



ISTM NEWS

Newsletter of Institute of Secretariat Training and Management

April - June 2025



From the Desk of Director, ISTM

I am delighted to present the latest edition of the ISTM Quarterly Newsletter for April to June 2025, chronicling a quarter marked by historic milestones, inspiring initiatives, and collective achievements.

A defining moment in this period was ISTM's first-ever Annual Day celebration on 5th May 2025, an occasion that beautifully blended tradition, reflection, and camaraderie. We were honoured by the presence of Shri B. S. Baswan, former Director, ISTM (1986-90), and Ms. Chhavi Bhardwaj, Joint Secretary (Training), whose participation added gravitas to this landmark event. The day also witnessed the launch of a significant Green Initiative to make our campus plastic-free—an enduring step towards sustainability.

The quarter was further enriched by the Chintan Shivir, providing a platform for introspection and strategic visioning, and by spirited observances such as the International Day of Yoga, Sports Meets, Cultural Programmes, Blood Donation Camps, and Rajbhasha Workshop. The Foundation Training Programmes, study tours, and exposure visits for Stenographer Direct Recruits continued to nurture professional competence and holistic development.

I thank all contributors for their valued efforts and encourage readers to share suggestions to enrich future editions.

NEWSLETTER HIGHLIGHTS



Story inside - Celebration of First-Ever Annual Day on 05th May, 2025

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



ENKINDLE

We are pleased to present the April–June 2025 edition of the ISTM Quarterly Newsletter, chronicling the significant events and initiatives undertaken during this vibrant quarter. The newsletter is structured into four sections for ease of reading:

- From the DIRECTOR: Editorial note.
- ENKINDLE: An overview of ISTM’s activities.
- TRAILBLAZE: Highlights of major events.
- YEARNING: A platform for creative ideas from ISTM faculty, staff, and trainees.

From the grandeur of our first-ever Annual Day celebrations to the thoughtful sustainability measures of our Green Initiative, this quarter reflected ISTM’s unique blend of tradition and forward-thinking. Highlights include the Chintan Shivir, commemorations of the International Day of Yoga, and the enthusiastic participation of SDR trainees in sports, cultural events, and study tours. Our consistent commitment to community service shone through the well-participated blood donation camps.

The diversity of training programmes conducted—ranging from cadre-specific courses to organisation-specific and thematic workshops—underscored ISTM’s role as a premier capacity-building institute. Each activity was a testament to the dedication of our faculty, staff, and trainees, and to our mission of fostering excellence in public service.

During this quarter, the Institute conducted 132 courses, online and offline, which were attended by 5557 officers/participants.

We invite readers to immerse themselves in these pages and to share their thoughts and suggestions, so that ISTM News continues to inform, inspire, and connect our community.

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ISTM Celebrates Its First-Ever Annual Day with Grandeur and Tradition



The Institute of Secretariat Training and Management (ISTM) marked a momentous occasion in its illustrious journey with the celebration of its first-ever Annual Day on 05th May 2025. Held in Auditorium 2 of ISTM, the event was a vibrant blend of tradition, reflection, and cultural expression.

The Annual Day, a historic first since the institute's founding in 1948, was organised under the able leadership of Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India. The celebration was graced by Shri B. S. Baswan, former Director, ISTM, as the Chief Guest, and Ms. Chhavi Bhardwaj, Joint Secretary (Training), as the Special Guest.

The ceremony commenced with the lighting of the traditional lamp, symbolising knowledge and enlightenment. Following this, the audience was addressed by Shri Rajiv Manjhi, who spoke about the legacy of ISTM and its continuous journey of transformation. This was followed by remarks from Ms. Chhavi Bhardwaj, who commended the institute's contribution to capacity building in government. Shri B. S. Baswan shared his nostalgic reflections and praised the current leadership for initiating this landmark celebration.

One of the highlights of the event was the screening of a short video, tracing the evolution of ISTM from its establishment in 1948 to the present day.

The formal proceedings were followed by a vibrant cultural programme featuring enthusiastic performances by faculty members, officers, staff, and trainees of ISTM.

The event concluded with a community dinner, fostering informal interaction among all attendees and reinforcing the sense of unity and celebration.

ISTM Takes a Green Initiative: Launches Plastic-Free Campus Drive on Annual Day

As part of its commitment to environmental responsibility, the Institute of Secretariat Training and Management (ISTM) launched a significant Green Initiative during its first-ever Annual Day Celebration held on 05th May 2025.

Under the leadership of Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India, the institute distributed stainless steel water bottles to all officers, staff members, contractual personnel. This thoughtful and inclusive gesture marks ISTM's concrete step towards eliminating single-use plastic bottles and cups from its campus.

Speaking on the occasion, the Director, ISTM emphasized the importance of leading by example in creating a sustainable workplace. The initiative reflects ISTM's resolve to adopt eco-friendly practices and inspire similar actions within the larger administrative ecosystem.

Senior faculty members joined the Director in the distribution drive, symbolising collective ownership of the sustainability mission. This effort not only promotes environmental consciousness but also fosters a sense of shared responsibility among all members of the ISTM family.

The initiative was warmly received and stands as a testament to ISTM's forward-thinking approach, blending institutional tradition with modern-day environmental awareness.



A photograph showing three individuals seated at a long wooden conference table. On the left, a man in a light blue shirt is looking down at a device on the table. In the center, a man in a dark suit and red tie is looking towards the camera. On the right, a woman in a pink and white patterned sari is looking towards the camera. There are microphones and papers on the table.



INTERNATIONAL DAY OF YOGA - 2025 CELEBRATION @ ISTM



The International Day of Yoga 2025 was celebrated with great enthusiasm at the Institute of Secretariat Training and Management (ISTM) on 21st June 2025. The event was graced by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India, along with all Joint Directors, officers, faculty members, and staff of the Institute.

The early morning session was conducted under the expert guidance of Mrs. Rosy Sharma, Yoga Instructor, who led the participants through a range of yoga asanas and breathing exercises aimed at promoting physical and mental well-being. The instructor also demonstrated simple yoga techniques that can be performed while seated at the office desk—ideal for relieving fatigue and stress during work hours.

Following the session, all participants were served refreshing lemon juice and a light breakfast.



ACTIVITIES OF FTP CELL

Foundation Training Programme

During the First quarter of FY 2024-25, FTP Cell conducted Foundation Training Programme for a total of 534 Stenographers Direct Recruits (SDRs) of 2022 & 2023 batches of the Central Secretariat Stenographers Service (CSSS).

- SDR 55, 56, 57 & 58 from 01.04.2025 to 02.05.2025
- SDR 59, 60, 61 & 62 from 05.05.2025 to 06.06.2025
- SDR 63, & 64 from 09.06.2025 to 11.07.2025

Parliament visit of SDRs

As part of the FTP, Parliament visit of SDR batches was organised in collaboration with Parliamentary Research and Training Institute for Democracies (PRIDE).

The trainees were briefed about Parliamentary Work Management, aimed at deepening their understanding of parliamentary procedures and enhancing their capacity to support the vital functions of governance. They also visited both the houses of the Parliament.



ACTIVITIES OF FTP CELL

SPORTS MEET for SDR Batches (44 to 54)

As part of the Foundation Training Programme, Stenographer Direct Recruits (SDRs) batches actively participated in the Sports Meet 2025 at ISTM. The Sports Meet was held in two groups on 29th April 2025, and 03rd June 2025 for all the ten batches. The events were inaugurated by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to Government of India. In his address, he highlighted the importance of well being, physical fitness, sportsmanship, and team work in life. The sports events provided excellent opportunities for trainees to display their athletic abilities and sportsmanship. The occasion instilled a sense of unity and institutional pride, as SDRs competed in friendly matches, encouraged each other, and celebrated their collective accomplishments.

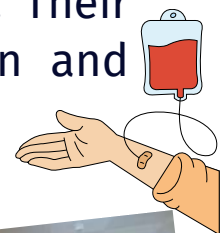
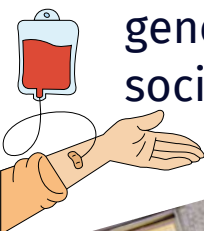


Blood Donation Camps Organised at ISTM Campus



Blood donation is a noble and selfless act that holds the power to save lives and restore hope to those in need. Embracing this timeless virtue of service to humanity, the Institute of Secretariat Training and Management (ISTM) has been organising blood donation camps during various training programmes, in collaboration with AIIMS Blood Bank, New Delhi.

During this quarter, two blood donation camps were held on the 7th Apr, 21st May and 12th Jun, 2025. The initiative saw enthusiastic participation from 129 donors, including SDRs undergoing their Foundation Training, as well as faculty members of ISTM. Their generous contributions embody the spirit of compassion and social responsibility that ISTM stands for.



ACTIVITIES OF FTP CELL

STUDY TOURS

Central Secretariat Stenographers Service (CSSS) actively participated and successfully completed their intensive 5-week Foundation Training Programme (FTP) at ISTM. This FTP included various components such as classroom sessions, Study Tour, Parliament Visit and NGO visit, designed to impart both professional skills and a deeper understanding of governance and social responsibility.

As part of their Study tour, the trainees of Batches 55th, 56th, and 57th visited the Cities of Madhya Pradesh, trainees of batches 58th, 59th, 60th and 61st visited Chandigarh & Shimla Sectors trainees of Batches 63rd & 64th visited cities of Madhya where they gained first hand exposure to the rich cultural heritage, administrative practices, and developmental initiatives of the region. Their visit to NGOs further sensitized them to grassroots issues, fostering a spirit of empathy and public service.



सचिवालय प्रशिक्षण तथा प्रबंध संस्थान की राजभाषा कार्यान्वयन समिति की बैठक का आयोजन 24 जून, 2025 (मंगलवार) को सायं 05:00 बजे समिति कक्ष में किया गया। यह बैठक संस्थान के निदेशक (स.प्र.प्र.सं.) महोदय श्री राजीव माँझी की अध्यक्षता में सम्पन्न हुई। इस बैठक में संस्थान के 16 अधिकारी/संकाय सदस्य/कर्मचारी उपस्थित रहे।

सर्वप्रथम दिनांक 25.03.2025 को आयोजित समिति की पिछली बैठक के कार्यवृत्त की पुष्टि की गई। कार्यसूची की विभिन्न मदों, विशेष रूप से राजभाषा विभाग, गृह मंत्रालय द्वारा जारी वार्षिक कार्यक्रम पर चर्चा की गई। मार्च, 2025 को समाप्त सभी अनुभागों की तिमाही प्रगति रिपोर्ट की समीक्षा की गई।

बैठक में मूल पत्राचार और टिप्पणियों की प्रतिशतता बढ़ाने तथा राजभाषा अधिनियम की धारा 3(3) के तहत आने वाले सभी दस्तावेज अनिवार्य रूप से द्विभाषी जारी करने के निर्णय लिए गए। इसके साथ ही संस्थान के सभी अधिकारियों/संकाय सदस्यों/कर्मचारियों को ई-ऑफिस पर उपलब्ध ई-टूल्स की सहायता से हिंदी में टाइपिंग और अनुवाद के विषय में जानकारी प्रदान करने का भी निर्णय लिया गया।

हिन्दी कार्यशाला का आयोजन अप्रैल-जून 2025



दिनांक 29 मई, 2025 को “कार्यालय में हिंदी में काम करने में आने वाली कठिनाइयाँ और उनका निवारण” विषय संबंधी हिंदी कार्यशाला का आयोजन सभागार-2 में किया गया। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों एवं कर्मचारियों के लिए आयोजित की गयी थी। कार्यशाला की अतिथि वक्ता केंद्रीय हिंदी प्रशिक्षण संस्थान की सहायक निदेशक श्रीमती वीनू खन्ना थी। सर्वप्रथम उप निदेशक (राजभाषा) सुश्री सुजाता मट्टू ने अतिथि वक्ता महोदया का संस्थान के निदेशक महोदय श्री राजीव माँझी जी की तरफ से स्वागत किया तथा कार्यशाला के प्रतिभागियों को उनसे परिचित कराया। तत्पश्चात, अतिथि वक्ता महोदया ने सभी प्रतिभागियों को कार्यालयी हिंदी की रूपरेखा का बुनियादी ज्ञान प्रदान किया। उन्होंने कार्यालय व्यवहार में प्रयोग किए जाने वाले अधिकांश मानक हिंदी शब्दों के शुद्ध एवं अशुद्ध रूप पर विस्तृत चर्चा की। प्रतिभागियों ने भी अपनी उक्त विषयों से संबंधी शंकाएं श्रीमती वीनू जी के समक्ष प्रकट की, जिन पर चर्चा करते हुए उन्होंने कुशलतापूर्वक उनका समाधान किया। इसके अलावा, अतिथि वक्ता महोदया ने सामान्य व्याकरण की भी जानकारी प्रतिभागियों को दी। साथ ही साथ उन्होंने वॉयस टाइपिंग की जानकारी देते हुए, सरकारी कार्य को हिंदी में निष्पादित करने में अन्य सहायक सुविधाओं से अवगत कराया। अंत में उप निदेशक (रा.भा.) श्रीमती सुजाता मट्टू ने अतिथि वक्ता श्रीमती वीनू खन्ना जी सहित सभी प्रतिभागियों को कार्यशाला में उपस्थित होकर कार्यशाला के आयोजन को सफल बनाने के लिए धन्यवाद दिया।

ONLINE AND OFFLINE COURSES CONDUCTED DURING APR TO JUN 2025

A total of 132 offline, online and blended courses were conducted by the ISTM during this quarter and a total of 5557 officers of different government establishments, including officers of CSS and CSSS cadre attended these courses.

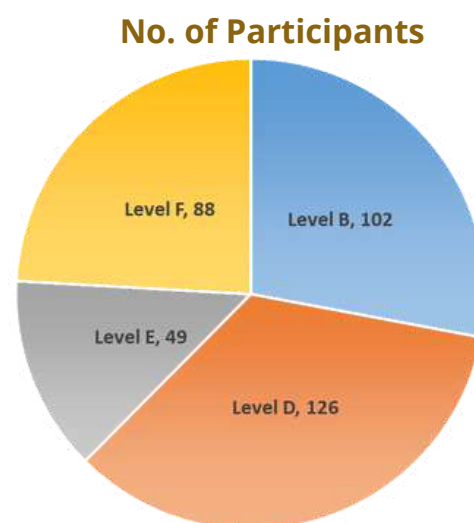
S.No	Name of course	No. of Courses	No. of Officers / Participants
1	CSS - Central Secretariat Services	9	365
2	CSSS - Central Stenographer Secretariat Services	19	858
3	Calendar Courses - As planned in Annual Training Calender	53	1449
4	Organization or Cader Specific Programme / PT Programmes	15	316
5	CBSE Training of Trainers	36	2569
Grand Total		132	5557

CSS - CADRE TRAINING COURSES - 9 COURSES WERE CONDUCTED:-

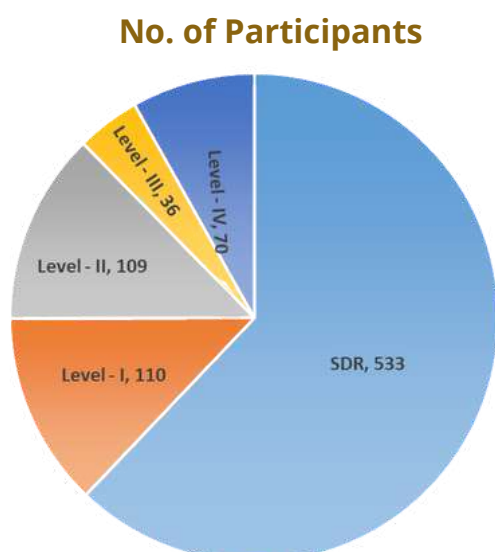
A total of 09 courses of Level B, D E and F were conducted during this quarter (Apr to Jun 2025). The duration of these courses ranges from two to three weeks. A total of 365 participants attended the training.

DESCRIPTION OF COURSE NAME:

- LEVEL B: ASO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SO OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL E: US OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL F: DS AND DIRECTORS WITH 4 YEARS OF APPROVED SERVICE



CSSS - CADRE TRAINING COURSES - 19 COURSES WERE CONDUCTED:-



A total of 19 courses of Officer of Central Secretariat Stenographer Service were conducted during this quarter (Apr to Jun 2025). The duration of these courses was two to six weeks. A total of 858 participants attended the training.

DESCRIPTION OF COURSE NAME:

- SDR: STENOGRAPHER DIRECT RECRUITS
- LEVEL I: STENO OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL II: PA OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL III: PS OF CSSS WITH 4 YEARS OF REGULAR SERVICE
- LEVEL IV: PPS OF CSSS WITH 4 YEARS OF REGULAR SERVICE

CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 53 COURSES

S.No	Name of course	Duration From	Duration To	No. of Participants
1	Direct Trainer Skills	30-Jun-25	04-Jul-25	26
2	One-day online workshop on Unified Scheme/New Pension Scheme	25-Jun-25	25-Jun-25	37
3	Specialized workshop for Head of Organization	23-Jun-25	27-Jun-25	26
4	Level - A - DAKSHTA	23-Jun-25	27-Jun-25	34
5	Responsible use of AI in Workplace	23-Jun-25	24-Jun-25	45
6	Workshop for Liaison Officers (SC/ST)	23-Jun-25	24-Jun-25	28
7	Workshop on Team Building and Leadership	16-Jun-25	17-Jun-25	10
8	Budget Formulation - Utilization and Expenditure Management	16-Jun-25	17-Jun-25	16
9	Recognized Trainers Development Programme – Direct Trainer Skills	16-Jun-25	20-Jun-25	20
10	Administrative Vigilance - Role of IO/PO	16-Jun-25	19-Jun-25	30
11	Recognized Trainers Development Programme – Direct Trainer Skills	16-Jun-25	04-Jul-25	4
12	One-day online workshop on Unified Scheme/New Pension Scheme	16-Jun-25	16-Jun-25	331
13	Workshop on Office Procedure & Noting & Drafting	16-Jun-25	18-Jun-25	22
14	Five Days Special Workshop on Training of Trainers Package of DOPT	09-Jun-25	13-Jun-25	18
15	Gender Sensitization	09-Jun-25	10-Jun-25	12
16	Programme on Pensions & Other Retirement Benefits	09-Jun-25	11-Jun-25	23
17	Handling RTI Matters	09-Jun-25	10-Jun-25	14
18	POSH	09-Jun-25	10-Jun-25	33
19	Seminar on Right to Information	02-Jun-25	02-Jun-25	15
20	Change Management	26-May-25	26-May-25	3
21	Design of Training	26-May-25	30-May-25	12
22	Direct Training Skills	19-May-25	23-May-25	34
23	Litigation Management	19-May-25	20-May-25	13
24	Data Analytics using MS-Excel	19-May-25	20-May-25	24
25	Level - A - DAKSHTA	19-May-25	23-May-25	25
26	ToT on e-Content Development	19-May-25	20-May-25	36
27	Right to Information - Public Information Officers	13-May-25	14-May-25	18
28	Effective Cabinet Notes	13-May-25	13-May-25	25
29	Handling Parliamentary Matters	13-May-25	14-May-25	40
30	Orientation Training Programme on PFMS	13-May-25	14-May-25	15
31	Work Life Balance & Anger Management	05-May-25	06-May-25	9
32	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	05-May-25	06-May-25	19
33	Stress Management	05-May-25	06-May-25	16
34	Workshop on effective Presentation Skills	05-May-25	06-May-25	20
35	Workshop on Office Procedure & Noting & Drafting	28-Apr-25	30-Apr-25	24
36	Workshop on Income Tax	28-Apr-25	28-Apr-25	13
37	Workshop on Cyber Security	28-Apr-25	29-Apr-25	11
38	Responsible use of AI in Workplace	28-Apr-25	29-Apr-25	26
39	MS-Office Suite	28-Apr-25	29-Apr-25	24
40	Reservation in Services for SC/ST/OBC/ExSM/PWDs	28-Apr-25	01-May-25	33

S.No	Name of course	Duration From	Duration To	No. of Participants
41	Workshop on Financial Management in Government	21-Apr-25	23-Apr-25	21
42	Handling Social Media and Information Retrieval	21-Apr-25	22-Apr-25	32
43	Training Programme for CVOs/VOs	21-Apr-25	25-Apr-25	15
44	Cash & Accounts	21-Apr-25	20-Jun-25	37
45	Administrative Vigilance Role of IO/PO	21-Apr-25	25-Apr-25	13
46	Orientation Training Programme for the retiring Government officials	21-Apr-25	22-Apr-25	28
47	Record Management - Right to Information	16-Apr-25	17-Apr-25	12
48	Workshop on e-Office	15-Apr-25	16-Apr-25	17
49	Workshop on Pay Fixation	15-Apr-25	16-Apr-25	11
50	MS-Excel	15-Apr-25	16-Apr-25	14
51	e-Record Management	11-Apr-25	11-Apr-25	15
52	Big Data Analytics in Government - Basic	07-Apr-25	09-Apr-25	13
53	Workshop on e-Procurement & GeM	07-Apr-25	09-Apr-25	37
Total No. of Participants				1449

ORGANIZATION AND CADER SPECIFIC PROGRAMME - 15 COURSES

S.No	Name of course	Duration From	Duration To	No. of Participants
1	2 days OSP for Bureau of Indian Standards on POSH at Noida	26-Jun-25	27-Jun-25	31
2	One-week Training Programme for O/o Indian Council of Agricultural Research (ICAR) at Host Permisses	16-Jun-25	20-Jun-25	13
3	1½ Day OSP for Preparation Charge Sheet for Disciplinary Authority and Vigilance Functionaries for CVC at ISTM	16-Jun-25	17-Jun-25	19
4	Five Days OSP for Dattopant Thengadi National Board for Workers Education and Development	09-Jun-25	13-Jun-25	25
5	Three-weeks Programme for O/o Surveyor General of Indian at NIGST, Hyderabad	02-Jun-25	20-Jun-25	17
6	Three-Days OSP for Training for IOs/POs of Vigilance Department of Various Government Department & PSUs for CVC at ISTM	19-May-25	21-May-25	33
7	Online Two-weeks Training Programme for O/o Office of Development Commissioner (Handicrafts) at Host Permisses	19-May-25	30-May-25	25
8	Two-weeks Programme for O/o Surveyor General of Indian at NIGST, Hyderabad	19-May-25	30-May-25	18
9	Two-weeks Programme for O/o Surveyor General of Indian at NIGST, Hyderabad	05-May-25	16-May-25	20
10	Five Days OSP for Dattopant Thengadi National Board for Workers Education and Development	05-May-25	09-May-25	25
11	One-week Programme for O/o Surveyor General of Indian on Leadership Development Programme at Hyderabad	21-Apr-25	25-Apr-25	12
12	Five Days Organization Specific Programme for India Trade Promotion Organisation (ITPO) at Host Premises	21-Apr-25	25-Apr-25	25
13	Five Days OSP for Dattopant Thengadi National Board for Workers Education and Development	21-Apr-25	25-Apr-25	25
14	One-week Programme for O/o Surveyor General of Indian on Leadership Development Programme	07-Apr-25	11-Apr-25	15
15	Two Weeks CSP for Group A Officers of Administrative Training Institutes (ATI), Nagaland at ISTM	21-Apr-25	02-May-25	13
Total No. of Participants				316

पृष्ठभूमि: यह कविता Covid-19 के दौर में उन प्रवासी मजदूरों को ध्यान में रखकर लिखी गई जो बड़े शहरों से अपने घरों की तरफ पैदल यात्रा पर निकल पड़े थे।

अब बस घर याद आता है,
कर्मभूमि में हूँ पर काम नहीं,
कमरे पे हूँ पर आराम नहीं,
भूखा हूँ पर अन्न नहीं,
तो अब बस घर याद आता है,
परदेश, परदेश ही होता है, समझ गया हूँ मैं,
यहाँ मेरा हर भाई बदहवास नजर आता है,
अच्छे जीवन के चक्कर में,
अपने गांव सा स्वर्ग छोड़ आया था मैं,
दाल-रोटी, वो अपनों का दुलार
और घर को न्यार छोड़ आया था मैं,
नई पहचान के चक्कर में,
अपना अभिमान छोड़ आया था मैं,
यहाँ आशियाना बनाने का सपना था मेरा,
और अपना जहान छोड़ आया था मैं,
लोगों के आशियाने बनाते बनाते,
अपनी नींव रखना ही भूल गया,
चाकरी के चक्कर में,
अपनों को ही भूल गया,
आज मुसीबत ने घेरा है,
मालिक ने छोड़ा है,
तड़पा है भूख से बच्चा मेरा,
तो अब बस घर याद आता है,



याद आता है, मेरे घर का द्वार,
और याद आता है मेरे गांव में बसा संसार,
बेटा तुझे न कुछ होने दूँगा,
सारे द्वारपालों से मैं लड़ लूँगा,
चाहे चलना पड़े दिन और रात,
धूप हो, छांव हो या हो बरसात,
मेरा कंधा ही तेरी सवारी है,
बुरा नहीं है बाप तेरा, ये बस, मेरी लाचारी है,
किस्से तो बहुत थे सुनाए तुझे,
अब तेरा घर भी तुझे दिखाऊंगा,
वादा है मेरा, ऐ मेरे देश, मेरे गांव, मेरे घर,
मैं अब लौट के घर जरूर आऊंगा,
हाँ, मैं अब लौट के घर जरूर आऊंगा ।।

**-पवन कुमार श्रीवास्तव,
सहायक पुस्तकालय एवं सुचना अधिकारी**

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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

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