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	Deputy Director, CHTI, D/o Official Language, MHA		Language policy of govt. of India Noting and Drafting in Hindi	om
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### GUEST FACULTY (Ex-Faculty – (ISTM))

S.No.	Name	Mobile Number	Subject	E.Mail
1.	Sh. M.P. Sethy Retd Ex-faculty, ISTM	9958483963 011-22796474	A) Training Methodology And Management-Direct Trainer Skills, Design of Training, Management of Training, National Training Policy, Systematic Approach To Training, Training Policy And Strategies, Learning Principle And Processes, Presentation Skills B) Organisation Behaviour And Management, Transformational Leadership, Stress Management Time Management, Change Management, Self Management Mid Life Transition, Ethics And Values, Capacity Building	mpsethy@rediffmail.com
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3.	Dr. N.K Rai. Retd Ex-faculty, ISTM	9818095550	Organisational Behavior, Human Relations in Organisations Behavioural Skill & Public Relations, Stress Management, Conflict Management, Team Building, Leadership, Disability, Guidance and Counseling, Psychology of Learning & Learning Styles, Community Based Rehabilitation, Interpersonal Effectiveness, Transformational Leadership, Motivation, Emotional Intelligence, Social Influence & Persuasion, Performance Appraisal, Ethics & Values/Ethical Dilemma, Self Development, Communication Skills, Transactional Analysis, Group Dynamics, Psychometric Assessment, Personality Development, Life Skills, HRM & HRD, Training Techniques.	raidrnareshk@hotmail.com

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			<p>of PAs/Sr. PAs/PS in the present changed scenario, Official Meetings – Role of Personal Staff in Organising/Arrangement, Issuing Agenda, Minutes, Getting along with the Boss, Management of Information, Organising Work and Maintenance of Engagement Diary, Tour Programmes and Travel Arrangements, Foresight &amp; Security, Managing Office in the Absence of officer, Effective &amp; Responsive Handling of Telephone Calls, Setting Up and Winding Up of Office, Handling Parliament Work – Role of Personal Staff, Managing Visitors, Managing Office in the Absence of Boss, Personal Section - Files and Publications Maintained in the Personal Section, Records Management in r/o Personal Section</p> <p>2) <u>Behavior Skills &amp; Office Procedure:-</u> Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting &amp; Drafting ,</p> <p>3) <u>Computers (Computer Applications):-</u> MS Power Point, MS Word, MS Excel 4) <u>Training Technique Areas:-</u> RT for DTS, RT for DoT</p>	
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40	Naresh Bhardwaj (US)	8010101800	Personnel Administration CCS(CCA) Rules, Conduct Rules, Joining Time, Medical Examination, Service Book, Pension Rules, JCM, Official Language Policy, Medical Attendant Rules, Group Insurance Scheme, Children Education Allowance, Reservation in Services, CGEIS, GFRs Administrative Law, Constitution Law	naresh_istm@yahoo.com

41	Pramod Kumar Jaiswal, (US)	9868839734	Central Civil Services (Conduct) Rules, Civil Services (Medical Attendance) Rules, Central Civil Services (Leave) Rules, Noting & Drafting, Office Procedure, Records Management, Reservation in Services, Establishment Rules, Machinery of Govt., Constitution of India, Parliamentary Procedure, CCS (CCA) Rule, CCS (Conduct) Rule, Cabinet Note, Computer Inputs (MS Word, MS Excel, MS Power Point), RTI, LTC Rules, Pension Rules Old & New Pension Rules, Pay Fixation Rules, Advance to Govt. Servants, General Financial Rule, Delegation of Financial Power Rules	pramod1108@gmail.com
42	Gagandeep Chawla (PPS)	9810332827	CCS(CCA) Rules, CCS(Conduct) Rules, CGEGIS, Constitution of India, Leave Rules, Machinery of Government, Noting & Drafting, Office Procedure, Organisation & Method, Parliamentary Procedure, Pay Fixation, Pension Rules, Presentation Skills, Records Management, TA Rules, ICT, Poverty Alleviation, RTI Act, Computer Introduction, MS-Excel, MS-Power Point MS-Word	chawla_098@yahoo.com
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44	Jayashree Chellamani (US)	9871999518	Action Research, CCS(Leave) Rules, Computer Input & Exercise, Fundamental Rules/Supplementary Rules (FRs/SRs), LTC Rules, Modified Assured Career Progression, Computer-MS-Office Suite, MS-PowerPoint. MS-Word, Noting & Drafting, Office Procedure, Pay Fixation, Pension Rules, Presentation Skills, Reservation in Services, Role of Assistant/SO/US, Vigilance.	Jayashree.c@nic.in

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46	Mukesh Chaturvedi, Director (E), DoPT	9350118423 Email:	Constitution of India, Pay matters, CCS (CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	dire-dopt@gov.in, vigadvice@yahoo.co.in
47	T. P Narayan Moorthy, Staff Officer (Retd.) Ministry of Defence, Nagpur	9869439284	Establishment Rules, Framing/ Review of recruitment Rules, Employee Resourcing , Public Office Communication & documentation management , Office Procedure, Reservation in Services, Handling CAT /Court Cases, Financial Management in Government – Budget preparation, Travelling Allowance Rules, Fixation of pay , Preventive discipline – Conduct Rules, Disciplinary Procedures, Impact of Positive discipline in Office Productivity , Grievance Redressal management, Time Management, Communication , Presentation Skills, Innovation, Decision making, Conflict management, Team building, Leadership, Motivation, Counseling, Personnel Management & Industrial relation.	<a href="mailto:moorthynadp@yahoo.co.in">moorthynadp@yahoo.co.in</a>  n_murthey@yahoo.co.uk

48	Rajeev Kumar Kundi, (US)	9810864709	Management Service Organization Analysis, Method Study, Work Management, Office Procedure, File Management, Noting & Drafting, Machinery of Government, D.S.I, RTI, Citizens Charter, Record Management.	rajeev.kundi@nic.in
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