

ISTM NEWS

APRIL-JUNE 2020



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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FROM THE DIRECTOR

It is my privilege to present to our readers a glimpse of ISTM activities during April-June 2020.

We at ISTM remain steadfast to provide quality training to public servants and thus contribute towards an efficient and effective public service delivery mechanism. We are constantly upgrading our skills through faculty development and use of latest technology. This enables us to cater to the training needs of organizations ranging from Central Government Ministries and Departments, State Governments and Union Territories, Constitutional, Statutory and Autonomous Bodies and Public Sector Undertakings.

In the past few years, there is a constant growth in the technologies and methodologies which enable better Training/Learning of Government functionaries. ISTM is striving to adopt these techniques for better users' experience, to be able reach to a large number of Government functionaries desirous of upgrading their competencies. ISTM has already published some of the training programmes on Integrated Government Online Training (iGOT) platform. ISTM is also in the process of developing e-LMS to tide over the crisis created by COVID-10 pandemic. We are making efforts to turn this crisis into an opportunity to take training to a completely different level. More about this in the next issue of the newsletter. Do watch out!

I request all the readers of ISTM News to send their ideas and suggestions to us for further improvements in the content of the newsletter.

(Rashmi Chowdhary)
Director, ISTM

SINCERELY YOURS

It is our pleasure to present to you the April-June, 2020 issue of ISTM News. For your convenience and easy reading, ISTM News is divided into four parts - **From the Director** wherein Director, ISTM outlines the vision and objectives of the Institute; in **Sincerely Yours** (the section you are currently reading) the Editorial Board introduces the issue; **Happenings** which gives a glimpse of major activities of the Institute during this period; and **Miscellany** which is a forum for our faculty members, staff and trainees to exercise their creative faculties. Following the instructions on Lockdown in the wake of Covid-19 pandemic, the Institute did not conduct any classroom training programmes. In fact, some of the ongoing programmes were to be cut short. However, the resources have been reoriented in such a way that learning did not suffer. In respect of ongoing Assistant Section Officer (Direct Recruit) Foundational Training Programme, ISTM ensured that the balance topics are covered through delivery of online content and assignments to 360 participants.

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

Please feel free to call us to provide your candid feedback and suggestions for further improvement and for any specific information you may want.

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

SANJAY KUMAR SHARMA, Additional Director
MOLOY SANYAL, Deputy Secretary
VADALI RAMBABU, Joint Director
K. GOVINDARAJULU, Deputy Director

HAPPENINGS

Observance of Anti-Terrorism Day 21st May, 2020

The Anti-Terrorism Day was observed on 21st May, 2020 at ISTM. Additional Director, ISTM administered the pledge on the occasion. The objective behind the observance of Anti-Terrorism Day is to wean away the youth from the terrorism and the cult of violence by highlighting the suffering of the common people and showing how it is prejudicial to the national interest. To achieve the above objective, various anti-terrorism programmes and drives have been launched in the past. In view of the ongoing Covid-19 pandemic, the pledge was administered maintaining preventive measures such as social distancing and wearing of mask, etc.



International Yoga Day 21st June, 2020

This year the sixth edition of International Yoga Day was celebrated on 21st June, 2020. In light of the ongoing coronavirus pandemic, the theme this year was, ‘Yoga at Home and Yoga with Family’. The Officers, Faculty and Staff Members of ISTM celebrated this day by practicing yoga with their family members at home. A glimpse of the same is given in the pictures below.



Faculty Meeting held on 22nd April, 2020.

A faculty meeting was held on 22nd April, 2020 at 11.00 hrs at ISTM in which Director, ISTM joined through video conferencing. The following issues were discussed and decision were taken to: -

1. Sanitization of premises and expenditure position
2. ASO DR FTP Training completion process
3. e-module development
4. Preparation for commencement of online training programme from mid July onwards
5. iGOT

Faculty Meeting held on 26th May, 2020

A faculty meeting was held on 26th May, 2020 at 12.00 hrs at ISTM in which Director, ISTM joined through video conferencing. The following issues were discussed during the meeting: -

1. Status updation of ASO (DR) training programme
2. Preparedness of ISO Surveillance Audit
3. Status updation of Research & Consultancy work
4. Budget & Expenditure Status and sanitization measures
5. e-Module development status

Consultancy Projects: ISTM carried out 38 third party audit of proactive disclosure made by various public authorities under the RTI Act 2005 as consultancy service.

Re-Certification Audit of ISO: 9001:2015

The Re-Certification Audit of ISO: 9001:2015 was done on 1st July, 2020 through online mode. The files relating to CTP and Calendar Courses were audited online by the Auditors. The audit was successfully carried out and re-certification has been approved.

For the record, ISTM was awarded ISO certificate in the year 2014. The protocol for the certificate and recertification is a stringent process in which various parameters related to the conduct of training programme are checked threadbare. In order to prepare ISTM for recertification audit, a process of monthly internal audit is undertaken in which all the files related to courses completed are audited by internal auditors.

COVID-19 lockdown - it's positive impact on life

There is an age-old saying which goes like, “where there is a challenge, there is an opportunity” and today nothing fits in much better in this adage than the current lockdown situation due to COVID-19. The current lockdown is once in a hundred-year phenomenon and is unparalleled in the history of human civilization. Obviously, it has thrown up myriad of challenges like human suffering, loss of innocent lives, plight of the daily wagers and laborers, economic downturn and the list goes on and on. Nearly everyone, including media houses and newspapers are busy in talking mostly about the challenges it has thrown up. However, lets don't get blind by this negative atmosphere and mayhem, take a pause and lets only talk about the opportunity that has come our way due to this lockdown.

Namaste is the new Buzzword

Any virus by its very nature is contagious in nature i.e. it's spread from one person to another through contact either physical or through air or other medium of sorts. COVID-19 is not novel in this respect. The first lesson it has taught us in a big way is to maintain personal hygiene and to avoid contacts with infected persons. The ancient Indian method of greeting someone through “Namaste” has come into limelight. It was very rationally devised by our ancient ‘Rishis’ to serve two purposes, one is to greet someone with a warm heart by joining opposite palms together and second is to maintain distance at the same time by avoiding hand contact and thus protect us from diseases. It is another thing that it has been mocked as being archaic, uncivilized and blah blah by the so called modern world which is now realizing how civilized it has turned out to be.

A culture of Hygiene

Moreover, the culture of washing hands and maintaining hygiene which we have learnt very well in this situation is going to help us in long run by reducing the risk of other fatal diseases like diarrhea which affects our little children. Once we start paying attention to preventive health, then it will become a part of daily existence and is definitely going to reduce the economic burden of healthcare significantly in the long run.

A box of offering - from Introspection to household management

In a way, the current lockdown is a box of offering, it has offered us a lot of positives. The long break from our very busy life in the modern setup, it has given us an opportunity to do some introspection, to calm our mind, and get rejuvenated by utilizing the time at home. It has offered us something which we have always coveted for i.e. the reunion of family, the endless time for conversation between working parents and their kids, the sitting together for tele serials like Ramayana and Mahabharata and remembering the importance of “Dharma” in life, the opportunity to cook together, to wash utensils and do all chores which the household offers. It’s in a way taught us a lesson which is rarely taught i.e. “household management” and also highlights how important role our mother, sisters and wives play in household silently and without any complaint for years and years and never let us realize “how tough it is.”

Power of Internet - Home is the new Workstation

The most important learning of this lockdown is the power of Internet and Information Technology. By sitting at home, we are ordering our grocery and food items online through mobile apps and getting on door delivery of essential items. The covering of news 24x7 and all the do’s and don’t regarding COVID-19 is available to us by just a click of mouse. Coronavirus has also changed the contours of

professional life. These days, “home is the new Office”, the Internet is the new Meeting Room. The whole of private sector, Public Sector Units, IT and ITES sector and govt. offices are working online through internet without any need to venture out of home. Important policy decisions, cabinet meetings, board of directors meetings etc. are done online through video conferencing. Hence, these are fully functional in the current lockdown and moving our economy to some extent.

Race towards the first Vaccine

The situation has also offered an opportunity in front of our scientists to develop vaccine for the novel corona virus. Our Prime Minister has even urged the scientific community to come forward and use their minds to develop the anti-dote for the whole mankind. India could set an example in front of world by becoming the first nation to develop the vaccine.

United we stand, divided we fall

The clapping for our Corona Warriors, lit a Diya for unity, donating philanthropically to PM relief funds etc. has again brought the Nation together. It is the spirit of “we” that has kept us floated in this tide of difficulty. This has in fact turned out to be the test of our “Unity in Diversity” in which we have passed with excellent grades. The current situation has taught us that no matter how big a problem comes our way, we have to remain united. United we win, divided we loss. That’s a big learning for us all.

Heroes to Zeroes and Zeroes to Heroes

Additionally, this has been a real eye opener for our children and youths to realize who are our ‘real heroes’, it’s not those who give a big fight in movies but the real heroes are among us, it’s the doctors, the nurses, the police, the online delivery

agent, the govt. servants etc. who are working day and night to ensure that we remain safe in our home.

Diversity of Life

When we talk about the positive impact of lockdown in life, we can never forget the life around us. It is the chirping of birds which has again come to our courtyard. The colour of butterflies is re-colouring our neighborhood. The trees have again started dancing to the tune of gusty winds. The holy rivers like the Ganga and the Yamuna have regained their cleanliness. Animals around us have a sign of relief that their mass extinction has been halted for a while. The danger due to rise of global temperature by 2 degrees Celsius and associated risks have halted for the moment.

Statistics never lie

If we are worried about the number of deaths due to coronavirus, then at the same time we have to be thankful for the number of deaths avoided due to lesser road accidents, murders, rapes, alcohol abuse etc. In fact, the deaths due to coronavirus till now in whole world is around hundred times less than the number of lives saved due to the current lockdown. These are only the positives that the situation has offered to us but what is missing is that we forgot to change our age-old lens of negativity. It's the time to be hopeful, it's time to search for the ray of hope from the darkness of hopelessness. We should be really thankful to the corona warriors for fighting to save our lives by exposing themselves to the risk. They are no less than the soldiers who guard our borders. We should also be thankful to God for giving us this life and also pay homage to those who sacrificed their lives in this fight against COVID-19. There is no doubt that many have lost their lives, poor have lost their jobs and it is going to take a considerable amount of time for things to become normal again. However, let us accept the present situation as "new normal", a challenge before us which need to be sorted and try to find out the ways to set things right, lets innovate, lets help those

around us who are in need. Only this way, being united and hopeful, we as a Nation of great people are going to win against any adversity that comes our way.

By Puneet Chaturvedi
ASO, ISTM

कौन हूँ मैं

कौन हूँ मैं, कहाँ से आया, क्या मेरी पहचान है।

कल मिट्टी में मिल जाऊँगा, क्या इस पर मुझे गुमान है।

बचपन में माँ का आँचल पकड़ा, खेला उसकी गोद में।

लालच, क्रोध, लोभ नहीं था और न था प्रमोदी मैं।

फिर जब चलना सीखा, तो संसार देख अचंभित हो गया।

खेला कूदा दिन में तो, माँ के आँचल में रात को थककर सो गया।

अब आगे उम्र ने करवट बदली, संगी साथी और मिले।

छूट गया वो आँचल कब का, फिर दोस्त मिल एक साथ चले।

दोस्तों की मस्ती में खोकर, मैं भी मस्त हो गया।

भूल गया घर का रस्ता, बाहरी सुंदरता में खो गया।

समय कहाँ एक सा रहता है, निरंतर चलता रहता है।

राहे बदली, मंजिल बदली चाहते बदलती रहती है।

एसे ही नियत बदली और बहुत कुछ बदल गया।

पैसा कमाने, ज्ञान बढ़ाने की दौड़ में शामिल हो गया ।

नाम कमाया, परिवार बनाया और अपना संसार बसाया।

एक से नाता छुटा, तो दूजे में आशियाना जमाया।

रिश्ते नातो के बंधन में, जैसे बंधकर रह गया।

घड़ी की सुई के जैसे, अपनी धुरी में सिमट गया।

बचपन गया, जवानी गई अब अजब ये हाल है।

कभी BP, कभी Sugar तो कभी Body Check-up का सवाल है।

सब कुछ तो पाया जीवन में, न जाने फिर भी कुछ रह गया।

खालीपन सा लगता है, सुकुन पानी में जैसे बह गया।

कहां शुरु था कहां पहुंच गये, अब कहाँ की बारी है।

कितना चाहा कितना पाया, गिनती बहुत ही भारी है।

चाह कहाँ जाती है, फिर भी लालच की यही कहानी है।

संतोष का शब्दकोश नहीं है, इसी की कमी पुरानी है।

एक पीढी जाती है, तो दूजे का नंबर आएगा ।

मौत से कौन बच पाया है, या आगे कभी बच पाएगा।

अर्जुन जेना

सहायक निर्देशक, आइ.एस.टि.एम.