/sites/default/files/Transparency%20Audit%20of%20Disclosures%20Under%20Section%204%20of%20the%20RTI%20Act%20by%20the%20Public%20authorities.pdf

Chapter-23

Details of questions asked in the Parliament

ISTM is an attached office of DoPT. Any questions pertaining to ISTM are compiled and answered by DoPT. So the details may be seen from the website of DoPT at the following link:
https://dopt.gov.in/imp-links/parliament-qa

Chapter-24

Details of STQC certification

The process of obtaining of STQC certification is under process.

Chapter-25

Information related to Procurement made by this Institute since 01.04.2025 to 31.03.2026

Projects/Schemes/Programmes Completed or Underway- Infrastructure Unit.

Construction of New Building for Integrated office Complex for ISTM and Office accommodation of DoPT at Old JNU Campus, New Delhi.

(i) Land and Development Office, Ministry of Housing and Urban Affairs has allocated 6.09 acres of land to DoPT for ISTM for construction of a New Building for Integrated office Complex for ISTM and Office accommodation of Department of Personnel and Training (DoPT) at Old JNU Campus, New Delhi.

(ii) CPWD is the Implementing agency for the project, and they have awarded the construction work to M/S PNSC Infrastructure Pvt. Ltd., New Delhi. The tender amount is of Rs. 1398408387.02 (One hundred Thirty Nine Crore Eighty Four Lakh Eight thousand Three Hundred Eighty Seven point Zero Two.

Projects/Schemes/Programmes Completed or Underway- System Admin Unit

1. **Application Development Related activities:**

   (i) **Security Audit of ISTM Website:** The security audit of the website has been successfully completed, and both the Security Audit Certificate and the Green Note have been obtained.

   Mentor–Mentee Feedback System.

   (ii) A new feature has been developed in the TMIS that enables the assignment of a mentor to each faculty member.

   (iii) An automated system has been developed through which, if a faculty member's feedback rating falls below 4.3, an email notification is automatically sent to the concerned faculty member as well as to their assigned mentor in the CC. This mechanism ensures that the mentor is also informed about the faculty member's lower feedback rating for necessary guidance and improvement.

   (iv) At the end of each month, a consolidated report of faculty members whose feedback rating falls below 4.3 is prepared and submitted to the competent authority for review and necessary action.

2. **Automated System Related to Course Feedback:**

   (v) An automated system has been developed through which, Course participants can submit feedback within five days of course completion. After five days, the feedback option will be automatically closed.

(vi) If the Course Coordinator fails to submit feedback as final feedback within seven days of course completion, the system will auto-save the feedback. An automated email will also be sent to faculty members whose feedback rating received in any topic falls below 4.3.

(vii) A facility has been developed in TMIS for faculty members through which they can view or monitor on a daily basis, the feedback of the sessions they have taken in any course.

(viii) An automated system has been developed which sends a daily email to the Course Coordinator containing the names of all participants who have not submitted their daily feedback.

3. **Development of Admin Inventory Management System:**

(ix) The Course Coordinator can order inventory for Calendar and Non-Calendar Courses, confirm the issued items, and return the remaining items after course completion.

(x) Faculty/Staff members can order inventory for self or section, confirm items issued by the Admin, and return received items if required.

(xi) Admin section can view the stock balance of all items on the Admin Inventory dashboard.

(xii) The Admin Section can view inventory orders for the General Account and PD Account separately, issue items against each orders, receive returned items, and update the system accordingly after receipt of returned items.

(xiii) A comprehensive Report Generation System has been developed for the Admin Inventory module to enable effective monitoring, control, and management of inventory. The system includes the following reports:

a. **Current Stock Balance Report:** Provides up-to-date details of the available stock balance for each inventory item.

b. **Inventory Purchase Report:** Captures comprehensive information on all inventory purchases for audit and tracking purposes.

c. **Issue Report:** Maintains detailed records of inventory items issued to faculty, staff, or departments.

d. **Requested Report:** Generates consolidated details of inventory items requested by faculty members and departments.

e. **Item Return Report:** Tracks and records items returned to the inventory, ensuring accurate stock reconciliation.

f. **Consolidated Report:** Enables generation of detailed statements for individual inventory items, including quantity and dates of purchase, issuance, and return. This report functions as a digital equivalent of the physical registers maintained in the Administration Section, providing a comprehensive and auditable record of all inventory-related transactions.

(xiv) **A dedicated webpage has been developed for displaying the CCS** (Conduct) Rules, incorporating security measures such as disabling download and print options, restricting keyboard inputs, and blocking right-click access to prevent unauthorized copying or reproduction of the content.

(xv) **Upgradation of ISTM website Home Page:** Addition of a strip below the banner to display all course-related links (i.e. Annual Training Calendar, Course Circular, Online Registration Link, Course Fee, Feedback & e-Certificate) at one place.

(xvi) Upgradation of Online Registration Form: Two intermediate pages have been added in the online registration form which assures the participant whether the selected course is free or paid and if paid then what will be the fee and also after ensuring that the participant has read and understand the course circular only then system allows the participant to fill the complete registration form.

(xvii) Bulk Email System (New List) for Promotion of ISTM Courses: A bulk email system has been developed where course coordinators can send bulk emails to relevant course sponsors as per the level of course participants for the promotion of each course.

(xviii) Bulk Email System for ISTM Monthly Publications: A system has been developed for bulk emailing of "ISTM Monthly Publications", from where "ISTM Monthly Publications" can be emailed to all the course participants and their offices.

(xix) Enhancement and Maintaining of an application for ASO Probationers, Foundation Training Programme (FTP) Implementation Modalities

Chapter-26

List of materials available at (i) Free of Cost and (ii) Reasonable Cost of Medium

(i) Free of Cost

All the documents available online in public domain or any document which is in .pdf and .doc or other accessible formats and open to public are available free of cost. No physical copy of any document is available free of cost. The list of electronic documents available at **istm.gov.in** free of cost are:-

(i) Annual Training Calendar
(ii) Annual Report
(iii) Citizen Charter
(iv) RTI Handbook
(v) Organisation Chart
(vi) Telephone Directory
(vii) Reading Material
(viii) Notifications/Circular/Opportunity
(ix) Any other document which is not available on the website and is open to public.

(ii) At a reasonable cost of medium

No information is made available at a cost.