



ISTM NEWS

Newsletter of Institute of Secretariat Training and Management



January - March 2023



FROM THE DIRECTOR

By Rajul Bhatt, Director, ISTM

ISTM has proudly been sharing the glimpses of activities and programmes undertaken during every quarter through this quarterly newsletter. I welcome all the readers to the quarterly window of the activities undertaken during January to March 2023 in the present issue. The various training programmes and workshops in this quarter were focused on important areas such as competency building, need based training, etc. The various in-house faculty members along with external experts were engaged for the training programmes.

During this quarter, ISTM launched and conducted several important training programmes such as the Development of Attitude, Knowledge and Skills for Holistic Transformation of Administration (DAKSHTA) Programme for Officials of different Ministries under capacity building curriculum' etc. Hon'ble Minister of State (PP) Dr. Jitendra Singh Ji visited ISTM for Inauguration of FTP for ASO(P) 2020 Batch. He also launched a books titled "Reading Material for Behavioural Competencies of Central Secretariat Service" during the event. Apart from the core training programmes, several other program such as a Blood donation camp, Republic Day Celebration, and Rajbhasha workshop were organised during this quarter. The prize distribution and result declaration ceremony for the competitions held during National Library Week 2022 was also conducted by the Library team.

I request all the esteemed readers of ISTM Newsletter to share their ideas and suggestions with us for further improvements in the content of the newsletter.

NEWSLETTER HIGHLIGHTS



Story inside - The Hon'ble Minister of State (PP) Dr. Jitendra Singh Ji visited ISTM for Inauguration of FTP for the ASO(P) 2020.

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



ENKINDLE

It is our pleasure to present the January to March 2023 quarterly issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts- From the **DIRECTOR**; **ENKINDLE** - which provides outline of activities of the Institute; **TRAILBLAZE**- which gives a glimpse of major activities of the Institute during the period; and **YEARNING** which is a forum for our faculty members, officers / staff and trainees to share their creative thoughts & ideas. Various training programmes and other events were conducted during this quarter which includes visit of Hon'ble Minister of State (PP) Dr. Jitender Singh Ji for inauguration and interaction with the newly appointed Assistant Section Officers Probationers and release of ISTM's exclusive publication "Reading Material for Behavioural Competencies of Central Secretariat Service". In this quarter several Organisation-Specific programmes and DAKSHTA courses were conducted along with the other regular training programmes of CSS and CSSS officers. The quarterly training program of official language section and Library were important attractions during the quarter.

During this quarter, the Institute conducted 88 courses, online and offline, which were attended by 2850 officers/participants.

The editorial team has tried to encapsulate various activities held in the Institute during this period. We will also request you log in to our website, www.istm.gov.in, to learn more about our various training programmes.

Editorial Board

Capt. (IN) Y. P. Sharma
Smt. Namita Malik
Shri Rajesh Singh
Shri Puneet K Sharma
Shri Pandey Rakesh
Shri Pawan Kr. Shrivastav

- Additional Director, Chairman
- Joint Director, Member
- Deputy Director, Member
- Deputy Director, Member
- Assistant Director, Member
- Assistant Library and Information Officer, Member Secretary



Visit of Hon'ble Minister of State (PP) Dr. Jitendra Singh for Inauguration of FTP for ASO(P) 2020 Batch and Book Launch

on 31st January, 2023



Hon'ble Minister of State (PP) Dr. Jitendra Singh Ji and other officers inaugurated the Foundation Training Programme for Assistant Section Officers (Probationer) and launched a book titled "Reading Material for Behavioural Competencies of Central Secretariat Service" on 31st Jan 2023. The book was published by the Institute of Secretariat Training and Management. Hon'ble Minister of State (PP) Dr. Jitendra Singh Ji briefed the ASOs about the working of Government machinery, roles & responsibilities of a public servant and challenges faced by a government servant and how to overcome it. The Secretary (P) cleared the doubts of the new entrants regarding the Central Secretariat Service. The event was attended by a number of dignitaries and officials. The book launch was also followed by a panel discussion on the subject of behavioural competencies. The event received positive feedback from participants. The Institute of Secretariat Training and Management is committed to enhancing the skills and knowledge of civil servants.



गणतंत्र दिवस समारोह 2023 का आयोजन



26 जनवरी, 2023 को गणतंत्र दिवस के अवसर पर सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में एक भव्य समारोह का आयोजन हुआ। इस मौके पर संस्थान के तत्कालीन निदेशक महोदय श्री एस. डी. शर्मा, अपर निदेशक महोदय कैप्टन (आई.एन.) वाई. पी. शर्मा, संकाय सदस्य, अधिकारी और अन्य कर्मचारी उपस्थित थे। निदेशक महोदय ने गणतंत्र दिवस की बधाई देते हुए उपस्थित व्यक्तियों को संबोधित किया तथा राष्ट्रपिता, डॉ. भीमराव अंबेडकर के साथ साथ संविधान समिति के अन्य सदस्यों को भी याद किया। उन्होंने देश की अखंडता, एकता और संप्रभुता को बनाए रखने के लिए संविधान में दिए गए नागरिकों के अधिकारों के विषय में भी चर्चा की। उन्होंने इस बात पर बल दिया कि हमें नैतिकता को नहीं भूलना चाहिए और मानव मूल्यों को बरकरार रखते हुए अपने राष्ट्र को प्रगति के पथ पर आगे ले जाना चाहिए।

इस मौके पर अनेक प्रशिक्षु कर्मचारियों द्वारा रंगारंग संस्कृतिक कार्यक्रम प्रस्तुत किए गए तथा देश तथा संविधान के प्रति अपना आभार व प्रेम प्रकट किया। तत्पश्चात कार्यक्रम में भाग लेने वाले प्रशिक्षुओं, जवानों तथा कार्यक्रम की व्यवस्था करने वाले कर्मचारियों को कार्यालय की तरफ से उपहार निदेशक महोदय द्वारा वितरित किए गए। अंत में अपर निदेशक महोदय कैप्टन (आई.एन.) वाई. पी. शर्मा जी ने अपनी वाणी से सभी सदस्यों को कृतार्थ किया और कार्यक्रम को समापन की तरफ अग्रसर किया।

Level-III Training Programmes for Central Secretariat Stenographer Service (CSSS)



Total no. of Courses Conducted: 06

No. of Officers attended: 176

Course Directors:

- Shri N. Raghuraman, Faculty Consultant
- Shri Bhagban Padhy, Deputy Director
- Shri Deepak Kumar Bisht, Joint Director
- Shri Sanjeev Kumar Gupta, Deputy Director
- Smt. Namita Malik, Joint Director



Total of 06 CSSS Level III Training Programmes from 65th to 70th for Private Secretaries of CSSS Cadre (with 4 years of service in the grade) has been designed, considering the fact that Government service is a public service for helping the common man. It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

Participants During Study Tour

The study tours were conducted in all the courses including the sector Delhi- Kochi- Alleppy-Kochi-Munnar-Kochi -Delhi during all the courses in this quarter. The 65th batch of 31 participants were taken to Cochin Shipyard Ltd., where they visited the Hull workshop, Ship repairs yard and could observe the indigenous Aircraft carrier built at the Cochin Shipyard from close quarters as the ship was docked alongside.



Level - D Training Programmes for Section Officers of Central Secretariat Service (CSS)



Total no. of Courses Conducted: 03

No. of Officers attended: 112

Course Directors:

- Shri Rajeev Kumar Kundi, Faculty Consultant
- Shri Shailesh Kumar Soni, Assistant Director
- Smt. Namita Malik, Joint Director



The Level-D Training Programme from 111th to 113th for Section Officers of CSS was conducted on different dates during this quarter and total 112 participants joined the training programme. The evaluation of the participants was conducted on the basis of Self-Learning in iGoT, Examination for Core Functional subjects, Group presentation on State attachment (at State ATI and at ISTM) & Report on State Attachment. All participants successfully qualified under this training programme.

State Attachment cum Study Tour

A study tour cum state attachment was conducted for all three batches at different places. the 17 Participants of the 112th batch went to GAAC Odisha, and for other 20 participants of the same batch went to Administrative Training Institute, Kerala from 29th Jan to 10th February 2023.



Level-IV Training Programmes for Central Secretariat Stenographer Service (CSSS)



Total no. of Courses Conducted: 07

No. of Officers attended: 203

Course Directors:

- Shri Rajesh Singh, Deputy Director
- Shri D. P. Manjhi, Faculty Consultant
- Shri T. Jayakumar, Faculty Consultant
- Shri Pramod Kumar Jaiswal, Deputy Director
- Shri Moloy Sanyal, Deputy Secretary
- Shri Shailesh Kumar Soni, Assistant Director



Total of 07 Level IV Training Programme from 27th to 33rd for Principal Private Secretaries - who are in the zone of consideration for promotion to the next higher grade of Sr. Principal Private Secretaries is held during this quarter. This is on the basis of the Cadre Training Policy issued by the DoPT Training Division in 2016, Cadre Training Plan (CTP) made thereupon in 2017 and the subsequent changes brought therein from time to time. It calls upon the Government servants to display absolute integrity, moral courage, empathy and compassion, leadership, justice and impartiality, freedom from prejudice and commitment to the goals of development, equality and social justice.

State Attachment cum Study Tour

The study tours were conducted for all the 07 batches on different dates to different sectors including Delhi-Assam Sector and Delhi- Kochi-Munnar-Alleppey-Trivandrum-Delhi. The study tour was also organised on the primary theme "Pradhan Mantri Shram Yogi Maan-Dhan".



Level - B Training Programmes for Assistant Section Officers of Central Secretariat Service



Total no. of Courses Conducted: 06

No. of Officers attended: 194

Course Directors:

- Shri Pramod Kumar Jaiswal, Deputy Director
- Shri Arjun Jena, Assistant Director
- Shri Ashwini Kumar Batra, Assistant Director
- Shri Shailesh Kumar Soni, Assistant Director
- Shri D. P. Manjhi, Faculty Consultant
- Shri Harish Kumar, Faculty Consultant

The 06 Level-B training programme from 136th to 141st for Assistant Section Officers (ASOs) of Central Secretariat Service under the CSS Cadre Training Plan was conducted in the ISTM on different dates during the quarter. The training was conducted as per the approved master session for Level B Training Programmes. The batch had gone for a study tour to different places including Thiruvananthapuram and Kanyakumari and also visited the Saket District Court and Passport office, ITO, New Delhi on several occasions to learn Citizen State interface.

State Attachment cum Study Tour

The batches had gone on study tours to different places. The 141st batch visited Thiruvananthapuram and Kanyakumari including Institutional visits to Padmanabhapuram Palace, Vikram Sarabhai Space Centre (VSSC), Thiruvananthapuram and HLL Lifecare, Thiruvananthapuram, Poovar backwaters, Kovalam beach, Jatayu Rock and Sri Padmanabha Temple during the period 17th to 21st March 2023.

Organisation Specific Programme for Officers of ORGI (Conducted from 13th Mar 2023 to 31st Mar 2023)



A three weeks Organisation Specific Programme for Officers (Group 'A' probationers) of the Office of the Registrar General and Census Commissioner, India was successfully conducted from 13th to 31st March 2023.



List of Winners

BOOKMARK MAKING COMPETITION

SL.	NAME OF WINNER	POSITION
1.	MS. KRISHNA KR GUPTA	FIRST
2.	MS. MANISHA	SECOND
3.	MS. AAYUSHI	THIRD
4.	MS. PRAGYA JAIN	CONSOLATION

BOOKCOVER DESIGNING COMPETITION

SL.	NAME OF WINNER	POSITION
1.	MR. MUKUL SHARMA	FIRST
2.	MRS. PARVEEN NIDAN	SECOND
3.	MS. SONAM NEGI	THIRD
4.	MS. MOUSAM	CONSOLATION

POETRY RECITATION COMPETITION

SL.	NAME OF WINNER	POSITION
1.	MS. KRISHNA KR GUPTA	FIRST
2.	MS. NAMITA MALIK	SECOND
3.	MR. SANJEEV GUPTA	THIRD
4.	MRS. KANWALJEET KAUR	CONSOLATION

BOOK REVIEW BY FACULTY MEMBERS

SL.	NAME OF WINNER	POSITION
1.	MR. AGAM AGGARWAL	FIRST
2.	MRS. NAMITA MALIK	SECOND
3.	MR. PANDEY RAKESH	THIRD
4.	MR. SANJEEV GUPTA	CONSOLATION

BOOK REVIEW BY NON FACULTY MEMBERS

SL.	NAME OF WINNER	POSITION
1.	MRS. SHIMLA MEENA	FIRST
2.	MR. AKSHAY JAIN	SECOND
3.	MS. AAYUSHI	THIRD
4.	MR. HIMANSHU CHAUHAN	CONSOLATION

BOOK REVIEW BY TRAINEES

SL.	NAME OF WINNER	POSITION
1.	MS. PRAGYA JAIN	FIRST
2.	MS. SHIVANGI SINGH	SECOND
3.	MS. AYUSHI MAHESHWARI	THIRD
4.	MRS. K. S. GEETHA	CONSOLATION

The National Library Week competitions held from Nov 14-20, 2023 concluded with a prize distribution ceremony on 3rd March 2023 facilitated by the Director, Additional Director, Deputy Director (Library) of the Institute of Secretariat Training and Management. A short video with the entire glimpse of the programmes and competitions held during the week long celebration was played prior to the ceremony. Winners from various categories were awarded prizes during the ceremony. An exhibition of Bookmarks and Book Jackets were also organised during the event.

Congratulations to all the participants and winners of the National Library Week competitions. We wish all of them a very happy and joyful reading in future too.

After the prize distribution ceremony was concluded the Director along with other dignitaries released the Vol.1, Issue-I of LIB-DEX (the Indexing service of ISTM Library). It will enable ISTM Library members to search for their documents of interest at the ease.



Visit to World Book Fair by Library Team 03-Mar-2023



On 03-Mar-2023, With permission of the Director, ISTM, the members of the Books and Periodical Selection Committee visited the World Book Fair 2023 and selected books for ISTM Library and several book catalogues from different suppliers for the further evaluation and recommendations.



हिन्दी कार्यशाला का आयोजन



जनवरी-मार्च तिमाही के लिए दिनांक 15 मार्च, 2023 को “सरकारी कामकाज में प्रयोजनमूलक हिंदी” विषय संबंधी हिंदी कार्यशाला का आयोजन किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों, कर्मचारियों एवं संविदा पर नियुक्त कार्मिकों के लिए आयोजित की गयी थी। हिंदी कार्यशाला में कुल 40 प्रतिभागी उपस्थित थे। कार्यशाला के विषय विशेषज्ञ एवं अतिथि वक्ता केन्द्रीय हिंदी निदेशालय के क्षेत्रीय कार्यालय गुवाहाटी (असम) के पूर्व उपनिदेशक (भाषा) सेवानिवृत्त श्री उमाकांत खुबालकर थे। अतिथि वक्ता महोदय ने कार्यशाला में टिप्पण एवं प्रारूपण में हिंदी भाषा के उचित प्रयोग सहित उपयुक्त शब्दों के चयन पर जानकारी दी। इस दौरान प्रतिभागियों ने बड़े उत्साह से हिस्सा लिया और अपनी शंकाएं भी बताईं, जिसका समाधान अतिथि वक्ता महोदय द्वारा बहुत ही अच्छे ढंग से किया गया। इस कार्यशाला का उद्देश्य राजभाषा हिंदी में कार्य करने में आ रही समस्याओं को दूर कर उचित प्रयोग संबंधी ज्ञान प्रदान करना था जिससे कि कार्मिकों को सरकारी कार्य हिंदी में करने में सुविधा हो।

ACTIVITIES OF FTP CELL



Essay Writing Competition

Approximately 138 Assistant Section Officers (Probationers) of 2020 Batch participated in essay/ precis writing competition on 28th February 2023. The main objective of the competition was to hone the writing skills, promote critical thinking, enhance research skills, platform for self-expression and creativity. It was one of the extra-curricular activities organized in order to make the Foundation Training interesting, engaging & competitive.

ATTACHMENT WITH INDIAN INSTITUTE OF PUBLIC ADMINISTRATION (IIPA) {13th - 17th March, 2023}

A one-week attachment on 'Excellence in Public Service Delivery' with Indian Institute of Public Administration (IIPA) was held for ASO Probationers of 2020 CGLE Batch under ISTM Phase-1 Training. The Institute is well-known for equipping the public servants with domain knowledge, functional skills, and behavioural competencies required for managing the task of governance. The key objectives of the one-week attachment on 'Excellence in Public Service Delivery' was to enable the newly inducted officers to:

- Understand the key enablers of public service deliveries,
- Augment digitalization in citizen centric services,
- Learn and apply financial concurrence procedures,
- Include and apply digital resources for timely public service outreach,
- Boost the roadmap for the inclusive service deliveries,
- Scale up quality in women friendly workplaces, and
- Develop a sense of 'belongingness' to promote Atmanirbharta.



VISIT TO NATIONAL ARCHIVES OF INDIA on 21st & 22nd March, 2023

Approximately 138 Assistant Section Officers (Probationers) of 2020 Batch visited National Archives of India, New Delhi to attend a half-day workshop on 'Records Management' during the Foundation Training Programme. The key features of the visit were to educate them about the conservation and preservation of records, archival research, digital initiatives, etc. The visit consisted of lecture by eminent archivist, visit to National Archives Museum, Conservation Research Laboratory, Record room/ storage etc.



ACTIVITIES OF FTP CELL

VISIT TO PARLIAMENTARY RESEARCH AND TRAINING INSTITUTE FOR DEMOCRACIES (PRIDE) on 27th & 28th March, 2023

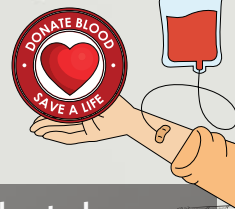
Approximately 138 Assistant Section Officers (Probationers) of 2020 Batch visited Parliamentary Research and Training Institute for Democracies (PRIDE) to attend a 2-days workshop on 'Parliamentary Work Management' during the Foundation Training Programme.

SPORTS MEET, 2023 for ASO PROBATIONERS OF 2020 BATCH ON 10th MARCH 2023

Approximately 100 Assistant Section Officers (Probationers) of 2020 Batch participated in Sports Meet, 2023 during the Foundation Training Programme. The event allows individuals to showcase their physical prowess and skills. Engaging in sports activities not only enhances physical fitness but also boosts mental well-being, concentration, and productivity. It provides a platform for employees to interact, collaborate, and develop strong professional relationships outside the confines of their work environment. Sports Day also instils a sense of unity and pride within the institution, as participants compete in friendly matches, cheering each other on and celebrating collective achievements.



Blood Donation Camp Organised at ISTM Campus on 24-Mar-2023



Blood donation is a selfless act that has a profound impact on saving lives and improving the health of individuals in need. It is a simple yet powerful gesture that embodies compassion, empathy, and humanity. The act of donating blood not only benefits the recipient but also brings a sense of fulfilment and satisfaction to the donor. Therefore, under the aegis of 'Azadi Ka Amrit Mahotsav', a blood donation camp was organized on 24th March 2023 in the lounge area of ISTM campus with the help of All India Institute of Medical Science (AIIMS), New Delhi. A total of 64 people including trainees, faculty and other staff members donated blood and contributed for this noble cause.

All India Institute of Medical Sciences, New Delhi
Blood Centre, Main Hospital

Name of Organization : ISTM
Date : 24.03.2023
Dear Madam / Sir DIRECTOR

We wish to thank you and your organization for the generous cooperation in arranging a very successful blood donation camp held on 24.03.2023 where we collected 64 units of blood.

We are very impressed with your honest commitment and candid attitude towards serving the humanity. Hence we look forward to foster our co-operation in arranging blood donation camps in the future as well. You may wish to contact us at our official E-Mail ID mentioned below at any time when you need assistance in organizing blood donation camps and we will be happy to provide you all the support with due priority.

Ph. : 011-26593728
E-Mail : aiimsbloodbank@gmail.com

Dr. Poonam Coshic
C.M.O. Incharge

Ms. Anju A.S.
M.S.S.O.

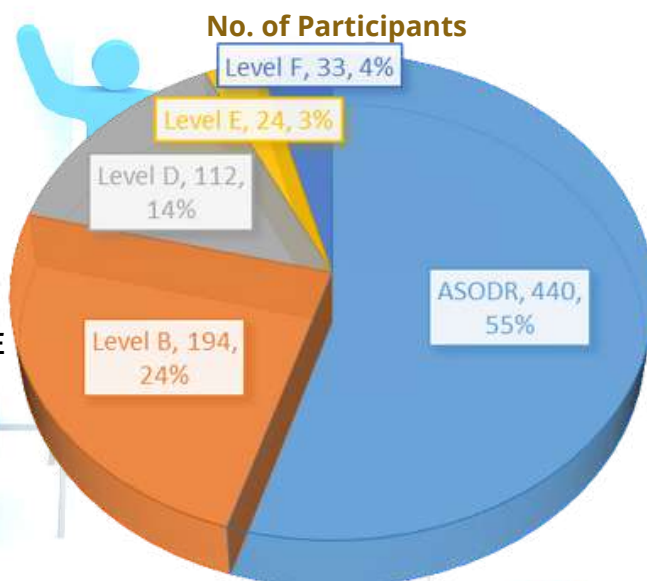


CSS - CADRE TRAINING COURSES - 11 COURSES AS UNDER:-

Total 11 courses of Foundation Level, Level B, D, E and F conducted during this quarter (Jan to Mar 2023). The duration of these courses ranges from two to six week long. Total of 803 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL B: ASO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL E: US OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL F: DS OF CSS WITH 4 YEARS OF APPROVED SERVICE
- ASODR: NEWLY RECRUITED ASSISTANT SECTION OFFICERS

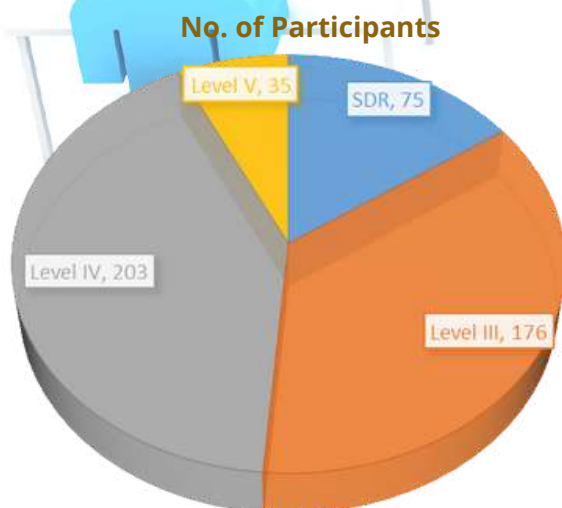


CSSS - CADRE TRAINING COURSES - 15 COURSES AS UNDER:-

Total 15 courses of "Foundation Level, Level III, IV & V conducted during this quarter (Jan to Mar 2023). The duration of these courses is three weeks long. Total of 489 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL III: PS OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL IV: PPS OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL V: SR. PPS AND PSO OF CSSS
- SDR: NEWLY RECRUITED STENOGRAPHERS



R/CBP - REFRESHER CAPACITY BUILDING PROGRAMME NOW DAKSHTA - 7 COURSES AS UNDER:-

Total 7 courses of Development of Attitude Knowledge & Skill for Holistic Transformation in Administration (DAKSHTA) Programme conducted during this quarter (Jan to Mar 2023). The duration of these courses was 5 days long. Total of 144 participants attended the training.

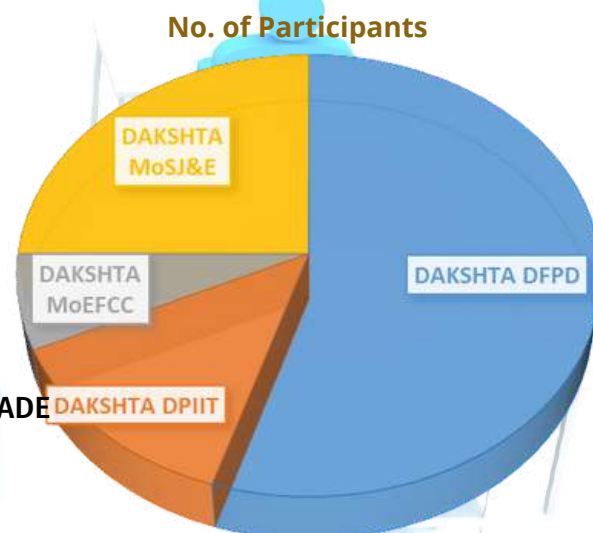
DESCRIPTION:

DFPD: DEPARTMENT OF FOOD AND PUBLIC DISTRIBUTION

DPIIT: DEPARTMENT FOR PROMOTION OF INDUSTRY AND INTERNAL TRADE

MOEFCC: MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE

MOSJ&E: MINISTRY OF SOCIAL JUSTICE AND EMPOWERMENT



CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 24 COURSES AS UNDER:

S.No	Name of course	Course Code	Duration From	Duration To	# participants
1	Data Analytics using MS-Excel	DA-EX-03	27-Mar-23	29-Mar-23	29
2	Training on e-Tendering Procedure	e-Tendering-03	31-Mar-23	31-Mar-23	14
3	Government e-Marketplace (GeM)	GeM-02	16-Jan-23	17-Jan-23	79
4	Gender Sensitization	GS-09	01-Feb-23	03-Feb-23	29
5	Inventory & Store Keeping Management	ISKM-01	16-Mar-23	17-Mar-23	11
6	Two Full days Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	POSH-18	13-Feb-23	14-Feb-23	35
7	Reservation in Services for SC/ST/OBC/ExSM/PWDs	RIS-26	06-Feb-23	09-Feb-23	50
8	Record Management - Right to Information	RM-RTI-15	23-Jan-23	25-Jan-23	14
9	Two Half Days Rights of PWDs	R-PWD-03	16-Jan-23	17-Jan-23	8
10	Recognized Trainers Development Programme – Design of Training	RTDP-DoT-02	20-Mar-23	09-Apr-23	12
11	Design of Training	RTDP-DOT-2A	20-Mar-23	24-Mar-23	4
12	Recognized Trainers Development Programme – Direct Trainer Skills	RTDP-DTS-02	13-Mar-23	01-Apr-23	13
13	Direct Training Skills	RTDP-DTS-2A	13-Mar-23	17-Mar-23	4
14	Direct Training Skills	RTDP-DTS-2B	27-Mar-23	01-Apr-23	24
15	RT Development on TNA	RTDP-TNA	18-Feb-23	25-Feb-23	19
16	Right to Information - Appellate Authority	RTI-AA-19	03-Mar-23	03-Mar-23	34
17	Right to Information - Public Information Officers	RTI-PIO--33	02-Mar-23	03-Mar-23	11
18	TOT for Stenographers	TOT-Stno.	13-Feb-23	17-Feb-23	15
19	Workshop on e-Office	WEO-13	20-Mar-23	21-Mar-23	12
20	Workshop on Financial Management in Government	WFM-10	27-Mar-23	31-Mar-23	32
21	Workshop for Liaison Officers (SC/ST)	WLO SC/ST-24	02-Mar-23	03-Mar-23	18
22	Workshop on mapping Competencies with Roles and Activities	WMCRA-35	23-Jan-23	23-Jan-23	18
23	Workshop on Noting & Drafting	WND-44	27-Mar-23	28-Mar-23	43
24	Workshop on Pay Fixation	WPF-27	15-Mar-23	17-Mar-23	25
Total No. of Participants					553

ORGANISATION SPECIFIC PROGRAMMES (OSP) – 31 COURSE AS UNDER: -

S.No	Name of course	Course Code	Duration From	Duration To	# participants
1	Cadre Specific Programme for officials DGCA	CSP-DGCA-1	20-Feb-23	24-Feb-23	25
2	OSP - 1 NITIE Mumbai on Noting & Drafting , two courses of one day each	DA-EX-03	27-Mar-23	29-Mar-23	29
3	Online OSP -Customised Training for Group A officers of DG-BSF	e-Tendering-03	31-Mar-23	31-Mar-23	14
4	Online OSP -Customised Training for Group A officers of DG-BSF	GeM-02	16-Jan-23	17-Jan-23	79
5	Organization Specific Programme for LDCs/UDCs of CGWB	GS-09	01-Feb-23	03-Feb-23	29
6	OSP for officials of Railway Protection Force Lucknow	ISKM-01	16-Mar-23	17-Mar-23	11
7	OSP for officials of UGC on RTI Act 2005	POSH-18	13-Feb-23	14-Feb-23	35
8	OSP-AIIMS-1 Training on N & D, MOP,Reservation, Pay fixation, Leave, LTC, Court cases, vigilance , Records management space technology, RTI etc	PT-07	16-Jan-23	18-Jan-23	25
9	OSP-AIIMS-2 Training on N & D, MOP, Reservation, Pay fixation, Leave, LTC, Court cases, vigilance etc.	PT-11	15-Mar-23	17-Mar-23	25
10	OSP for Office of the Chief Commissioner for Persons with Disabilities	PT-A&N-1	16-Jan-23	17-Jan-23	25
11	OSP for Directorate General of Hydrocarbons	PT-A&N-2	20-Feb-23	24-Feb-23	25
12	OSP for officials of ICMR Delhi	PT-A&N-3	13-Mar-23	17-Mar-23	25
13	OSP for officials of ICMR Delhi	PT-AP-3	16-Jan-23	17-Jan-23	25
14	OSP for officials of MoHFW on Role of IOs/POs	PT-AP-5	22-Feb-23	24-Feb-23	25
15	OSP-M/o Railways	PT-DNH-06	30-Jan-23	01-Feb-23	25
16	Organization Specific Programme for National Statistical Service Training Academy(NSSTA, Greater Noida on Office Procedure	PT-GOA-06	01-Feb-23	03-Feb-23	25
17	OSP for NVS Noida on RTI & Disciplinary Proceedings	PT-GOA-07	10-Jan-23	12-Jan-23	25
18	OSP for NVS Noida on RTI & Disciplinary Proceedings	PT-NL-02	10-Jan-23	12-Jan-23	25
19	OSP for NVS Noida on RTI & Disciplinary Proceedings	RIS-26	06-Feb-23	09-Feb-23	50
20	OSP for officials of ORGI Group -A	RM-RTI-15	23-Jan-23	25-Jan-23	14
21	PT Goa on Vigilance and Disciplinary Proceedings	R-PWD-03	16-Jan-23	17-Jan-23	8
22	PT Goa on Resource Mobilization, GST, Project Management and Project Monitoring etc.	RTDP-DoT-02	20-Mar-23	09-Apr-23	12
23	P.T. Programme for Andaman & Nicobar Administration Secretariat on Financial Rules	RTDP-DOT-2A	20-Mar-23	24-Mar-23	4
24	P.T. Programme for Andaman & Nicobar Administration Secretariat on Office Management including Office Procedure, Noting & Drafting, Record Management, Vigilance and Disciplinary Proceedings	RTDP-DTS-02	13-Mar-23	01-Apr-23	13
25	PT Programme for Andaman& Nicobar Administration Secretariat on Establishment Rules including Reservation in Services, RTI	RTDP-DTS-2A	13-Mar-23	17-Mar-23	4
26	Peripatetic Programme for Government of Arunachal Pradesh on Vigilance and Disciplinary Proceedings	RTDP-DTS-2B	27-Mar-23	01-Apr-23	24
27	Peripatetic Programme for Government of Arunachal Pradesh on Pension and other Retirement benefits/NPS	RTDP-TNA	18-Feb-23	25-Feb-23	19
28	Peripatetic Programme for Dadar and Nagar Haveli on Cash & Accounts	RTI-AA-19	03-Mar-23	03-Mar-23	34
29	PT Goa on Policy Formulatoin and Legislative Drafting	RTI-PIO--33	02-Mar-23	03-Mar-23	11
30	PT Goa on Policy Formulatoin and Legislative Drafting	TOT-Stno.	13-Feb-23	17-Feb-23	15
31	Peripatetic Programme for Government of Nagaland on Reservation in Services for SC/ST & OBC & PWD	WEO-13	20-Mar-23	21-Mar-23	12
Total No. of Participants					861

समाज ने ये ढोंग रचा है

YEARNING

समाज ने ये ढोंग रचा है,
बेटियों को अपनाने का,
कन्याओं को पढ़ाने का,
उनसे ममता जताने का,
बिटिया को रानी बनाने का,
सर आँखों पे बिठाने का,
सारा जहाँ बताने का,
मखमल पे सुलाने का,
क्यों, क्यों कर रहा है समाज ये ढोंग,
जब बांट दिया है बेटियों को बेटों से,
अलग कर दिया अपने चहेतो से,
मजबूत बनाया सिर्फ बेटों को,
लड़ना सिखाया सिर्फ बेटों को,
तू लड़का है रोना नहीं,
सहनशक्ति कभी खोना नहीं,
क्यों, लड़की है तो रो सकती है,
सहनशक्ति भी खो सकती है,
नहीं दिया शस्त्र लड़ने का,
अन्याय के विरुद्ध बिगड़ने का,
समाज ने ऐसा ढोंग रचाया,
वैसे तो कन्या को दुर्गा, काली बताया,
फिर चुपके से ये समझाया,
कि तू तो है धन पराया,
तेरे लिए है ये सब माया,
दर्द होने पर रो लेना तु,

तकिए पे सर रख के सो लेना तु,
अपने लिए ना आवाज उठाना,
कभी न अपनी पसंद बताना,
पहले माँ बाप, फिर ससुराल उसका मालिक हैं,
क्यों नहीं लड़ सकती वो,
सही-गलत चुन सकती वो,
फिर समाज ने एक बहाना दिया,
कमजोरी का ताना दिया,
चालाकी से है ये ढोंग रचा,
चारों ओर ये छाया नशा,
लड़कियों को नहीं लड़ने देना है,
आगे नहीं बढ़ने देना है,
करनी हमें खुद की रक्षा है,
वो कमजोर ही रहे तो अच्छा है,
चुपचाप सहे तो अच्छा है,
कोई परिवार नहीं इससे बचा है,
समाज ने ये ढोंग रचा है ॥

पवन कुमार श्रीवास्तव,
सहायक पुस्तकालय एवं
सूचना अधिकारी,
स.प्र.प्र.सं.



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