

**FREQUENTLY ASKED QUESTIONS ON TRAINING RELATED MATTER IN  
INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM),  
NEW DELHI**

Sl.No.	Question	Response
1	<p>What is the location/ address of the Institute of Secretariat Training &amp; Management(ISTM)?</p> <p>How to reach ISTM from Railway station/Airport or by Metro/ Taxi?</p>	<p>Institute of Secretariat Training &amp; Management(ISTM), Department of Personnel &amp; Training (DoPT), Administrative Block, JNU Old Campus, Olof Palme Marg, New Delhi - 110067.</p> <p>Landmark: Near R K Puram Metro Station (Opposite to Ber Sarai Market)</p> <p>Website: <a href="http://www.istm.gov.in">www.istm.gov.in</a> Tele Fax - 011-26104183</p>
2	<p>What is the organization structure and grievance redress in ISTM?</p>	<p>The organization structure comprises of the following</p> <p style="text-align: center;">Director Additional Director Joint Director Deputy Director Assistant Director</p> <p>One Joint Director has been appointed as Public Grievances Officer in ISTM. The grievances received online on the portal in <a href="http://pgportal.gov.in">http://pgportal.gov.in</a></p>
3	<p>What is the mandate of the ISTM with regard to Training?</p>	<p>The main mandate of ISTM is to help develop professional competence of individual officers of Central Government, State Government, Public Sector Undertakings and Autonomous Bodies. To fulfill the mandate, ISTM has been conducting foundational and refresher courses every year.</p>
4	<p>What is the working hours during training?</p>	<p>Normal Working hours 9:00 AM to 5:30 PM (including tea time and lunch time).</p>

5	Whether Hostel Facility is available?	Yes, Hostel facility is available on request from Organisation/ trainee concerned and is subject to availability.									
6	Whether leave is granted during training at ISTM	No									
7	What are the types of training provided by ISTM	<p>ISTM Provides following training programmes</p> <p>1. CSS- Cadre Training Plan &amp; CSSS-Cadre Training Plan courses (Participants are selected by DOPT associated with promotion avenue).</p> <p>2. Other Calendared courses except CSS/CSSS-CTP courses are</p> <p>(i) Management Development Programmes from 1 day to 8 weeks training as per Annual Training Calendar</p> <p>(ii) Financial Management Programmes 1 day to 9 weeks training as per Annual Training Calendar</p> <p>(iii) RTI- Capacity Building Programmes from one-day to one-week training as per Annual Training Calendar</p> <p>(iv) Behavioural Training Programmes from one-day to one-week training as per Annual Training Calendar</p> <p>(v) Computer Courses from three-day to one-week training as per Annual Training Calendar</p> <p>(vi) Trainers Development Programmes (TDP) Sponsored by DoPT as per Annual Training Calendar</p> <p>3. Organisation Specific Programmes (OSPs)/ Cadre Specific Programmes (CSPs) as per the organization's request up to 25 participants in a batch on the approved rates of DOPT on acceptance of terms and conditions of ISTM for conducting the training programmes.</p> <table border="1"> <thead> <tr> <th>No of days training</th> <th>At ISTM premises (₹)</th> <th>At organization's premises (₹)</th> </tr> </thead> <tbody> <tr> <td>1 day</td> <td>60,000/-</td> <td>48,000/-</td> </tr> <tr> <td>2 days</td> <td>1,05,000/-</td> <td>86,000/-</td> </tr> </tbody> </table>	No of days training	At ISTM premises (₹)	At organization's premises (₹)	1 day	60,000/-	48,000/-	2 days	1,05,000/-	86,000/-
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1 day	60,000/-	48,000/-									
2 days	1,05,000/-	86,000/-									

3 days	1,50,000/-	1,24,000/-
4 days	2,10,000/-	1,84,000/-
5 days	2,50,000/-	2,10,000/-

4. Capacity Building Programmes for North-Eastern Region at ISTM sponsored by DoPT.

5. Apart from above course, ISTM also provides faculty members for faculty assistance, faculty development programmes, PT programmes for NE region and UTs.

6. No course fee is charged for any calendared courses as per Annual Training Calendar in respect of officers belonging to Central/ State Governments. A capitation fee at the rates given below is payable in respect of officers belonging to PSUs, Autonomous bodies, Corporations, Registered Societies:

<b>No of Days</b>	<b>Capitation fee ( per participant) (₹)</b>
1 or 2 days	2000/-
3 days	3000/-
4 days	4000/-
5 days	5000/-