



# ISTM NEWS

Newsletter of Institute of Secretariat Training and Management

January - March 2025



## From the Desk of Director, ISTM

I am delighted to present the latest edition of the ISTM Quarterly Newsletter for January to March 2025, highlighting our noteworthy initiatives and accomplishments.

This quarter, Secretary(P), Ms. Rachana Shah, visited ISTM for an interactive session with Stenographer Direct Recruits of 2022 Batch, launched 22 e-courses on the iGOT Karmayogi Platform, and inaugurated the Book Exhibition "Heritage in Print". The Republic Day Celebration 2025 and the grand observance of International Women's Day added colour to campus life.

Notable training initiatives included a Training Need Analysis for Survey of India, an Overseas Training of Trainers (ToT) for CBSE schools in the United Arab Emirates (UAE) conducted by ISTM, a workshop on the Central Civil Services (Conduct) Rules, 1964, for officers and staff of ISTM by Establishment Section.

The quarter also witnessed a spirited Sports Meet for SDR batches, an engaging Cultural Programme by SDRs, and recognition for our efforts in organising Blood Donation Camps. The Prize Distribution Ceremony of National Library Week 2024 was another special occasion.

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

## NEWSLETTER HIGHLIGHTS



**Story inside - Visit of Ms. Rachana Shah, Secretary(P), Govt. of India @ ISTM**

From the Director

ENKINDLE

TRAILBLAZE

YEARNING



## ENKINDLE

We are pleased to present the January–March 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.

The period was marked by distinguished visits, enriching training programmes, and engaging cultural activities, each reinforcing ISTM’s steadfast commitment to promoting excellence in public service training.

A highlight of the quarter was the visit of Secretary(P), Ms. Rachana Shah, who interacted with the Stenographer Direct Recruits 2022 Batch, launched 22 e-courses on the iGOT Karmayogi Platform, and inaugurated the thematic Book Exhibition “Heritage in Print.” The Republic Day Celebration 2025 and the grand commemoration of International Women’s Day brought the campus community together in unity and festivity.

This issue also covers the Overseas Training of Trainers (ToT) for CBSE Schools in UAE, Training Need Analysis for Survey of India, a workshop on the Central Civil Services (Conduct) Rules, 1964, spirited Sports Meets, cultural programmes, and the recognition of our consistent efforts in organising blood donation camps.

We invite you to explore more about ISTM’s initiatives and programmes on our website, [www.istm.gov.in](http://www.istm.gov.in). As always, we welcome your suggestions to enhance future editions of ISTM News.

## EDITORIAL BOARD

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# Visit of Secretary(P), Ms. Rachana Shah for Interactive Session with Stenographers (Direct Recruit) 2022 Batch



Ms. Rachana Shah, Secretary (Personnel) and Ms. Chhavi Bhardwaj, Joint Secretary(Training), DoPT, visited ISTM on 28<sup>th</sup> Mar, 2025 for an interactive session with Stenographers (Direct Recruit) undergoing the Foundation Training Programme. The Secretary(P) shared her vision with the newly recruited stenographers about working of Government machinery, the roles, responsibilities and challenges of public servants. Ms. Shah addressed the concerns of the new entrants regarding the Central Secretariat Stenographer Services. It was an excellent opportunity for the participants to share their views & suggestions with Secretary(P). Shri Rajiv Manjhi, Director, ISTM & Joint Secretary, Govt. of India and other faculty members were also present during the event.



## Launch of 22 e-Courses on iGOT Karmayogi Platform by Secretary(P) on 28th Mar, 2025



On 28th March 2025, Ms. Rachna Shah, Secretary (Personnel) launched 22 e-courses on iGOT Karmayogi Platform, which were curated by ISTM. The launch event was held in the Committee Room of ISTM. The occasion was also graced by Ms. Chhavi Bhardwaj, Joint Secretary (Training), Shri Rajiv Manjhi, Director, ISTM, along with other senior officers of ISTM.

During the event, Secretary (Personnel) was given an overview about ISTM and recent developments made by ISTM in training related activities. The background and significance of the Karmayogi Digital Learning Lab was also explained.



With the addition of these 22 e-courses, ISTM's total contribution to the iGOT Karmayogi Platform has reached 206 courses, reaffirming ISTM's position as the leading content provider on the platform and reinforcing its pivotal role in capacity-building through digital learning.



# गणतंत्र दिवस समारोह 2025 का आयोजन



26 जनवरी, 2025 को 76वे गणतंत्र दिवस के अवसर पर सचिवालय प्रशिक्षण तथा प्रबंध संस्थान में एक भव्य समारोह का आयोजन हुआ। इस मौके पर संस्थान के निदेशक evm भारत सरकार के संयुक्त सचिव श्री राजीव मांझी, तथा अन्य वरिष्ठ अधिकारी गण, संकाय सदस्य, और कर्मचारी उपस्थित थे। निदेशक महोदय ने गणतंत्र दिवस की बधाई देते हुए उपस्थित प्रतिभागियों को संबोधित किया। उन्होंने देश की अखंडता, एकता और संप्रभुता को बनाए रखने के लिए संविधान में उल्लेखित 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 प्रशिक्षुओं तथा कुछ कर्मचारियों के बच्चों द्वारा रंगारंग संस्कृतिक कार्यक्रम प्रस्तुत किए गए और देश तथा संविधान के प्रति अपना आभार व प्रेम प्रकट किया। तत्पश्चात कार्यक्रम में भाग लेने वाले प्रशिक्षुओं, केन्द्रीय रिजर्व पुलिस बल के जवानों तथा कार्यक्रम की व्यवस्था करने वाले कर्मचारियों को, निदेशक महोदय द्वारा उपहार वितरित किए गए।

# Editorial Board Meet of ISTM Journal of Training Research and Governance

The meeting of the Editorial Board of 'ISTM Journal of Training, Research and Governance' was held on 28th February 2025 under the chairmanship of Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India. The ISTM journal is a peer reviewed journal, this is a vol.5

The meeting was convened to review and finalise articles for the upcoming issue of the journal. A total of nine articles were discussed, out of which eight were accepted with minor or no modifications. The meeting was attended by the following members:

- Shri S. N. Tripathy, IAS (Retd.), Director General, IIPA – External Member (via video conference)
- Shri S. P. Roy, Joint Secretary, CBC – External Member (via video conference)
- Shri Sandeep Mukherjee, Director, DoPT – External Member (via video conference)
- Dr. Aslam, Assistant Professor (Public Administration), AMU – External Member
- Smt. Namita Malik, Joint Director, ISTM – Member
- Shri Bishwajit Banerjee, Deputy Director, ISTM – Member
- Shri Pawan Kumar Shrivastav, ALIO, ISTM – Member Secretary

The meeting reflected the board's commitment to upholding academic rigor and quality in training and governance discourse.



The wider reach of the ISTM Journal has increased in last few years, it has been noticed that articles were able to get attention from the International community.

The ISTM Journal of Training Research and Governance may be downloaded or accessed from the QR Code given above.



## संस्थान में अंतर्राष्ट्रीय महिला दिवस का भव्य आयोजन



सचिवालय प्रशिक्षण तथा प्रबंध संस्थान (ISTM) में दिनांक 07 मार्च, 2025 को अंतर्राष्ट्रीय महिला दिवस के उपलक्ष्य में एक गरिमामय कार्यक्रम का आयोजन किया गया। इस अवसर पर संस्थान के निदेशक महोदय की अध्यक्षता में आयोजित कार्यक्रम में संस्थान की समस्त नियमित तथा संविदा महिला अधिकारियों एवं कर्मचारियों ने उत्साहपूर्वक भाग लिया।

कार्यक्रम का शुभारंभ निदेशक महोदय एवं संस्थान के अन्य उच्च अधिकारियों द्वारा दीप प्रज्वलन के साथ हुआ। इसके उपरांत संस्थान की महिला कर्मचारियों द्वारा सरस्वती वंदना प्रस्तुत की गई, जिसमें राजभाषा अनुभाग की श्रीमती सुजाता मट्टू, उप निदेशक (राजभाषा), श्रीमती प्रीती कुशवाहा, वरिष्ठ अनुवाद अधिकारी, श्रीमती कृष्णा कुमारी गुप्ता, कनिष्ठ अनुवाद अधिकारी, श्रीमती पुष्पा एवं श्रीमती निशा, संविदा कर्मचारियों ने सहभागिता की।

महिला दिवस के महत्व को रेखांकित करते हुए श्रीमती नमिता मलिक, संयुक्त निदेशक, सुश्री अंजली राणा, सहायक निदेशक एवं श्रीमती रिजवाना बानों, सहायक निदेशक ने महिलाओं से जुड़े समसामयिक विषयों पर सारगर्भित व्याख्यान प्रस्तुत किए।

इस अवसर पर श्री नरेश भारद्वाज, संयुक्त निदेशक, श्री दीपक कुमार बिष्ट, संयुक्त निदेशक एवं श्री बिस्वजीत बैनर्जी, उप निदेशक सहित अन्य वरिष्ठ अधिकारी भी उपस्थित रहे और उन्होंने अपने विचार व्यक्त किए।

कार्यक्रम स्थल को संस्थान की महिला कर्मिकों द्वारा बनाई गई आकर्षक रंगोली से सजाया गया, जिसने आयोजन को और अधिक जीवंत बना दिया। साथ ही, कुछ महिला कर्मचारियों को उनकी सेवाओं के लिए सम्मानित भी किया गया।

इस पूरे कार्यक्रम का कुशल संचालन श्रीमती सुजाता मट्टू, उप निदेशक (राजभाषा) द्वारा किया गया। कार्यक्रम के समापन अवसर पर श्रीमती शेफाली सराफ, अवर सचिव (स्थापना) ने उपस्थित सभी अधिकारियों, महिला कर्मिकों एवं अतिथियों के प्रति धन्यवाद ज्ञापित किया।

निदेशक महोदय के मार्गदर्शन एवं समस्त अधिकारियों तथा कर्मचारियों के सक्रिय सहयोग से यह कार्यक्रम अत्यंत सफलतापूर्वक संपन्न हुआ।

## संस्थान में 'केन्द्रीय सिविल सेवा (आचरण) नियमावली, 1964' पर कार्यशाला का आयोजन

सचिवालय प्रशिक्षण तथा प्रबंध संस्थान (ISTM) में दिनांक 06 जनवरी, 2025 को स्थापना अनुभाग के तत्वावधान में 'केन्द्रीय सिविल सेवा (आचरण) नियमावली, 1964' पर एक कार्यशाला एवं जागरूकता कार्यक्रम का आयोजन किया गया। इस कार्यशाला का उद्देश्य संस्थान के समस्त अधिकारियों एवं कर्मचारियों को उक्त नियमों की जानकारी प्रदान करना एवं उनके कार्य व्यवहार में इन नियमों का समुचित अनुपालन सुनिश्चित कराना था।

उल्लेखनीय है कि ये आचरण नियम न केवल सरकारी सेवकों के कार्यालयीन आचरण, बल्कि उनके व्यक्तिगत जीवन में भी अपेक्षित शिष्टाचार, मर्यादा एवं नैतिकता के मानक निर्धारित करते हैं। इन नियमों के अंतर्गत सरकारी कर्मचारियों से अपेक्षा की जाती है कि वे अपने कर्तव्यों का निर्वहन ईमानदारी, निष्पक्षता और दक्षता के साथ करें तथा ऐसा कोई कार्य न करें जो सरकारी कर्मचारी की गरिमा के प्रतिकूल हो या सेवा अनुशासन के विरुद्ध हो।



कार्यशाला का आयोजन दो सत्रों में किया गया — पहला सत्र राजपत्रित अधिकारियों के लिए एवं दूसरा सत्र अराजपत्रित कर्मचारियों के लिए आयोजित हुआ। दोनों सत्रों में संस्थान के अधिकारियों एवं कर्मचारियों ने उत्साहपूर्वक भाग लिया।

कार्यशाला का संचालन श्री गुंजन गांधी, संयुक्त निदेशक, ISTM द्वारा किया गया। उन्होंने आचरण नियमों की विस्तृत व्याख्या करते हुए प्रत्येक नियम की व्यावहारिक उपयोगिता एवं उसके पालन के महत्व पर प्रकाश डाला। साथ ही, नियमों के उल्लंघन की स्थिति में उत्पन्न होने वाले दायित्वों एवं दंडात्मक प्रावधानों की भी जानकारी दी।

कार्यशाला के दौरान प्रतिभागियों को विभिन्न उदाहरणों के माध्यम से यह समझाया गया कि एक सरकारी कर्मचारी को अपने आचरण में किन-किन बातों का विशेष ध्यान रखना चाहिए। साथ ही, कार्यालयीन एवं सामाजिक जीवन में अनुशासन, पारदर्शिता तथा मर्यादित व्यवहार बनाए रखने की अपेक्षा दोहराई गई।

इस अवसर पर प्रतिभागियों ने अपने प्रश्न भी रखे, जिनका श्री गुंजन गांधी ने तथ्यात्मक एवं सरल भाषा में उत्तर दिया। प्रतिभागियों ने इस उपयोगी कार्यशाला के आयोजन के लिए संस्थान प्रशासन का आभार व्यक्त किया।

# ISTM Conducts Training Need Analysis for Survey of India

The Institute of Secretariat Training and Management (ISTM) successfully conducted a comprehensive Training Need Analysis (TNA) for the officers and officials of Survey of India (Sol) in February 2025, under the able leadership of Shri Rajiv Manjhi, Director, ISTM. The objective of this exercise was to identify the specific training requirements of various categories of personnel within Sol and to design suitable capacity-building programmes tailored to their operational and administrative needs.

The TNA team was constituted with the following members:

- Shri Rajiv Manjhi, Director ISTM (Chairman)
- Shri Deepak Kumar Bist, Joint Director, ISTM (Member)
- Shri Puneet Kumar Sharma, Deputy Director, ISTM (Member)

As part of this initiative, the ISTM team visited Dehradun on 24th and 25th February 2025 and held detailed discussions with Shri HKS Makwana (IAS), Surveyor General of India (SGI). During the meeting, the team presented its findings and recommendations based on the Training Need Analysis conducted for different levels of officers and officials of Sol.

Following the presentation, customized training programmes



were proposed, addressing the identified gaps and professional development needs of the personnel. These programmes were formally accepted by the Surveyor General of India, marking a significant step towards enhancing the administrative efficiency and technical capabilities within the Survey of India.

This collaborative effort reflects ISTM's continued commitment to providing high-quality, need-based training solutions to various government organizations, thereby contributing to capacity building in the civil services.



## ISTM Conducts Overseas Training of Trainers (ToT) for CBSE Schools in United Arab Emirates (UAE)



The Institute of Secretariat Training and Management (ISTM), under the Department of Personnel & Training (DoPT), successfully conducted a series of overseas Training of Trainer (ToT) courses for CBSE-affiliated schools in the United Arab Emirates (UAE) from 1st to 12th February, 2025. This initiative is part of the ongoing collaboration between ISTM and the Central Board of Secondary Education (CBSE), formalized through a Memorandum of Understanding signed on 23rd August 2024.

Aligned with the recommendations of the National Education Policy (NEP) 2020, which emphasizes Continuous Professional Development (CPD) for educators, the ToT courses were designed to enhance the training capabilities of school principals, vice-principals, and senior teachers. These resource persons will, in turn, contribute to the professional development of their peers, thus fostering a culture of excellence in teaching.





A total of five ToT courses were conducted across Abu Dhabi, Ajman, Sharjah, and Dubai. Each session witnessed active participation, with two batches of 35 participants per course, training a total of 350 Resource Persons. The sessions were led by Shri Rajiv Manjhi, Director, ISTM, & Joint Secretary to Government of India along with other Senior Officers from ISTM and DoPT.

| S.No. | Name and Designation                      | Place     | Duration             |
|-------|-------------------------------------------|-----------|----------------------|
| 1     | Shri Rajiv Manjhi, Director, ISTM         | Abu Dhabi | 1-2 February, 2025   |
|       |                                           | Ajman     | 3-4, February, 2025  |
| 2     | Shri Deepak Kumar Bist, Joint Director    | Abu Dhabi | 1-2 February, 2025   |
|       |                                           | Ajman     | 3-4, February, 2025  |
| 3     | Shri Gunjan Gandhi, Joint Director        | Sharjah   | 5-6 February, 2025   |
| 4     | Shri Puneet Kumar Sharma, Deputy Director | Sharjah   | 5-6 February, 2025   |
| 5     | Ms. Namita Malik, Joint Director          | Dubai     | 09-10 February, 2025 |
| 6     | Shri Jitender Bhatti, Deputy Director     | Dubai     | 09-10 February, 2025 |
| 7     | Shri Sandeep Mukherjee, Director, DoPT    | Dubai     | 11-12 February, 2025 |
| 8     | Shri Vipin Kumar, Deputy Director         | Dubai     | 11-12 February, 2025 |

The inaugural ceremony at Ajman was graced by the Consul General of India in Dubai, who commended the efforts of CBSE and ISTM in promoting continuous teacher development. Feedback from participants was overwhelmingly positive, with many expressing the desire for extended training durations and more frequent sessions.

This successful overseas engagement not only reinforced ISTM's role as a premier training institute but also strengthened the professional ties between educational institutions in India and abroad. CBSE has indicated interest in organizing similar programmes during June–July 2025, a testament to the effectiveness and impact of this initiative.

## ACTIVITIES OF FTP CELL

# Foundation Training Programme

During the last quarter of FY 2024-25, FTP Cell conducted Foundation Training Programme for a total of 646 Stenographers Direct Recruits (SDRs) of 2022 & 2023 batches of the Central Secretariat Stenographers Service (CSSS).

- SDR 44, 45 & 46 from 16.12.2024 to 17.01.2025
- SDR 47, 48, 49 & 50 from 20.01.2025 to 21.02.2025
- SDR 51, 52, 53 & 54 from 24.02.2025 to 28.03.2025

### 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 batch wise on 14<sup>th</sup> January 2025, 18<sup>th</sup> February 2025 and 8<sup>th</sup> March 2025. 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.



# ACTIVITIES OF FTP CELL

## CULTURAL PROGRAMME BY SDRs

During their Foundation Training Programme, SDRs of the Central Secretariat Stenographers Service (CSSS) actively participated in vibrant Cultural programmes held batch wise on 17<sup>th</sup> Jan, 2025, 26<sup>th</sup> Jan, 2025 and 27<sup>th</sup> Mar, 2025. These events were inaugurated by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to GOI. The Joint Director(FTP) and other Faculty members along with staff members were also present during the events. The primary objective of the events was to instill confidence, enhance creativity, promote cultural amalgamation among the participants.

Through various performances, the SDRs demonstrated their artistic talents, and cultural heritage. The event also aimed at strengthening their orientation towards teamwork, and holistic development. In the series of events participants showcased their talent by performing Street Play, dance, Singing Songs, Reciting Poems, and Playing Instrumental Music, etc.



## Award of Excellence for 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 31<sup>st</sup> Jan and 11<sup>th</sup> Mar, 2025. The initiative saw enthusiastic participation from 119 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

- 5<sup>th</sup> January 2025 to 11<sup>th</sup> January, 2025 (SDR Batches 44-46, FTP)
- 9<sup>th</sup> February 2025 to 15<sup>th</sup> February 2025 (SDR Batches 47-50, FTP)
- 16<sup>th</sup> March 2025 to 22<sup>nd</sup> March 2025 (SDR Batches 51-54, FTP)

All SDRs of the actively participated 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 44<sup>th</sup>, 45<sup>th</sup>, 46<sup>th</sup> visited the Chandigarh, Manali & Amritsar sectors, trainees of batches 47<sup>th</sup>, 48<sup>th</sup>, 49<sup>th</sup> and 50<sup>th</sup>, 51<sup>st</sup>, 52<sup>nd</sup>, 53<sup>rd</sup>, and 54<sup>th</sup> visited Rajasthan, 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.





The Valedictory and Prize Distribution Ceremony of the National Library Week 2024 celebrations was held on 18th March 2025 in Auditorium 2 of ISTM. The event was presided over by Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India.

The proceedings commenced with a formal welcome extended to the Chair by Shri Gunjan Gandhi, Joint Director, who presented a potted plant. This was followed by the ceremonial lighting of the lamp by the Director and other senior officers, marking an auspicious beginning. Shri Pawan Kumar Shrivastav, Assistant Library and Information Officer, presented a detailed report outlining the enthusiastic participation and overall success of the week-long celebration.

Smt. Namita Malik, Joint Director, delivered the inaugural address, setting the tone for the event. A video montage capturing the key moments of the celebrations was then screened. Shri Deepak Kumar Bist, Joint Director, shared insightful reflections on his association with books and libraries. The Director, ISTM addressed the audience with his motivating words highlighting the importance of books in today's world. He also appreciated the efforts of all involved.

The ceremony concluded with the distribution of prizes and certificates to all participants, followed by a formal vote of thanks by Shri Naresh Bhardwaj, Joint Director, acknowledging the contributions of all stakeholders in making the event a grand success.

The ISTM Library organised a thematic Book Exhibition titled “Heritage in Print” on 28th March 2025. The exhibition was inaugurated by Ms. Rachna Shah, Secretary (Personnel), Government of India, in presence of the Joint Secretary (Training), Director, ISTM & JS to GOI and other senior officers.

Secretary (Personnel) took keen interest in the rare and valuable collections on display, which exemplify the legacy of print media and the richness of India’s intellectual heritage. Shri Pawan Kumar Shrivastav, ALIO, provided an overview of the curated collection, highlighting notable rare books and the library’s growing portfolio of digital resources.

The exhibition served to reaffirm ISTM Library’s ongoing dedication to the preservation of traditional knowledge systems while proactively integrating advancements in information technology. As a token of gratitude, the Director, ISTM presented book to Secretary (Personnel) and Joint Secretary (Training).



# हिन्दी कार्यशाला का आयोजन (जनवरी-मार्च तिमाही) 2025

राजभाषा अनुभाग



दिनांक 05 मार्च, 2025 (बुधवार) को “ऑनलाइन अनुवाद प्लेटफॉर्म भाषिणी- एक परिचय” विषय संबंधी हिंदी कार्यशाला का आयोजन गोलाकार सम्मेलन कक्ष-2 में किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों एवं कर्मचारियों के लिए आयोजित की गयी थी। कार्यशाला के अतिथि वक्ता कर्मचारी राज्य बीमा निगम के संयुक्त निदेशक (राजभाषा) डॉ. श्याम सुंदर कथूरिया थे। सर्वप्रथम संयुक्त निदेशक सुश्री नमिता मलिक ने अतिथि वक्ता डॉ. श्याम सुंदर का स्वागत करते हुए कार्यशाला के प्रतिभागियों को उनसे परिचित कराया। तत्पश्चात, अतिथि वक्ता महोदय ने कार्यशाला में ऑनलाइन अनुवाद प्लेटफॉर्म भाषिणी पर विस्तृत चर्चा की।

डॉ. श्याम सुंदर ने प्रतिभागियों को भाषिणी प्लेटफॉर्म की प्रमुख विशेषताओं की जानकारी देते हुए, सरकारी कार्य को हिंदी में निष्पादित करने में सहायक सुविधाओं से अवगत कराया। इसके अलावा, ई-ऑफिस में भाषिणी के साथ-साथ कंठस्थ की सुविधा का उपयोग करने संबंधी जानकारी भी प्रदान की। प्रतिभागियों ने ई-ऑफिस में हिंदी में वॉयस टाइपिंग और त्वरित अनुवाद की सहायता से टिप्पणी लेखन का अभ्यास भी किया। अतिथि वक्ता महोदय ने प्रतिभागियों को भाषिणी ऐप द्वारा मोबाइल पर हिंदी भाषा में कार्य करने की सुविधा से परिचित तथा उसके उपयोग का अभ्यास भी करवाया। कार्यशाला के दौरान प्रतिभागियों ने अतिथि वक्ता महोदय को हिंदी भाषा में कार्य करने के दौरान आने वाली व्यक्तिगत समस्याओं से परिचित कराया, जिन पर चर्चा करते हुए डॉ. श्याम सुंदर ने उनका कुशलतापूर्वक समाधान किया। अंत में उप निदेशक (रा.भा.) श्रीमती सुजाता मट्टू ने अतिथि वक्ता डॉ. श्याम सुंदर सहित सभी प्रतिभागियों को कार्यशाला में उपस्थित होकर कार्यशाला के आयोजन को सफल बनाने के लिए धन्यवाद दिया।



## ONLINE AND OFFLINE COURSES CONDUCTED DURING JAN TO MAR 2025

A total of 116 offline, online and blended courses were conducted by the ISTM during this quarter and a total of 5286 officers of different government establishments, including officers of CSS and CSSS cadre attended these courses.

| S.No               | Name of course                                            | # of Courses | # of Officers / Participants |
|--------------------|-----------------------------------------------------------|--------------|------------------------------|
| 1                  | CSS - Central Secretariat Services                        | 7            | 220                          |
| 2                  | CSSS - Central Stenographer Secretariat Services          | 8            | 464                          |
| 3                  | Calendar Courses - As planned in Annual Training Calender | 26           | 491                          |
| 4                  | Organization or Cader Specific Programme / PT Programmes  | 17           | 474                          |
| 5                  | CBSE Training of Trainers                                 | 58           | 3637                         |
| <b>Grand Total</b> |                                                           | <b>116</b>   | <b>5286</b>                  |

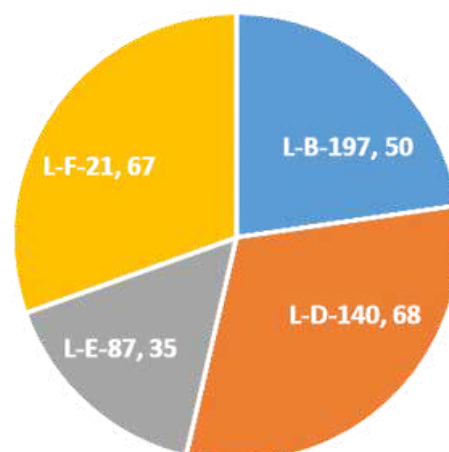
### CSS - CADRE TRAINING COURSES - 7 COURSES WERE CONDUCTED:-

A total of 08 courses of Level B, D E and F were conducted during this quarter (Jan to Mar 2025). The duration of these courses ranges from two to three weeks. A total of 220 participants attended the training.

#### DESCRIPTION OF COURSE NAME:

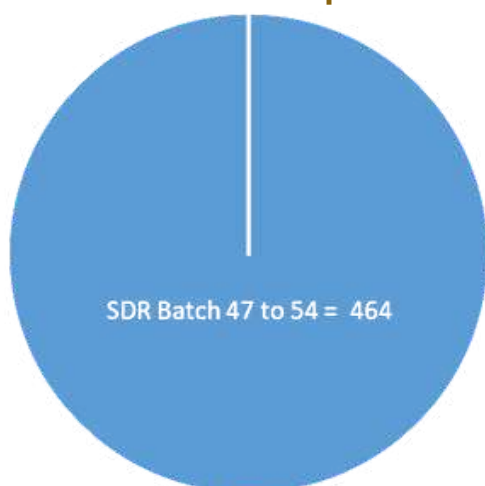
- LEVEL B: ASO OF CSS WITH 6 YEARS OF APPROVED SERVICE
- LEVEL D: SO OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL E: US OF CSS WITH 4 YEARS OF APPROVED SERVICE
- LEVEL F: DS AND DIRECTORS WITH 4 YEARS OF APPROVED SERVICE

No. of Participants



### CSSS - CADRE TRAINING COURSES - 03 COURSES WERE CONDUCTED:-

No. of Participants



A total of 8 courses of Stenographer Direct Recruits were conducted during this quarter (Jan to Mar 2025). The duration of these courses was Five to Six weeks. A total of 464 participants attended the training.

#### DESCRIPTION OF COURSE NAME:

- SDR: STENOGRAPHER DIRECT RECRUITS

## CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 26 COURSES

| S.No                      | Name of course                                                                                           | Duration From | Duration To | No. of Participants |
|---------------------------|----------------------------------------------------------------------------------------------------------|---------------|-------------|---------------------|
| 1                         | Workshop on Cyber Security                                                                               | 24-Mar-2025   | 26-Mar-2025 | 19                  |
| 2                         | Government e-Marketplace (GeM)                                                                           | 24-Mar-2025   | 25-Mar-2025 | 33                  |
| 3                         | Programme on Pensions & Other Retirement Benefits                                                        | 17-Mar-2025   | 19-Mar-2025 | 11                  |
| 4                         | Workshop on Noting & Drafting                                                                            | 10-Mar-2025   | 11-Mar-2025 | 11                  |
| 5                         | Workshop on Pay Fixation                                                                                 | 10-Mar-2025   | 12-Mar-2025 | 22                  |
| 6                         | Direct Training Skills                                                                                   | 3-Mar-2025    | 7-Mar-2025  | 29                  |
| 7                         | Reservation in Services for SC/ST/OBC/ExSM/PWDs                                                          | 3-Mar-2025    | 6-Mar-2025  | 13                  |
| 8                         | Workshop on Conduct of Inquiry on Complaints relating to ICC of Sexual Harassment of Women at Work Place | 24-Feb-2025   | 24-Feb-2025 | 13                  |
| 9                         | Direct Trainer Skills                                                                                    | 24-Feb-2025   | 28-Feb-2025 | 24                  |
| 10                        | Ethics and Value in Public Governance                                                                    | 17-Feb-2025   | 19-Feb-2025 | 14                  |
| 11                        | Recognized Trainers Development Programme – Direct Trainer Skills                                        | 10-Feb-2025   | 28-Feb-2025 | 4                   |
| 12                        | Training Programme for CVOs/VOs                                                                          | 10-Feb-2025   | 14-Feb-2025 | 13                  |
| 13                        | Handling Parliamentary Matters                                                                           | 10-Feb-2025   | 11-Feb-2025 | 11                  |
| 14                        | Direct Trainer Skills                                                                                    | 10-Feb-2025   | 14-Feb-2025 | 18                  |
| 15                        | One Days Workshop on Training of Trainers (ToT) Package of DOPT                                          | 6-Feb-2025    | 6-Feb-2025  | 25                  |
| 16                        | Litigation Management                                                                                    | 6-Feb-2025    | 7-Feb-2025  | 15                  |
| 17                        | Workshop on Noting & Drafting                                                                            | 3-Feb-2025    | 4-Feb-2025  | 10                  |
| 18                        | Workshop for Liaison Officers for Ministry/Department (Afternoon)                                        | 28-Jan-2025   | 28-Jan-2025 | 17                  |
| 19                        | Workshop for Liaison Officers for Ministry/Department (Forenoon)                                         | 28-Jan-2025   | 28-Jan-2025 | 22                  |
| 20                        | Cash & Accounts                                                                                          | 27-Jan-2025   | 28-Mar-2025 | 25                  |
| 21                        | Big Data Analytics in Government - Basic                                                                 | 27-Jan-2025   | 29-Jan-2025 | 44                  |
| 22                        | E-record Management - Right to Information                                                               | 20-Jan-2025   | 22-Jan-2025 | 22                  |
| 23                        | Reservation in Services for SC/ST/OBC/ExSM/PWDs                                                          | 13-Jan-2025   | 16-Jan-2025 | 28                  |
| 24                        | Workshop on effective Presentation Skills                                                                | 6-Jan-2025    | 7-Jan-2025  | 10                  |
| 25                        | Workshop on e-Office                                                                                     | 6-Jan-2025    | 7-Jan-2025  | 14                  |
| 26                        | Orientation Training Programme for the retiring Government officials                                     | 6-Jan-2025    | 7-Jan-2025  | 24                  |
| Total No. of Participants |                                                                                                          |               |             | 491                 |

## ORGANIZATION SPECIFIC PROGRAMME - 8 COURSES

| S.No                      | Name of course                                                                                                                 | Duration From | Duration To | No. of Participants |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|---------------------|
| 1                         | Online - Two Days OSP for Office of Development Commissioner (Handicrafts) at Host Premises                                    | 17-Mar-2025   | 18-Mar-2025 | 26                  |
| 2                         | Two Days OSP for Space Applications Centre at Host Premises                                                                    | 11-Mar-2025   | 12-Mar-2025 | 20                  |
| 3                         | Three Days OSP for University Grants Commission at ISTM                                                                        | 10-Mar-2025   | 12-Mar-2025 | 24                  |
| 4                         | Three Days OSP for IOs/POs of Vigilance Department of various Government Departments & PSUs                                    | 10-Mar-2025   | 12-Mar-2025 | 19                  |
| 5                         | Three-week OSP for AIIMS, New Delhi at ISTM                                                                                    | 27-Jan-2025   | 14-Feb-2025 | 30                  |
| 6                         | One-week OSP for Group -A Officers of Archaeological Survey of India (ASI) on Vigilance & Disciplinary Proceedings and RTI Act | 20-Jan-2025   | 24-Jan-2025 | 25                  |
| 7                         | Three-weeks OSP for National Statistical Systems Training Academy                                                              | 13-Jan-2025   | 31-Jan-2025 | 28                  |
| 8                         | Three-days OSP for Training for IOs/POs of Vigilance Department                                                                | 6-Jan-2025    | 8-Jan-2025  | 21                  |
| Total No. of Participants |                                                                                                                                |               |             | 193                 |

## CADRE SPECIFIC PROGRAMME - 05 COURSES

| S.No                      | Name of course                                                                         | Duration From | Duration To | # participants |
|---------------------------|----------------------------------------------------------------------------------------|---------------|-------------|----------------|
| 1                         | Two Weeks Cadre Specific Programme for ICLSA, Gurugram at ISTM                         | 3-Mar-2025    | 13-Mar-2025 | 15             |
| 2                         | Cadre Training programme for IES Officers Department of Economic Affairs               | 24-Feb-2025   | 1-Mar-2025  | 16             |
| 3                         | Two week Cadre Specific Programme for officials of DGAQA                               | 17-Feb-2025   | 28-Feb-2025 | 25             |
| 4                         | One week Cadre Specific Programme for officials of Civil Secretariat, Nagaland, Kohima | 10-Feb-2025   | 14-Feb-2025 | 11             |
| 5                         | One Week Cadre Training programme for Defence Estates at ISTM                          | 20-Jan-2025   | 24-Jan-2025 | 10             |
| Total No. of Participants |                                                                                        |               |             | 77             |

## PT PROGRAMME - 04 COURSES

| S.No                      | Name of course                                                                                                          | Duration From | Duration To | # participants |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------|-------------|----------------|
| 1                         | PT Programme on Financial Rules, Pay Fixation, MACP and other retirement benefits for Andaman & Nicobar Administration. | 3-Mar-2025    | 7-Mar-2025  | 49             |
| 2                         | PT Programme on Office Procedure, Noting Drafting, Record Mgt and RTI for Andaman & Nicobar Administration.             | 17-Feb-2025   | 21-Feb-2025 | 78             |
| 3                         | PT Programme ATI, Nagaland on MS-Excel, MS-Power Point, Noting & Drafting for NCS & NSS Officers                        | 17-Feb-2025   | 21-Feb-2025 | 20             |
| 4                         | PT Programme on Establishment Rules including Reservation in Service and RTI for Andaman & Nicobar Administration.      | 20-Jan-2025   | 24-Jan-2025 | 57             |
| Total No. of Participants |                                                                                                                         |               |             | 204            |

**Explore  
Trainings @ ISTM**

**Enroll  
Now!**



तंद्रा टूटी तो  
 ये क्या, खड़ा कहाँ हूँ मैं!  
 समय के लिए कलाई उठाई  
 पर, घड़ी पहनता कहाँ हूँ मैं!  
 मोबाइल पर टैप-टैप किया,  
 अच्छा वही समय है  
 स्टेशन के पास खड़ा हूँ मैं।  
 उफ़फ़! खड़ा क्यों हूँ मैं!  
 अब दौड़कर, दौड़ती सीढ़ी पर  
 दौड़ता जा रहा हूँ मैं,  
 कतार में आगे-पीछे निकला जा रहा हूँ मैं,  
 होश-हवास घर छोड़ आया हूँ  
 बस बस्ता टांग दौड़ रहा हूँ मैं  
 बस्ते में से कभी-कभी,  
 खाली टिफिन की आवाजें आ रही हैं,  
 मन ही मन कोई प्रार्थना करता जा रहा हूँ मैं।  
 बस्ता स्कैन करवाया  
 खुद को स्कैन करवाया,  
 क्या करूँ, अभी जांच में हूँ न मैं  
 और अभी भी रफ्तार में हूँ न मैं  
 दौड़ता ही जा रहा हूँ मैं।  
 अरे! आज ही इस कार्ड में एरर आना था  
 देर में और देर  
 जल्दी-जल्दी ग्राहक सेवा केंद्र पर  
 इसकी मरम्मत करवा रहा हूँ मैं।  
 आखिरी सीढ़ी, आखिरी दम तक दौड़ने के बाद  
 सख्त धातु से बनी मेट्रो के मुझे छोड़ जाने पर  
 कोसता जा रहा हूँ मैं।  
 अगली मेट्रो चार मिनट में है  
 पर बैठा कहाँ हूँ मैं, चहलकदमी में  
 एक द्वार से दूसरे का चक्कर लगा रहा हूँ मैं।  
 ये बेचैनी, उफ़फ़!  
 ये अफसोस, हाय!

माँ के कॉल को उठाते हुए  
 यूँ ही बड़बड़ाते हुए  
 माँ, सुनती हो, देर हो गई,  
 मेट्रो छूट गई  
 मेरी थोड़ी-सी उम्मीद टूट गई।  
 अबकि जो मेट्रो मिली  
 चैन आया,  
 खड़े-खड़े  
 किताब पढ़ने के प्रयास में नाकाम रहने पर  
 दोनों कानों में ईयरफोन लगाया।  
 खड़ा-खड़ा गानों में डूबा जा रहा हूँ मैं।  
 कि एकदम से दरवाजा खुला  
 यात्रियों का सैलाब अंदर आया  
 सब तितर-बितर हो गया  
 कोई धकेले जा रहा है  
 पर कोई धकेल नहीं रहा है  
 खुद के लिए जगह बनाता  
 महिला न होने का शुक्र मनाता  
 गंतव्य तक पहुँचने के लिए उकता रहा हूँ मैं।  
 वाह! सीट मिल गई  
 अब पहुँचकर लिखूँगा कविता  
 पढ़ूँगा किताब कोई  
 अपनों से खूब बातें करूँगा  
 उकेरूँगा चित्र कोई  
 जी लूँगा जी भर कर  
 काम करूँगा अपने सपनों पर  
 सोचते-सोचते सो पड़ा हूँ मैं।  
 फिर अचानक से तंद्रा टूटी  
 और बस्ता टांगे  
 स्टेशन जाने के लिए खड़ा हूँ मैं।

**-कृष्णा कुमारी गुप्ता**  
 कनिष्ठ अनुवाद अधिकारी  
 स.प्र.प्र.सं.

जो मेरे दुख पे मुस्कुराते हैं,  
वो मेरा हौसला बढ़ाते हैं।

हम के जिन लोगों को हँसाते हैं,  
आगे चल कर वही रूलाते हैं।

कैसे कर लूँ यक़ीन मैं तेरा,  
क्रसमों का क्या है, सारे खाते हैं।

तुमको बस नीन्द का पता है मगर,  
लोग तो ख़्वाब भी चुराते हैं।

जान ले लेते हैं वही अक्सर,  
जिन पे हम अपनी जाँ लुटाते हैं।

उनको भी है ज़मीं उठाये हुए,  
सर पे जो आस्माँ उठाते हैं।

जो नहीं सुनते बात कोई भी,  
वो ही हर बात पर सुनाते हैं।

मशवरे देने वाले लोग अक्सर,  
बस ग़लत फ़हमियाँ बढ़ाते हैं।

**-रिज़वाना बानो**

सहायक निदेशक

स.प्र.प्र.सं.

**Send your entries for publication in**

**“ISTM NEWS”, to:**

**Pawan Kumar Shrivastav,  
Assistant Library and Information Officer  
pawan.shrivastav@gov.in  
011-26737712**



**INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT**

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

**कार्मिक एवं प्रशिक्षण विभाग /DEPARTMENT OF PERSONNEL & TRAINING**

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