



INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

ISTM NEWS

October to December 2021



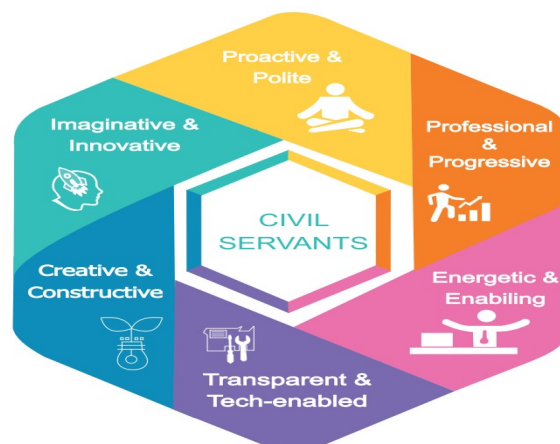
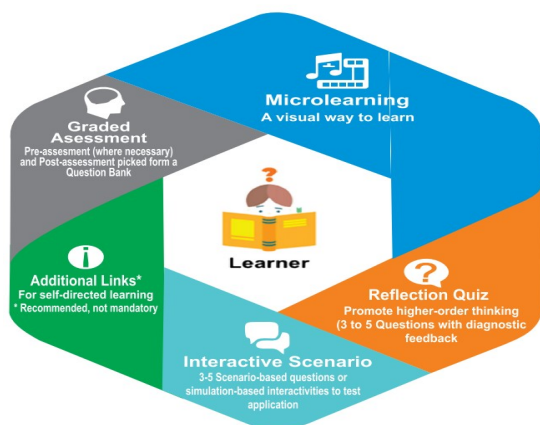
FROM THE DIRECTOR, ISTM

ISTM has been bringing out this quarterly newsletter with glimpses of activities and programmes undertaken during every quarter. DoP&T and ISTM jointly organised a day long Workshop on 'Mission Karmayogi' in which about 700+ Officers and experts from various Ministries and Training Institutes enthusiastically participated on 23rd December, 2021 as part of celebrations during the Good Governance Week. The Hon'ble Minister of State (PP) inaugurated the workshop and delivered keynote address on this occasion. On this Occassion, the task force setup by DoP&T for operationalisation of special purpose vehicle (SPV) for Mission Karmayogi held a panel discussion about the Road ahead for SPV. Secretary, DoP&T, Shri Pradeep Tripathy also shared his thoughts about the need for Civil Service Reforms to be carried out as to make our Civil Services fit for future.

You will be happy to know that ISTM has emerged as a front runner among all Central Training Institutes in development of e-content for 'Mission Karmayogi'. ISTM has also remained the leading institute in delivery of training/learning modules through pre-production platform of iGOT Karmayogi. The digital learning lab of ISTM, namely Karmayogi digital learning lab has become operational and aims to produce about 10 hours of digital content during the quarter October to December 2021.

New ideas and suggestions for improvements are welcome.

(S.D. Sharma)
Director, ISTM



ENKINDLE

It is our pleasure to present to you the October to December 2021 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - From the **DIRECTOR, ISTM** wherein Director, ISTM outlines the vision and objectives and the activities undertaken by the Institute; **ENKINDLE** an outline of activities of the Institute is provided; **TRAILBLAZE** - which give a glimpse of major activities of the Institute during this period; and **YEARNING** which is a forum for our faculty members, officers / staff and trainees to share their creative thoughts & ideas.

ISTM organised multiple several programmes and events including Good Governance Week, blood donation camp, sports day, vigilance awareness week, rashtriya ekta diwas, constitution day etc. During Good Governance Week, DoP&T and ISTM jointly organised a day long Workshop on 'Mission Karmayogi' in which about 700+ Officers and experts from various Ministries and Training Institutes enthusiastically participated on 23rd December, 2021 as part of celebrations during the Good Governance Week. The Hon'ble Minister of State (PP) inaugurated the workshop and delivered keynote address on this occasion.

During this quarter, the Institute conducted 95 courses, online, attended by 2669 officers/participants. Some Offline activities also started with ample caution. Prominent among them was a five day long workshop for Training of Trainers (ToT) in the area of protection of women from domestic violence. Forty Six participants took part in this programme, organised from 6th to 10th December, 2021 in collaboration with National Commission for Women.

The editorial team has tried to encapsulate various activities held in the Institute during this period.

Please log on to our website www.istm.gov.in to know more about our ensuing programmes.

Editorial Board:-

Col. Sanjay Kumar Sharma	-	Additional Director
Shri Moloy Sanyal	-	Deputy Secretary
Shri Vadali Rambabu	-	Deputy Secretary
Shri Deepak Kumar Bist	-	Joint Director

Compiled By:-

Shri Pawan Shrivastav	-	Assistant Library and Information Officer
-----------------------	---	---

TRAILBLAZE

Mission Karmayogi – the Path Ahead

A National workshop on 'Mission Karmayogi – the Path Ahead' as a part of Good Governance Week, was organised by DoP&T and ISTM on 23rd December 2021, at Bhim Auditorium, Dr. Ambedkar International Centre, Janpath, New Delhi in the presence of Chief Guest Dr. Jitendra Singh, Hon'ble MoS (PP). More than 700 Officers and experts from various organisations, participated in the workshop. Mission Karmayogi aimed at promoting citizen centered governance and bringing about transformative change in the country resulting into efficient public service delivery.

The welcome address was delivered by Smt. Rashmi Chowdhary, Additional Secretary, DoPT. Prof. R. Balasubramaniam, Member, Capacity Building Commission and Sh. Pradip Kumar Tripathi, Secretary, DoPT also addressed the participants and the Hon'ble Guests. The Hon'ble MoS (PP) Dr. Jitendra Singh unveiled a video titled 'Short Introduction on iGOT Platform'. He mentioned that *"the aim of 'Mission Karmayogi' is to impart futuristic vision to civil services which could effectively determine the roadmap for next 25 years and shape the Century India of 2047."*



Shri P.K.Tripathy, Secretary, DoPT, Shri Sanjay Singh, Secretary, DARPG, Shri V. Srinivas, Special Secretary, DARPG; Smt Rashmi Chowdhary, Additional Secretary, DoPT, Shri.S.D.Shibulal, Chairman, Task Force, Prof R.Balasubramaniam, Member Capacity Building Commission, Shri S. D. Sharma, Director, ISTM and Shri Pankaj Bansal, Member, SPV, senior officials, distinguished panelists, Nodal Officers from various Ministries for Mission Karmayogi; Heads and Representatives of Central Training Institutes and Administrative Training Institutes also joined the daylong deliberations.



The workshop was organised in seven different sessions. Session on Roll Out of Karmayogi Bharat – The Path Ahead; The Inaugural Session; Session on Driving the new work culture through competency based HR Management & Role based and Competency linked Learning of Civil Servants – Transforming the Landscape; and there on Developing Capacity Building Plans for MDOs; Driving De-siloisation and Democratization of Learning for All; Pilot Run for iGOT – Mission Karmayogi and Open

House/Brain Storming, The Path Ahead for Mission Karmayogi – Roles of various Stakeholders. All these sessions were delivered by the various experts and officers of DoP&T, DARPG, ISTM and Capacity Building Commission etc. and also officials from different Ministries and Organisations.



The full day National Workshop concluded with the Vote of Thanks by Sh. S. D. Sharma, Director, ISTM.



An exhibition at Dr. Ambedkar Hall was also organised in which ISTM had put up its stall. Hon'ble Minister for Personnel and Public Grievances Dr. Jitendra Singh, Secretary DoP&T, Special Secretary DARPG, Shri V. Srinivas, Additional Secretary (Training) Smt. Rashmi Chowdhary and Director ISTM, Shri S.D. Sharma visited the ISTM stall with other senior officers and distinguished invitees.



Blood Donation Camp

Competency based training is being imparted to the Assistant Section Officer Probationers(ASOPs) at the ISTM as a part the Foundation Training Program. A blood donation camp was organised for the ASOPs with the help of Red Cross Society on 29th October 2021. 51 ASOs along with the Staff Members of ISTM donated blood for the noble cause.



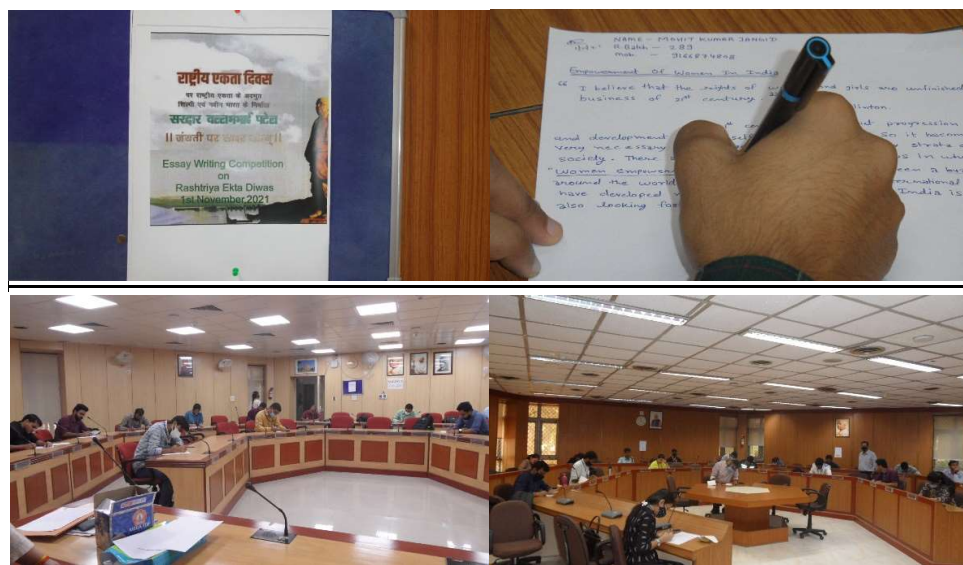
Vigilance Awareness Week

In line with the directions of the Central Vigilance Commission, this year as well ISTM, observed the Vigilance Awareness Week with effective from 26th October to 01st November. Director, ISTM, Sh. S. D. Sharma administered the oath of Vigilance to all the staff members on 29th October, 2021 in the assembly area of the ISTM campus.



Rashtriya Ekta Diwas 01.11.2021

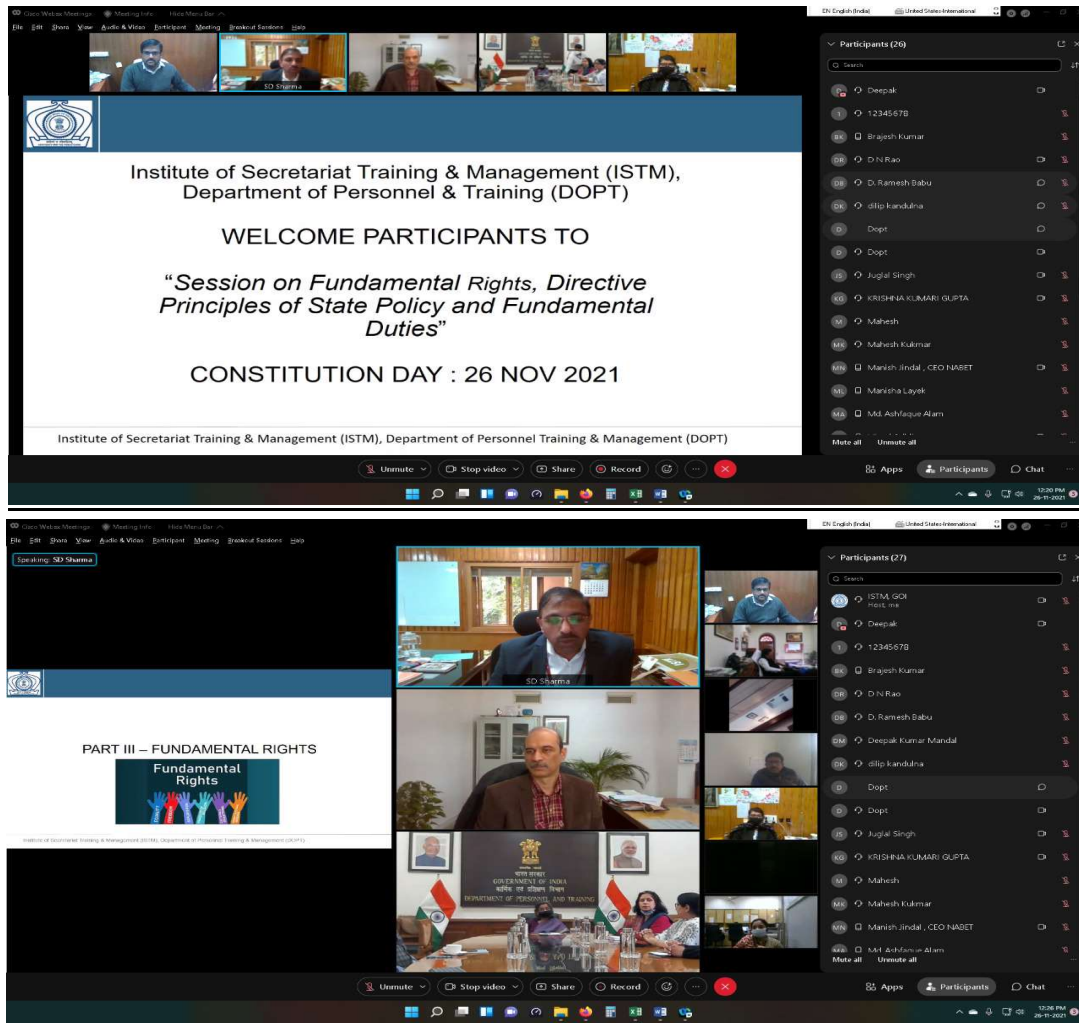
Rashtriya Ekta Diwas, also known as National Unity day is observed on 31st October every year since 2014 as a remembrance of birth anniversary of Sardar Vallabhbhai Patel, who was the first Home Minister of Independent India and played an important role in National Integration and providing a Civil Service structure for Independent India. He is also known as Iron Man of India. On the occasion of 'Rashtriya Ekta Diwas', ISTM organised an Essay Writing Competition for Assistant Section Officer Probationers. 45 ASOs along with the staff members took part in the competition on 01st November, 2021.



WINNERS OF ESSAY WRITING COMPETITION			
Sl. No.	Position	Name	Ministry/Department
1	Winner	Pradumna Singh Bist	M/o Finance
2	1st Runner Up	Vaddi Ramjee	UPSC
3	2nd Runner Up	Vikram Singh Pemawat	M/o Defence
4	2nd Runner Up	Utkarsh Bajpai	M/o Housing and Urban Affairs

Constitution Day

Constitution day also known as Samvidhan Diwas was celebrated on 26-Nov-2021 at ISTM. On this day, a session on “Fundamental Rights, Directive Principles of State Policy and Fundamental Duties” was organised, in which officers of ISTM and external experts shared their ideas/views about the unique features of our Constitution and their roll in shaping our democratic and secular society.



Training of Trainers (ToT) Programme on Domestic Violence Act, 2005

An unique programme of Training of Trainers (ToT) was organised with effect from 6th December to 10th December, 2021 at ISTM in offline mode. Trainer Training Programme on Demestic Violence Act, 2005 was organised at the behest of and in collaboration with National Commission for Women (NCW). Total 46 Trainers were trained on Domestic Violence Act, 2005 during this five day long programme, inaugurated by Dr. Rekha Sharma, Chairperson, NCW in the august presence of Director, ISTM and Course Director, Shri Moly Sanyal, Deputy Secretary, DoP&T/ISTM.



Sports Meet

A Sports Meet was organised on 08th December 2021 for Assistant Section Officer Direct Recruits (ASODRs) at the ISTM Campus as a part of Foundation Training Program. This programme was inaugurated by the Additional Director, ISTM. Total 117 ASODRs took part in different disciplines of the event.



WINNERS OF VARIOUS SPORTS EVENTS			
Event	Position	Name	Ministry / Department
R1 - Race 100 (Male)	Winner	Simarpreet Singh	Defence
	Runner Up	Ankit Baliyan	Food & Public Distribution
R1 - Race 100 Female)	Winner	Ankita Saiwal	Social Justice & Empowerment
R2 - Race 400 (Male)	Winner	Vivek Tomar	Posts
	Runner Up	Rohit Lohchab	Youth Affairs & Sports
R2 - Race 400 (Female)	Winner	Pooja Mishra	Expenditure
	Runner Up	Sumanpreet Kaur	Civil Aviation
R3 - Hurdle Race (Male)	Winner	Sachin Meena	UPSC
	Runner Up	Shwetank Attrey	Expenditure
R4 - Relay Race (Female)	Winner	Yashika Narula	Defence
	Winner	Aastha Huria	Defence
	Runner Up	Rohini Meena	Agriculture & Famers Welfare
	Runner Up	Pragya Jain	Commerce
	Runner Up	Kamini Verma	Agriculture & Famers Welfare
B2 - Basket Ball	Winner Team	B. Vikram	Information & Broadcasting
		VK Gupta	Jai Shakti
		Jitesh Rathee	Civil Aviation
		Abhishek Singh	Jai Shakti
		Vansh Saxena	DOPT

	Runner Up Team	Parveen Kr Goswami	Higher Education
		Shubham Singh Bhugra	Expenditure
		Amit Sahal	Expenditure
		Rushikesh S Wattamwar	Legal Affairs
		Ashutosh Giri Goswami	Expenditure
B4 - Hand Ball	Winner Team	Kapil Sharma	Defence
		Vipin Kumar	Defence
		Abhishek Verma	Shipping
		Aakash Tomar	Animal Husbandry
		Suman Saurabh	Expenditure
		Sumit Shekhar	Expenditure
	Runner Up Team	Pankaj	Road Transport & Highways
		Viksit	Defence
		Abhishek Yadav	Food & Public Distribution
		Karam Chand	Telecommunication
		Rajat Bhadouria	Expenditure
		Neeraj Singh Pathania	Expenditure
TT - Table Tennis (Male)	Winner	Ayush Rana	Higher Education
	Winner	Vishal Vidyarthi	Defence
	Runner Up	Abhishek Meena	UPSC
CH - Chess (Male)	Winner	Abhishek	Housing & Urban Affairs
	Runner Up	Anshuman Datta	Petroleum & Natural Gas
CH - Chess (Female)	Winner	Ankita Jangir	Social Justice & Empowerment
	Runner Up	Skina Rani	Commerce



Restructured Foundation Training Programme (FTP) for ASO(DR)s

The Assistant Section Officer (ASO) (DR) is the entry level position in the Central Secretariat Service (CSS), and plays a significant role in the overall functioning of the Central Secretariat. Foundation Training Programme (FTP) for the ASOs is conducted by Institute of Secretariat Training and Management (ISTM), New Delhi.

The first ever competency-linked FTP started with the commencement of Phase – I of ASO(DR) FTP on 20th September, 2021. It was concluded on 10th December, 2021. The 12 week long Training programme of FTP was attended by 884 ASOs. It aimed at developing identified set of competencies, focusing especially on personality development as well as functional readiness of the ASOs to handle responsibilities in the Central Secretariat. Now, all the 884 ASOs are under On the Job Training (OJT) and being mentored as per schedule laid down.

Some of the key features of Restructured FTP include the following:

- Extensive use of e-learning methodologies for delivery while on-the job training;
- Concurrent Assessments and Monitoring;
- Emphasis on Institutional Collaborations with identified Institutions of excellence such as Parliamentary Research and Training Institute for Democracies (PRIDE) for handling of Parliamentary work;
- National Archives of India (NAI) in Record Management;
- Arun Jaitley National Institute of Financial Management (NIFM) for Financial Management;
- Augmenting Communication Skills; Reading; Comprehension;
- Writing and Oral Communication Skills were the Key Skills; on which all the 884 ASOs have been equipped with.

During the 12 week long journey, various events of extra curricular activities such as blood donation camp, essay writing competition and sports competition etc. have been organised by ISTM to help ASOs to develop behavioural competencies. This twelve-week long training is part of the 104 week long comprehensive training plan for the young officials in Central Secretariat.

**Online & Offline Courses conducted during
October to December 2021**

CSS - Cadre Training Courses - 8 Courses as under:-

S. No.	Name of the course	Duration		Course Director	No. of participants
		From	To		
1.	94 th Level D	04.10.2021	12.11.2021	SHRI AGAM AGGARWAL	41
2.	115 th Level B	18.10.2021	18.11.2021	SHRI MOLOY SANYAL	57
3.	95 th Level D	25.10.2021	03.12.2021	SHRI BHAGBAN PADHI	54
4.	96 th Level D	08.11.2021	17.12.2021	SHRI B. DHANESH	53
5.	116 th Level B	08.11.2021	10.12.2021	SHRI PRAMOD KR. JAISWAL	60
6.	97 th Level D	22.11.2021	31.12.2021	SHRI RAJESH SINGH	46
7.	117 th Level B	29.11.2021	31.12.2021	SHRI BHAGBAN PADHI	48
8.	98 th Level D	06.12.2021	14.01.2022	SHRI VADALI RAMBABU	52
Total No. of Participants					411

Description of Course name:

- Level D: Section Officers of CSS with 6 years of approved service
- Level B: Assistant Section Officers of CSS with 6 years of approved service

CSSS - Cadre Training Courses -03 Courses as under: -

S. No	Name of the course	Duration		Course Director	No. of participants
		From	To		
1.	33 rd Level I	18.10.2021	05.11.2021	SHRI ARJUN JENA	37
2.	34 th Level I	08.11.2021	26.11.2021	SHRI PANDEY RAKESH	37
3.	35 th Level I	29.11.2021	17.12.2021	SHRI ASHWANI KUMAR BATRA	34
Total No. of Participants					108

Description of Course name:

- Level I: Stenographers Grade D of CSSS with 7 years of regular service

Organisation Specific Programmes (OSP)/ Cadre Specific Programmes (CSP) – 4 Course as under: -

S. No	Name of the course	Duration		Course Director	No. of participants
		Form	To		
1.	OSP-HPTI	11.10.2021	11.10.2021	SHRI AGAM AGGARWAL	20
2.	OSP-CVC-5	20.10.2021	22.10.2021	SHRI VADALI RAMBABU	25
3.	OSP-CVC-4	27.10.2021	29.10.2021	SHRI DEEPAK KUMAR BIST	29
4.	OSP-DPE-2	15.11.2021	17.11.2021	SHRI ASHWANI KUMAR BATRA	31
5.	OSP(O)-SAIL	22.11.2021	23.11.2021	SHRI PRAMOD KR. JAISWAL	25
6.	OSP-NCW	06.12.2021	10.12.2021	SHRI MOLOY SANYAL	50
7.	PT-DNH-01	01.12.2021	03.12.2021	SHRI B. DHANESH	25
8.	OSP-DPE	13.12.2021	15.12.2021	SHRI PANDEY RAKESH	36
Total No. of Participants					241

Description of Course name:

- OSP : Organisation Specific Programme
- HPTI : HVPN Power Training Institute
- CVC : Central Vigilance Commission
- DPE : Department of Public Enterprises
- SAIL : Steel Authority of India Limited
- NCW : Training of Trainers (ToT) for protection officers on Protection of Women from Domestic Violence - National Commission for Women
- PT-DNH : Dadar and Nagar Haveli and Daman & Diu on Public Procurement of Goods and Service, General Financial Rules, Government e-marketplace, Procurement of work, Delegation of Financial Power Rules, etc.

Calendar Courses other than CSS/CSST CTP- 12 Courses as under:

S.No	Name of the Course	Duration		Course Director	No. of Participants
		Form	to		
1.	WPFL-03	04.10.2021	07.10.2021	SHRI B. DHANESH	18
2.	WND-40	11.10.2021	12.10.2021	SMT. R. GAYATHRI	36
3.	WPCN-1-34	11.10.2021	12.10.2021	SHRI MOLOY SANYAL	2
4.	RTI-AA-17	11.10.2021	11.10.2021	SHRI DEEPAK KUMAR BIST	19
5.	PRB-2-15	18.10.2021	22.10.2021	SHRI DEEPAK KUMAR BIST	38
6.	MS-W-08	20.10.2021	22.10.2021	SHRI PANDEY RAKESH	19
7.	CTPST-01	25.10.2021	26.10.2021	SHRI B. DHANESH	25
8.	EVPG-17	25.10.2021	27.10.2021	SHRI PANDEY RAKESH	15
9.	SM-09	25.10.2021	28.10.2021	SHRI RAJESH SINGH	13
10.	HRM-07	28.10.2021	29.10.2021	SHRI MOLOY SANYAL	15
11.	NTP-18	01.11.2021	02.11.2021	SHRI VADALI RAMBABU	12

12.	WEI-08	01.11.2021	03.11.2021	SHRI RAJESH SINGH	35
13.	WPPP-15	01.11.2021	02.11.2021	SHRI B. DHANESH	17
14.	RTI-PIO-29	01.11.2021	03.11.2021	SHRI DEEPAK KUMAR BIST	50
15.	D-RFP-01	05.11.2021	05.11.2021	SHRI PRAMOD KR. JAISWAL	16
16.	OTP-RGO-12	08.11.2021	09.11.2021	SHRI YOGESH DWIVEDI	10
17.	AV1-12	08.11.2021	12.11.2021	SHRI RAJESH SINGH	31
18.	KM-10	08.11.2021	10.11.2021	SMT. R. GAYATHRI	22
19.	EVPG-18	15.11.2021	17.11.2021	SHRI AGAM AGGARWAL	30
20.	POSH-15	15.11.2021	16.11.2021	SHRI MOLOY SANYAL	45
21.	B-FI-02	15.11.2021	15.11.2021	SHRI DEEPAK KUMAR BIST	20
22.	OTP-CPPP&GeM-01	15.11.2021	17.11.2021	SHRI VADALI RAMBABU	50
23.	RIS-22	15.11.2021	18.11.2021	SHRI PRAMOD KR. JAISWAL	39
24.	PRB1-09	22.11.2021	24.11.2021	SHRI YOGESH DWIVEDI	10
25.	ER-1-06	22.11.2021	26.11.2021	SHRI RAJESH SINGH	20
26.	ER-2-04	22.11.2021	26.11.2021	SMT. R. GAYATHRI	28
27.	C&A-174	29.11.2021	28.01.2022	SHRI B. DHANESH	32
28.	SOTP-CPPP&GeM-01	29.11.2021	01.12.2021	SHRI ARJUN JENA	16
29.	ARM-02	29.11.2021	30.11.2021	SHRI AGAM AGGARWAL	17
30.	STT-01	29.11.2021	30.11.2021	SHRI VADALI RAMBABU	35
31.	WLO SC/ST-15	29.11.2021	30.11.2021	SHRI N. RAGHURAMAN	28
32.	TRACK	30.11.2021	30.11.2021	SHRI MOLOY SANYAL	25
33.	TRACK-02	02.12.2021	02.12.2021	SHRI MOLOY SANYAL	25
34.	TRACK-03	04.12.2021	04.12.2021	SHRI MOLOY SANYAL	25
35.	MS-PP-08	06.12.2021	08.12.2021	SHRI RAJESH SINGH	18
36.	ER-2-05	06.12.2021	10.12.2021	SHRI YOGESH DWIVEDI	32
37.	RM-RTI-11	06.12.2021	08.12.2021	SHRI DEEPAK KUMAR BIST	30
38.	TRACK-04	06.12.2021	06.12.2021	SHRI MOLOY SANYAL	25
39.	TRACK-3	06.12.2021	06.12.2021	SHRI MOLOY SANYAL	25
40.	TRACK-05	07.12.2021	07.12.2021	SHRI MOLOY SANYAL	25
41.	TRACK-06	08.12.2021	08.12.2021	SHRI MOLOY SANYAL	25
42.	TRACK-07	09.12.2021	09.12.2021	SHRI MOLOY SANYAL	25
43.	TRACK-08	10.12.2021	10.12.2021	SHRI MOLOY SANYAL	25
44.	TRACK-10	11.12.2021	11.12.2021	SHRI MOLOY SANYAL	25
45.	IPE-06	13.12.2021	14.12.2021	SHRI MOLOY SANYAL	11
46.	SWFM-03	13.12.2021	17.12.2021	SHRI DEEPAK KUMAR BIST	24
47.	BDA(Basic)-07	13.12.2021	15.12.2021	SHRI BHAGBAN PADHI	34
48.	WPEFC/SFC-07	13.12.2021	15.12.2021	SHRI JAYAKUMAR T	33
49.	TRACK-11	13.12.2021	13.12.2021	SHRI MOLOY SANYAL	25
50.	TRACK-12	14.12.2021	14.12.2021	SHRI MOLOY SANYAL	25
51.	TRACK-13	15.12.2021	15.12.2021	SHRI MOLOY SANYAL	25
52.	TRACK-14	16.12.2021	16.12.2021	SHRI MOLOY SANYAL	25

53.	TRACK-15	17.12.2021	17.12.2021	SHRI MOLOY SANYAL	25
54.	TRACK-16	18.12.2021	18.12.2021	SHRI MOLOY SANYAL	25
55.	TRACK-17	20.12.2021	20.12.2021	SHRI MOLOY SANYAL	25
56.	SWFM-04	20.12.2021	24.12.2021	SHRI DEVENDRA P MAJHI	10
57.	WFB-12	20.12.2021	21.12.2021	SHRI PANDEY RAKESH	27
58.	TRACK-18	21.12.2021	21.12.2021	SHRI MOLOY SANYAL	25
59.	TRACK-19	22.12.2021	22.12.2021	SHRI MOLOY SANYAL	25
60.	TRACK-20	23.12.2021	23.12.2021	SHRI MOLOY SANYAL	25
61.	TRACK-21	24.12.2021	24.12.2021	SHRI MOLOY SANYAL	25
62.	e-Tendering-01	24.12.2021	24.12.2021	SHRI ARJUN JENA	35
63.	TRACK-22	27.12.2021	27.12.2021	SHRI MOLOY SANYAL	25
64.	MTDP-DTS-02	27.12.2021	21.01.2022	SMT. R. GAYATHRI, SHRI ASHWANI KUMAR BATRA	21
65.	BDA(Basic)-06	27.12.2021	29.12.2021	SHRI RAJESH SINGH	30
66.	H-CAT-07	27.12.2021	29.12.2021	SHRI JAYAKUMAR T	39
67.	OTP-PV-05	27.12.2021	27.12.2021	SHRI DEEPAK KUMAR BIST	27
68.	TRACK-23	28.12.2021	28.12.2021	SHRI MOLOY SANYAL	25
69.	TRACK-24	29.12.2021	29.12.2021	SHRI MOLOY SANYAL	25
70.	TRACK-25	30.12.2021	30.12.2021	SHRI MOLOY SANYAL	25
71.	ERD-01&02 Merged	30.12.2021	31.12.2021	SHRI RAJEEV KUMAR KUNDI	25
72.	TRACK-26	31.12.2021	31.12.2021	SHRI MOLOY SANYAL	25
73.	TRACK-24	29.12.2021	29.12.2021	SHRI MOLOY SANYAL	25
74.	TRACK-25	30.12.2021	30.12.2021	SHRI MOLOY SANYAL	25
75.	ERD-01&02 Merged	30.12.2021	31.12.2021	SHRI RAJEEV KUMAR KUNDI	25
76.	TRACK-26	31.12.2021	31.12.2021	SHRI MOLOY SANYAL	25
Total No. of Participants					1909

Description of Course name:

- WPFL : Workshop on Policy Formulation to Legislation
- WND : Workshop on Noting & Drafting.
- WPCN : Workshop on Preparing Cabinet Note
- RTIAA : Right to Information - Appellate Authority
- PRB : Programme on Pension & Other Retirement Benefits
- MS-W : MS-Word
- CTPST : Critical Thinking & Problem Solving Techniques
- EVPG : Ethics and Value in Public Governance
- SM : Stress Management
- HRM : Human Resource Management
- NTP : National Training Policy
- WEI : Workshop on Emotional Intelligence
- WPPP : Workshop on Public Private Partnership
- RTIPIO : Right to Information - Public Information Officers

- D-RFP : Drafting of Request for Proposal
- OTP-RGO : Orientation Training Programme for the retiring Government officials
- AV : Administrative Vigilance:Role of IO/PO
- KM : Knowledge Management
- POSH : Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place
- B-FI : Budget - Formulation & Implementation
- OTP-CPPP&GeM : Orientation Training Programme on CPPP & GeM for dealing hands
- RIS : Reservation in Services for SC/ST/OBC.
- ER : Establishment Rules
- C&A : Cash & Accounts
- S-OTP-CPPP&GeM : Special Orientation Training Programme on CPPP & GeM for PSUs and other Autonomous Bodies
- ARM : Advanced course on Record Management.
- STT : Statistical Tools and Techniques
- WLO SC/ST : Workshop for Liaison Officers (SC/ST).
- TRACK : Workshop on Tabulation of Roles, Activities, Competencies and Knowledge Resources on TRACK Portal
- MSPP : MS-Power Point
- RM-RTI : Record Management - Right to Information
- IPE : Inter Personal Effectiveness
- SWFM : Special Workshop on Financial Management for PSUs and other Autonomous Bodies
- BDA(Basic) : Big Data Analytics in Government (Basic)
- WPEFC/SFC : Workshop on Preparation of Expenditure Finance Committee / Standing Finance Committee
- WFB : Workshop on Formulation of Budget
- eTendering : Training on e-Tendering Procedure
- MTD-DTS : MT Development-Direct Trainers Skills
- HCAT : Handling of CAT Cases
- OTP-PV : Orientation Training Programme on Preventive Vigilance.
- ERD : Economic Reforms and Development

YEARNING

नारी के सशक्तिकरण का मार्ग

आज मैंने एक रहस्य समझ लिया है
कि जिस तरह ज़रूरी है
मनुष्य का मनुष्य को उठाना,
समाज की उन्नति के लिए।
उसी तरह ज़रूरी है
स्त्रियों का स्त्रियों को उठाना,
नारी के सशक्तिकरण के लिए।
कोई डॉक्टर तो रही होगी,
जिसने जिद्द की होगी,
पहली लड़की बचाने की।
कोई दादी तो रही होगी,
जिसने जिद्द की होगी,
पहली पोती के लिए थाली बजाने की।
कोई नानी तो रह होगी,
जिसने जिद्द की होगी,
पहली नातिन के लिए सोहर गाने की।
कोई माँ तो रही होगी,
जिसने जिद्द की होगी,
पहली बेटा को पढ़ाने की।
कोई दीदी तो रही होगी,
जिसने जिद्द की होगी,
पहली बहन की किताबें लाने की।
कोई सखी तो रही होगी,
जिसने जिद्द की होगी,
पहली सहेली के मंच पर जाने की।
कोई शिक्षिका तो रही होगी,

जिसने जिद्द की होगी,
पहली छात्रा को निःशुल्क पढ़ाने की।
कोई सास तो रही होगी,
जिसने जिद्द की होगी,
पहली बहू के कमाने की।
कोई ननद तो रही होगी,
जिसने जिद्द की होगी,
पहली भाभी को परीक्षा दिलवाने की।
कोई जेठानी तो रही होगी,
जिसने जिद्द की होगी,
पहली देवरानी के दुकान चलाने की।
स्त्री जहाँ पहुँची है उसका कारण
बहुत सी नारियों का हिम्मत और त्याग है।
पर वो नारी
जो शिशु रचना जानती है,
परिवार रचना जानती है,
समाज रचना जानती है,
क्यों नहीं रच पाती है
अपने सशक्तिकरण का मार्ग।

- कृष्णा कुमारी गुप्ता
कनिष्ठ अनुवाद अधिकारी
सचिवालय प्रशिक्षण तथा प्रबंधन संस्थान

SMALL MAKES US BIG

I used to frequent a close acquaintance who was living in an elderly home by his choice. All facilities which elderly require were available there. My visit used to be more in the nature of courtesy and basic enquiries. Moreover, his family and children were staying at different locations. One of my visits to his place coincided with Deepavali. He was a diabetic patient and hence would say no to most of eatables, which anyone would carry for him including sweets and fruits. Before going to see him this Deepavali festival, I was thinking of what to take for him. In this process I reached shop of a chemist. It was a big store and I thought it would perhaps have options. I checked into the shop and enquired. The boy at the counter told me there were many items of usage very useful for diabetic patients. He showed to me a few of these and I selected three items.

Considerably satisfied with my endeavor and selection, I reached the elderly home. On reaching there I kept the packet on the side table and had usual exchange of greetings and other related information. In the middle of our exchanges, he enquired curiously what was there in the packet which I had brought. In fact before I could reply, he took the packet closer to him and peeped into it. He now picked up one of the items which happened to be a small bottle of mixed fruit jam. I also looked curiously as if awaiting his appreciation. He turned the bottle upside down and sideways. What was he looking for? I had no idea. But he stopped his search and told me it was so costly. (₹250/- for this pack). Now I knew what he was looking for. I replied it was useful for diabetics and was only once in a while, besides it was Deepavali. He appeared to agree with everything except the cost part. He was personally very sound financially and it was a surprise for me that a bottle of Jam costing ₹250/- was a concern for him. He did not seem to accept my arguments. And I too offered none further. He kept the bottle on one side.

Next he took another item from the packet and it happened to be a packet of biscuits. Again he did the same thing and by now I knew he was looking for the cost and fairly sure what was coming up. He spoke with disapproval that was so costly, ₹260/- for a packet of biscuits. I gave same arguments again. He did not seem to agree. Then he suggested that I may take these back home for children. Of course I did not agree and tried to impress that the amount spent did not matter and in any case it was only occasional. Now only one item was left in that packet. He picked up that too and I had some satisfaction in the sense that he did not look for its cost since perhaps he was familiar with it. It was costing only ₹40-45/- and this was sugarnil used by diabetic patients. He told happily that this he will keep and rest may be taken back for my children. I was not going to accept his suggestion. But what happened was unexpected for me. Now there was nothing left in the packet. The discussion now took a different turn. What he now narrated was of huge significance to most of us and to me especially. It was wisdom passed on based on self - practice.

Now he was back to his usual self. He made me understand why he was stressing upon the cost of these items. He emphasised that he was always bothered about every rupee. Whenever, there was a chance to save one rupee or two he never missed the opportunity and cared for such small small amounts He told me further that he never used a rickshaw or conveyance for small distances which

people generally do. He will simply walk down and save these small pieces of currency. This he maintained throughout the life. He will never purchase unnecessarily. He added that he used to maintain and preserve his clothes and other items very carefully. I am witness to the way his daily use items were maintained and looked so clean despite passage of years. He then passed on to me additional wisdom. Whenever in his life, he said, he needed bigger amount of money, for meeting important needs of family, he always had this amount with him. There was no need to look for lenders for this purpose since as per his admission , this was because, he cared for those few rupees on numerous occasions. We should not ignore something just because of its smallness or size. I then realized why he said those items were costly. At last, when I look back what he said applied in my case to a great extent. This wisdom passed on to me, appears to be applicable in various spheres of life. Small or trivial matters need not be ignored as they tend to have potential for something big. Each second, minute or hour of life is important. Once gone, it cannot be brought back. Let us care for small things, small achievements, little gestures and minute help that comes our way. I recall the words of E. F. Schumacher that “Small is Beautiful”. I returned from the elderly home with such a Big and precious Deepavali return gift that Caring for ‘Small’ makes us ‘Big’.

■ Ranjan Kumar,
Faculty Consultant,
Institute of Secretariat Training and Management



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 (आईएसओ 9001:2015 संस्था/AN ISO 9001:2015 INSTITUTION)
 कार्मिक एवं प्रशिक्षण विभाग /DEPARTMENT OF PERSONNEL & TRAINING
 प्रशासनिक ब्लॉक ज.ने.वि. परिसर(पुराना)/ ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
 ओलोफ पाल्मे मार्ग दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067
 दूरभाष/ Telephone– 011-26185308/ टेलीफैक्स/ FAX – 011-26104183
 Website: www.istm.gov.in