

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT (ISTM)

GUEST FACULTY

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119	Sh.	Rajesh Saxena	Joint Secretary (Retd)	Integrated HQs, Min of Defence	Financial management, constitutional provisions, Economic Planning, Budget, outcome budget, GFR/DFPR, Gender Budgeting, Procurement procedure, GeM, Contract Management, PFMS, Conduct Rules, CCS(CCA) Rules, Vigilance administration and principal of natural justice, Team Building & Leadership, Negotiation Skills, Conflict management, Stress management, communication skills, Gender Issues & POSH, Ethics & Values in Administration, Noting & Drafting, Office Procedure , Records management, Leave Rules, LTC, TA Rules, HBA, Advances, CGEGIS, CEA, Cabinet Note, Parliamentary procedure, RTI & CPGRAMS, Private Public Partnership, Strategic Management, Public Policy Analysis, e-Governance, Mission Karmayogi, Training for Training Managers, Innovation and Design thinking, Competency mapping, POCSO Act	9810488416	Rasax59@yahoo.co.in
120	Ms.	Deepti Rawat	Asst Director	DHTI	CCS(Leave Rules) , CGEGIS, Income Tax, LTC Rules	9716487801	Rawat.deepti@gov.in

121	Sh	Anil Arora	Deputy Director	Deptt of Defence,MOD	APAR, Audit Procedure, Budget, CCS(Leave Rules), CGEGIS, CS(MA) & CGHS Rules, Delegation of Financial Power Rules (DFPR), Duties and Responsibilities of HOD/HoO/DDO, GFR, Public Procurement, Contract Management, Inventory Management, GeM, Income Tax, LTC Rules, Pension Rules, TA/DA Rules, Communication Skills, Gender Sensitization, POSH Act, Time Management, Preparation of Cabinet Notes, MS-Word, MS-Powerpoint, Handling CAT/Court Cases, Handling of Government Litigation, Establishment Rules, CCS(CCA) Rules, Conduct Rules, Parliamentary Procedures, RM-RTI, Retirement Investment Planning, Managing Personal Finance	9868108402	meetanilarora@gmail.com
122	Sh	Krishna Mohan	IAS(Retd.)		World after Covid-19, Ethics and values , Communication Skills, Change management , e-procurement, Creative thinking and problem solving, sustainable development goals (SDG), leadership and teambuilding, RTI, climate change, e-Governance, Good Governance, GeM, Gender Sensitization and POSH, Knowledge management	9876666666 9915555555	krishnamohan718@gmail.com
123	Sh	Surinder Mohan Gupta	Deputy General Manager(Retd.)	Ministry of Agriculture	Establishment Rules, Reservation Rules, Fundamental Rules and Supplementary Rules, Leave Rules, Pension Rules	9891110970	smgupta102021@gmail.com
124	Sh	Vijay Kumar Gupta	Joint Director General	Ministry of Defence	Motivation, Communication Skills Interpersonal Relations, Team Building, Attitude and Behaviour Negotiation Skills, Stress Management, Leading a Purposeful Life, Emotional Intelligence, Personal Effectiveness----how to increase Organizational Development Self Management, Management of Change, Boss-Subordinate Relationship, Management Concept	9587695000	vkgupta1234@gmail.com

125	Sh	G. Subramanian	Deputy Registrar & Dy Secretary(R etd.)	CIC	RTI and Good Governance, Record Management, RTI & First Appeal, RTI and CPIO, Handling CIC/CAT/Court Cases, Vigilance Communication	9871033885	Subramaniang.54@gmail.com Gsmani54@yahoo.com
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127	Sh	K L Sharma			Will be updated shortly	8447113087	Sharmakl.5897@gmail.com
128	Sh	Kalyan Bhattacharjee	Jt Registrar	IIT Delhi	CPPP, GeM, Public Procurement, Knowledge Management, Inventory Management, E-Governance, Advance Powerpoint, Advance Excel, ICT	9810152691	kalyan@admin.iitd.ac.in
129	Sh	Atul Paiadarshi	AGM (Retd.)	38 years SBI Management	Behavioral Techniques, Public Finance, Financial Management, RTI, Motivation , Team Building and Leadership , Stress management	8527045632	Atul.priadarshi61@gmail.com
130	Dr.	Deepak Kumar	Cyber-crime & Digital Forensics Science Advisor	Digital Forensic & Cyber intelligence	Capacity building in the area of Cyber-crime & Digital Forensics Science, operational & Cyber security, Cyber threat intelligence, security operation & social media intelligence, incident & Response, Block-chain, Industrial control systems, fraud detection, counter terrorism & National security.	9560348444	D3pakprotonmail.com
131	Maj	Vineet Kumar	Maj	Army	Cyber security & internet Governance,	9570000065	vineet@cyberpeace.net
132	Sh	Amit Srivastava	Under Secretary	DoPT	Communication skills, Team Building, motivation, leadership, Constitution of India, Noting & Drafting, conduct rules, CCS(CCA) Rules, Pension Rules, Financial management , LTC Rules, TA Rules	9810893992	Amit.srivastava@nic.in
133	Sh	Ajit Kumar	Deputy Secretary (Retd)	Niti Ayog	Establishment & Administrative matters, leave Rules, Legal matters and Court cases, Budget, Financial management , e-Governance, Parliamentary procedure , Noting & Drafting , Office procedure, personnel Management	8448929459	gov.ajitkumar@gmail.com

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143	Dr.	Sarika Srivastava	Asst Prof.	IILM, Greater Noida	English speaking , soft skills, communication skills, problem solving, Academic and research writing, effective learning	9518474960 9873749601	Sarika_srivastava26@yahoo.com
144	Dr.	Krishan lal	Principal Scientist (Retd.)	IASRI, Pusa, New Delhi	Handling data and data analysis using Statistical Analysis system (SAS) , application of SPSS, MS-Excel using data analytics, MS-Word/PPT , sampling techniques and time series analysis , Data analysis with statistical tools and techniques. , statistical inferences and decision theory, Linear models and Hypothesis using statistical computing	9868664998	klkalra@gmail.com
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150	Sh	R.P. Kashyap	Director Operations (Training)	DGCA Headquarters	Stress Management and Conflict Management	9818576909 24622459	rpkashyap.dgca@nic.in kashyap.rs@gmail.com
151	Ms	Sowmya. V	Joint Commissioner	Income Tax	HUF Taxation, Basis of Charge, Gender Sensitization, MS Power Point, Procedure in Faceless Assessment	8762301692	sowmya.virupakshaiah@incometax.gov.in vshsowmya@gmail.com
152	Sh	Rajendra Jha	Advocate	Bar Council of Delhi	Budget, GeM, GST, Knowledge Management, Gender Budgeting, Gender Sensitisation, Stress Management, Conflict Management, Team Building Leadership, Communication Skills, Motivation, Personality Development, Time Management, Negotiation Skills, POSH Act, 2013	9934435454	vedantaceo@gmail.com
153	Sh	Ashutosh Kumar	Deputy Director	DHTI	APAR Budget CCS (Leave Rules) Public Procurement Contract Management Income Tax LTC Rules TA / DA Rules Reservation in Services Conduct Rules CCS (CCA) Rules Noting and Drafting Record Management	9868506506	kumarashutosh1976@gmail.com

					RTI Act 2005 Parliamentary Procedure		
154	Sh	Parvinder Singh Monga	Chief Manger	Punjab National Bank	Framing/Drafting of charge sheet, Implication of Penalty, Suspension; Principles of Natural Justice; Disciplinary/Departmental Inquiry proceedings; Vigilance angle; Staff Accountability; Conduct Rules; CCS(CCA) Rules etc	9910048869	singhparvinder1307@gmail.com
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157	Sh	Shahid Kaml Ansari	Deputy Director	Institute of Government Accounts and Finance	Public Policy, Public Finance, Government Accounting, Management, Team Management, Corporate Finance, Negotiation, Team Building , Financial Analysis , Internal Audit	9811477021	mskansari@gmail.com
158	Sh	Ratnesh Bharati	Dy Director	DHTI	APAR, Budget, CCS(Leave Rules), CGEGIS, CSMA/CGHS Rules, Duties & Responsibilities of HOD/HOO/DDO, FR/SR, Pension Rules, Pay Fixation, LTC Rules, TA/DA Rules, Conduct Rules, CCS(CCA) Rules, Noting and Drafting, File Management, Record Management, RTI Act 2005, Parliamentary Procedure	9821885603	ratnesh.bharati@rediffmail.com
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160	Sh	Harihar Pandey	Advocate		Handling CAT & Court cases, Handling Govt Litigation, RTI	9990640614 7836619034	

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