

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
1	Dr	M. Kallumal	Faculty	IIFT	Tariff and Non-Tariff Measures; Free Trade Agreements; and WTO Agreements	9711008068	muralik@iift.ac.in muralikallummal@gmail.com
2	Dr	Sachin Chowdhry	Faculty	IIPA	Public Administration, Public Policy, Governance issues, Urban Management	9868619162	sachin.chowdhry@gmail.com
3	Dr	Shailendra Kumar	Director	MH&FW	Economics and Finance, WTO	9871549756	shilku@yahoo.com
4	Sh	Jagabandhu Banerjee		J. Banerjee Systems Pvt. Ltd.	Economics and Finance	9811504669 26535356	info@jbanerjee.com jbandhu@yahoo.com
5	Sh	Rajiv Manjhi	Joint Secretary	Ministry of Health & Family Welfare	Public Finance (Budgeting /GFRs /DEPRs /Project Appraisal), Performance Monitoring and Evaluation System(PMES), Strategy & Strategic Planning, HRM and Leadership Development Programme	9868471347 8860067378	rajivmanjhi@gmail.com
6	Dr	Ranjeet Mehta	Director	Corporate Trainer, PHD Chamber of Commerce	Leadership development, Strategic Management and corporate Planning, Time Management Attitude Building, Communication and Negotiation skills, Behavioral Management, Team Building	9811085662	ranjeetmehta@gmail.com
7	Mrs	Pritima Kaushal	Director	Enablers India , New Delhi	Emotional Intelligence, Transactional Analysis, Communication Skills, Assertive Communication, Non Verbal Communication, Written Communication, Presentation Skills, Listening Skills, Leadership, Managing People, Team Building, Focusing on Internal & External Customer, Personal and Interpersonal Relations, Problem solving and decision making, Time management, Stress Management, Negotiation Skills, Gender sensitivity, Office Etiquettes, Training of Trainers, Conducting Effective Meetings, Motivation, Positive Attitude, Conflict management, Grooming, Planning Skills	9818423259	pritima_kaushal@yahoo.com
8	Sh	Pankaj Shreyaskar		Ministry of Statistics and Programme Implementation	RTI Law & E Governance, Communication Skills, Ethics Leadership	9810530944	shreyaskarps@gmail.com
9	Dr	Pradeep Suri		Delhi Technical University	E- Governance, IT Management, Project Management and Quantitative Methods.	9811917530	pks.suri@gmail.com
10	Sh	K. K. Chug	Director (Rtd.)		New challenges & role of Under Secretaries, Vigilance, Conduct Rules, Disciplinary Matters	9968290016	chug.krishan@gmail.com
11	Sh	Sanjeev Duggal	DGM	SAIL	Strategic Management & Corporate Planning, Strategic Marketing & International Marketing	9717179234 9650990162	sanjeevduggal@gmail.com
12	Sh	Chandan Shahi	Sr. Manager	Corp. Planning, NTPC	Corporate Planning, Strategic Management	9650990309	chandan_shahi2000@yahoo.com

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
13	Sh	M.C. Panda	Former Addl. DG and Addl Secretary	DGS&D and Min of Commerce	Management Development, Communication Skills, Negotiation Skills, Interpersonal Skills, Conflict Management, Motivation, Leadership, Team- building ; Office management; Stress Management ; Time Management etc. Good Governance; e-Governance, Strategic planning, Administrative vigilance, Disciplinary proceedings Project management ; Pert & CPM ; Public Private Partnership (PPP) Supply Chain Management; Procurement & Contract Management, e-Procurement ; Inventory Management; World Bank procurement system	9999008545	manidra.panda@yahoo.com
14	Sh	Y.N.Kaushal		Enablers India, New Delhi	Strategic Management, Human Resource Management, Organization Behaviour, Marketing and Business Development, Training of Trainers / Management Development.	9313000890 8800739953	ynkaushal@yahoo.com
15	Dr	L.R. Aggarwal	Retd. Director	GOI	Prevention of Sexual Harassment at Workplace, Handling of Govt., Litigation, Administrative Law related issues, Seniority, Promotion & DPC related issues, Vigilance matters, Parliamentary procedure, APAR and Grievance Redressal, Noting And Drafting,Intellectual Property Rights	9999798606	aggarwal.lr@gmail.com
16	Sh	K.G. Verma	Ex-Director	ISTM	RTI, Reservation in Services ,Protection, Prevention and Redressal of Sexual Harassment at Workplace.	9968099867	krishnagverma@gmail.com
17	Sh	Venkatesh Nayak	Coordinator	CHRI	RTI and Role of Civil Society	9871050555 1126528152	nayak.venkatesh@gmail.com
18	Sh	Aakashdeep Chakravarty	JS & Addl. Regr.	CIC	RTI, Management and Law	9868019566	aakash.dc.@nic.in
19	Sh	Saroj Kumar Patro		NIC	e- office	9958003526	sk.patro@nic.in
20	Dr	D.B. Singh	Addl. Secretary	Rajya Sabha Secretariat	Constitution of India, Legislative Drafting; Parliamentary Processes; Noting and Drafting, Disciplinary Proceedings and Conduct Rules etc.	99650077416 01123012592	dineshsingh@gmail.com
21	Prof	A.K.Rath	Retd. Secretary		Ethical Governance, Good Governance, Corporation, CSR.	9910436439	arun.rath73@gmail.com
22	Sh	Vijay Rajmohan	Director	DGFT	Managing Impact of IT, International Trade & Management	9650519423	vijay.rajmohan@nic.in
23	Sh	Pradip Chanda	DGM	NTPC	Corporate Planning	9650990162	pradipchanda@ntpc.co.in

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
24	Sh	Purushottam Verma	Asstt. Director	ISS	Statistics, Mathematics, Operations Research, Applications in various aspects of Statistics.	7827057682	purustat@gmail.com
25	Ms	Reena Sethi	Dy. Secy.	Ministry of Civil Aviation.	NeGP, e-Governance, Impact of Internet and IT related matters.	9560700200	reenasethi@nic.in
26	Dr	Zeenat		Society for Promotion of Youth and Masses	Drug Addiction, Addiction Treatment, HIV/AIDS, Homeless Population, Juvenile Delinquency	9891993872	spymdelhi@gmail.com
27	Dr	Rajesh		Society for Promotion of Youth and Masses	Drug Addiction, Addiction Treatment, HIV/AIDS, Homeless Population, Juvenile Delinquency	9891268872	spymdelhi@gmail.com rajesh@spym.org
28	Prof	G.S. Gupta	Consultant		Financial Accounting, Cost Accounting, Management Accounting, Financial Management, Corporate Tax Planning, Investment Analysis, International Finance, Project Management, Business Ethics, CSR, Corporate Governance	9811631445	gsgupta63@hotmail.com
29	Ms	Surabhi	Trainer	NIC, DoPT	e- Office	9999591612	training.eoffice@nic.in
30	Sh	Y.P. Sharma	Commander	Indian Navy	Team Building & Leadership, Motivation, Conflict Management, Getting Along with boss, Communication Skill, Attitude & Behavior skills, Gender Sensitization, Time Management, Transactional Analysis, Stress Management, IPR, Ethics & Value and Presentation Skills.	8447221551 8004621404	yogendra_1006@yahoo.com
31	Dr	A.P. Dash		Power Management Institute, Noida	Knowledge Management, Financial Management, Corporate Governance, Enterprises Risk Management and Project Management	9650991299	apdash@ntpc.ac.in, dr.apdash@gmail.com
32	Dr	R.K. Mitra	Joint Secretary	MHA	E-Governance, Foreign Trade, strategic management	9717847958	rajatkmtra@gmail.com
33	Sh	Rajesh Kumar Singh	Director	(Policy and Plan) NDMA	Disaster Management, Cultural Heritage of India	9811902004 1126701840	singhkrajesh@hotmail.com
34	Sh	Prodipto Ghosh		TERI, India Habitat Center	Climate Change, water & Environment Management	9810490639	prodipto5@gmail.com
35	Sh	C.Uday Bhaskar	Former Director	IDSA, New Delhi	Internal Security	9810621252	cuday@gmail.com

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
36	Sh	Nanditesh Niley	Director	TRANC	Organizational Behaviour, Organizational Development, Values & Ethics in Administration & Life, Vision Based Leadership, Transactional & Transformational Leadership, Authentic Leadership, Stress Management, Emotional Intelligence, Interpersonal relationship, Conflict & Management, Negotiation Skills, Social issues in History, Gandhian Leadership, Change Management, Appreciative Enquiry, Neuro Linguistic Programming, Transactional Communication, Motivation at work place, Lateral Thinking, Creativity & Innovation, Art of Narration, Public Speaking, Handling Training Methodologies.	9871033667	nanditeshnilay@gmail.com
37	Sh	V.K.S. Chauhan	Addl. Secretary (Retd.)	NCT of Delhi	Ethics and Values in Administration/ Public Governance; Training Needs Analysis; Public Private Partnership; Retirement Planning; Vigilance matters and Conduct of Disciplinary Proceedings; Courtesy in Public Dealing. International labour Practices and Ethics; Motivation and Leadership; Communication Skills for the Government Employees.	9868213787	chauhanvks@yahoo.co.in
38	Sh	Samir Mukhopadhyay		DIT	Business proces Re-engineering	9013850594	sm02011957@gmail.com
39	Prof	Kamna Sachdeva		TERI	Climate Change	71800222 1124682100	kamna.sachdeva@gmail.com sachdevakamna@gmail.com
40	Prof	Guha Roy	Faculty (Retd.)	IIPA	Public Administration, Political Science, Human Rights, Constitution	9868781671	j_g_roy@yahoo.com
41	Sh	Alok Kumar Singh	Asstt. Director	ISS	Statistics & Numeracy Skills, Operation Research, Decision Science, ICT, Monitoring and Evaluation [M&E], Management, Communication/ Presentation Skills, Economics/ Economic issues/ Monetary policy, E-governance, Gender Statistics, Gender Budget	9811669178 1126172836	alokstat@gmail.com
42	Mrs	Manvi Sharma	Advocate		Communication Skills, Gender Sensitisation, Attitude & Behavioural Training, Stress & Conflict Management, Time Management, Inter Personal Relations/Skills, Language Skills.	9999499521 1126144549	manvi_advocate@yahoo.com
43	Dr	Ajay Kumar Singla	Spl. Secretary to LG		Public Private Partnerships, Stress Management and Self Improvement, Financial Markets	9971844992	sstolg.delhi@nic.in

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
44	Sh	T. Hussain	Assistant Director	NAI	Records Management, Archives Administration	9810630075	archives@nic.in
45	Sh	Syed Farid Ahmed	Assistant Director	NAI	Records Management, Archival Administration	23383436	archives@nic.in
46	Sh	Ram Swaroop	Assistant Director	NAI	Conservation, Preservation of Records	9013275133 1123383436	archives@nic.in
47	Sh	Jatinder Kumar Luthra	Microphotographer	NAI	Digitalization/ Computerization of records	9313425408	archives@nic.in
48	Dr	Devendra Kumar Sharma	Archivist	NAI	Records Management	1123383436	archives@nic.in
49	Dr	M. Venkatesan	Associate Professor	IIFT	Transformational Leadership, Leadership and Team Building, Communication Skill, Negotiation Skill, Personality Development through psychometric assessment, Motivation Self and Others, Emotional Competence for Leadership Service Orientation, Positive emotions and happiness, conflict Management, Organisational Behaviour, Counseling, Stress Management	9968143993	venkatesan@iift.ac.in
50	Sh	Karan Singh	Asstt. Director	CHTI	Official Language Policy, Act & Rules, Hindi Skill Development, Standardisation of Devnagri Script and Grammatical Errors, Terminological Errors	9716101069 1124366794	chti1136@nic.in
51	Ms	Usha Bande	Assistant Director	CHTI	English language and literature, Spoken English, Communication skills.	9816114490 1124368158	ushabande@gmail.com
52	Ms	Sneh Lata	Assistant Director	CHTI	Official Language Policy, Act & Rules, Hindi Skill Development, Standardisation of Devnagri Script and Grammatical Errors, Terminological Errors, Noting and Drafting in Hindi	9868538656	chti122@nic.in
53	Sh	Yogendra Kumar	Reserch Assistant	CHTI	Official Language Policy, Act & Rules, Hindi Skill Development, Standardisation of Devnagri Script and Grammatical Errors, Terminological Errors, Noting and Drafting in Hindi, Unicode, Software related to Official Language, Mantra and Srutlekhana, Lila- Prabodh, Praveen and Pragya	9717045421	Chti2105@nic.in

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
54	Sh	Ajit Singh Khola	Research Assistant	CHTI	Official Language Policy, Act & Rules, Hindi Skill Development, Standardisation of Devnagri Script and Grammatical Errors, Terminological Errors, Noting and Drafting in Hindi, Unicode, Software related to Official Language, Mantra and Srutlekhana, Lila- Prabodh, Praveen and Pragya	8882331976	Chti2106@nic.in
55	Sh	Mohinder Kumar		CHTI	Official Language	9868846173 1124368158	Mohinder_ad@yahoo.com
56	Sh	Prithvi Singh	Joint Director	CHTI	Official Language	9718280663 1124368158	
57	Sh	Suresh Chand Sharma	Asstt Director	CHTI	Typing /Shorthand	9868152015 1124361852	suresh.152015@gmail.com
58	Sh	Suresh Chandra Panda	Retd., Spl. Secy, GoI . Member(P) Prasar Bharti Board		Ethical Governance	9968193767	sureshpanda@yahoo.com
59	Dr	Sachin Kumar Sharma	Faculty	IIFT	WTO, International Trade and Agriculture Negotiation	9818885835	sksharma.jnu@gmail.com sksharma@iift.ac.in
60	Sh	Debasish Prusty	Director	M/o Environment in forest	Climate Change/Global Warming	9968686833 1124695272	d.prusty75@nic.in d.prusty75@gmail.com
61	Sh	Risha Syed	Consultant	M/o WCD	Law related to women empowerment and protection	8800630510	rishasyed@gmail.com
62	Ms	Sister Rama		Brahma Kumaris	Ethics & Value	9650924612	point.light@gmail.com
63	Sh	Kush Verma	IAS Commissioner	National Capital Region, U.P(Ghaziabad)	The Changing Paradigm of Administrative Governance, Administrative re-design in India, Ethics in the Civil Service, HR Strategies for the 'New' Civil Service, Public Service Delivery: Evolving Trends.	7042502022	kush56@hotmail.com
64	Dr	H.S Rana	Principal Director	Institute of Public Administration (Bengaluru)	Reservation Policy, Prevention, Prohibition and Redressal of Sexual Harassment at Workplace, The Right to Information Act, 2005.	9448451380	hsrana1@gmail.com
65	Dr	Nivedita Murkute	Freelance Corporate Trainer		Soft skill, Behavioral, Spoken English Trainer, in educational Institutions, Hospitals and corporate. Team Dynamics and Leadership, Time Management, CRM- Customer Relationship Management, Stress Management, Sales and Negotiation Skills, Response and Reaction, I and You Approach, Spoken English.	9810972296 9999031093	niwedita1@gmail.com

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
66	Sh	P. Pratap Maurya	Scientist	DRDO	Information Security, Cryptography, Public Key Cryptography, Risk Assessment & Disaster Recovery, Database Security, Biometric-based Security System, Security Standard & Information Security Policy, IT Audit Techniques	9868000691 9716260976	prabalpr@gmail.com
67	Sh	Prafulla Kumar Jaiswal	Retd. AG Office	Mumbai	Administrative Matters, Government Rules and Regulations, Recruitment and Promotions, Reservations in recruitment and promotions, Modified Assured Career Progression Scheme, Pay fixation, Financial implications and pay fixation under orders of penalties, (Fundamental Rules And Supplementary Rules, Annual Performance Appraisal Report, Conduct Rules, and CCS,CCA Rules including Disciplinary proceedings, Receipt and Payment Rules, Financial Rules and Principal of Government Accounts, Delegation of Financial Powers, General Financial Rules, CCS Pension Rules, CCS Leave Rules, Travelling Allowance, Leave Travel Concession, Medical Rules (CGHS & AMA), Travelling Allowances, GPF Rules, New Pension Scheme, Regulation of Audit and Accounts, Constitution Of India, Accounting and Auditing Standards, Income Tax, Customs, & Excise Laws, Communication Skills including Noting and Drafting, Proficiency in Teaching, Good interpersonal skills, Ability to adapt to the work environment, Ability to work in a dynamic, deadline oriented environment,	09869280973 022-28703383	Email : pkjaiswal30@gmail.com
68	Sh	S.S. Khanka	Professor (HR)	NIFM, Faridabad	Human Resource Management, Organizational Behaviour, Ethics and Values	9560840090 0129-2418755	khanka@nifm.ac.in sskhanka05rediffmail.com
69	Sh	B.G.Gupta	IT Consultant and Trainer		BPR/GPR, All topics of e-Governance, Information Security, Project Management.	9312283744	bggupta1@gmail.com
70	Smt	Ratna Ghosh	Independent Consultant		Communication Skills, Positive Attitude, Leadership, Interpersonal Skills, Motivation, Team Building, Decision Effectiveness	9810658081	ratnaghosh03@gmail.com
71	Dr	Vandana Gambhir Chopra	Assistant Professor & Corporate Trainer		Stress Management, Communication, Team Building, Problem Solving, Decision-Making, Emotional Intelligence, Diversity Training	8447777881 41027870	drvandanagambhir@yahoo.co.in
72	Sh	Kanhaiya Chaudhary		ICAR, Agricultural Education Division	Purchase Management in Govt., Educational Management, New age Education and science of learning, Training Management	9891512655	kanhaiya.icar@nic.in dsedn.icar@gmail.com

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
73	Sh	Dilip Kumar Barnwal	Assistant DG	Doordarshan	CGHS & CS(MA) Rules. (Medical Cases)	9958705306	dilipkumar_472000@yahoo.com
74		Preeti Rawat	Self-employed		Stress Management, Time Mgt., Communication Skills, Motivation, Goal Mapping, Life Skills and Public Admn., Official Language policy Noting and Drafting in Hindi	9873030062 7042600795	Preetizen2014@gmail.com
75	Dr	Bichar Das	Director (Retd.)	Central Translation Bureau	Official Language Policy, Noting and Drafting in Hindi	9313803067	vipulrananbhatt@yahoo.com
76	Sh	R N Mishra	Deputy Secretary (Retd)		DFPR, GFR	9968502767	mishram@gmail.com
77	Prof	S.P. Kala	Prof of Strategic Management	H.N.B. Garhwal University	Strategic Management, Corporate Planning	9012464090 9412079140	guruspkala@gmail.com
78	Ms	Meenakshi Gupta	PPS	Department of Revenue	Stenography Skill Development, Typing/ Shorthand, Yoga	9818674981 25258070	revenue.meenakshi@gmail.com
79	Dr	G. Sreekumar Menon	Director General	National Academy of Customs Excise & Narcotics (NACEN)	Leadership, Motivation	9899781449	dg@nacen.gov.in
80	Sh	Hrishikesh Sharan	OMBUDSMAN	Ministry of Finance, Mumbai (Retd.)	Motivation	9871212294 9869012294	hsharan@hotmail.com
81	Sh	R.K. Bandyopadhyay	Deputy Secretary (Retd.)	Ministry of HRD	Parliamentary Procedures & Practices	9868152780	rankuban@yahoo.com rukubando@gmail.com
82	Dr	S.N. Venkatesan		Management & Legal Consultant (Chennai)	Right to Information,	9444040989	sulurvenkatesan@rediffmail.com
83	Sh	Jagdeep Ramchandani	Visiting faculty & Corporate Trainer		Grievance Handling, Financial Management, Administrative Law	9999482728	ramchandani.a@hotmail.com
84	Sh	Akhtarul Hanif	Deputy Secretary	M/o Road Transport and Highways	Vigilance, Financial matters (GFR,DFPR), Tendering procedures	23358288	akhtar1961@yahoo.com
85	Sh	Rajib Roy Choudhury	Assistant	Directorate of P.P.Q.&S., NH-IV, Faridabad	MS Word, MS-Excel, MS-Power Point, Pay Fixation, Pension & Other Retirement Benefits	9868307469	royrajib99@yahoo.com
86		H.C. NARANG	Retired Sr. PPS	MOEF	MS Office, MS (Word), MS (Power Point), MS (Excel).	9811450622	hcnarang@yahoo.com
87	Smt	Raj Bala Singh	Director	(Official Language), DGS&D	Office Procedure, Training Need Analysis, Official Language Policy, Reservation in Service, Establishment Rules, Administrative and Financial Rules	9868918478	rajbala.singh31@gmail.com
88	Sh	Anand Kishore Shrivastava	Section Officer	M/O ROAD TRANSPORT & HIGHWAYS	Office Management, Office Procedure, Noting & Drafting, Parliamentary Procedure, MS Office		anand.ks@nic.in



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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
89	Sh	Vijay Kumar	Under Secretary	(Department of Revenue), Function as TA in ISTM	Central Civil Services (Pension) Rules, 1972, General Financial Rules Advances to Government Servants, Delegation of Financial Powers Rules, 1978, Central Civil Services CCS(Conduct) Rules, Office Procedure, FR/SR Rules, CCS (Leave) Rules, 1972		vijaykumar68@nic.in
90	Dr	Smita Gupta	Asst. Professor	Discipline of Psychology, IGNOU	Communication skills, Emotional Intelligence, Team building, Motivation	9910602320 011-29572761	smitagupta@ignou.ac.in
91	Ms	Madhvi Gupta	Research Associate	MGSIPAP, Punjab	Public Administration, Disaster Management		madhvigupta_pk@yahoo.com
92	Sh	Manwar Singh	Freelance Trainer		Human Resource Management	9818399062	prof.ms@rediffmail.com
93	Sh	Subrahmanian SV	HR	OD & Leadership Consulta nt, Bangalore	Communication Skills, Presentation Skills	8056555232	subrahmaniansv@gmail.com
94	Sh	S.K. Gautam	Freelancer (Retd.)	NRPL, Indian Oil Corporation	Time Management, Stress Management, Listening skills, Motivation	9996666232	manageindia.org@gmail.com
95	Ms	Sunanda Gupta	Associate Professor (Retd.)	Delhi University	English Language	9810489624	sunanda_gupta@hotmail
96	Ms	Nisha Tiwari	Assistant Professor	New Delhi	English Language	9899318478	nishasixteen@gmail.com
97	Sh	Lalit Wadhwa	Deputy Director	M/o Commerce	GFR, DFPR, Children Education Assistance, Pension Rules, Leave Encashment, CGHS/CSMA Rules, TA DA Rules, Leave Rules, LTC, Budget, GPF, Conduct rules, Income Tax, MS Word, MS Excel, MS PowerPoint	9868209086	lalitwadhwa.icoas@nic.in
98	Dr	Harish Chandra Karnatak	Head & Scientist	ISRO Dehradun	Space Technology & Application, Good Governance	9456565523	harish@iirs.gov.in
99	Sh	Vinesh Malik	Freelancer		Emotional Intelligence, Inter Personal Skill	9818722177	vineshmalik@gmail.com
100	Sh	Guljit K. Arora	Principal (Retd.)	Bhim Rao Ambedkar College	Indian Economic policy	1122814747 1122814125	
101	Sh	Shishir Verma	Managing Director	V the People Consulting	Leadership Skills, Team Building, Inter Personnel Skills, Communication Skills, Presentation Skills		ak@vtpc.in
102	Sh	Suresh Chandra Sharma	Deputy Director General		Preventive Vigilance, Good Governance, RTI	1123385203	suresh56sharma@gmail.com
103	Sh	Satish Sachdeva	Under Secretary	Fin & Accts	Budget, Financial Rules, Purchase Procedure	9968305962	satish1971in@gmail.com
104	Sh	Naresh Kumar	AAO	M/O PPG&P	MS-Word, MS-PPT, MS-Excel	9818693732	

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105	Sh	Parvesh Kumar	Deputy Director	Ministry of Defence	Income Tax, CGHS, CS(MA) Rules, CCS(Conduct) Rules, CCS(CC&A) Rules, Parliamentary Procedure, Advances to Govt. Servants	9968955288 9810270249	
106	Sh	G. Subramanian	Deputy Registrar & Deputy Secretary (Retd.)	CIC	Right to Information, Communication Skills	9871033885	
107	Sh	Santosh Gauriar	Retd.	Member Postal Service Board	Human Resource Management, Vigilance	9650355333 7276016055	santosh.gauriat@gmail.com
108	Ms	Reetha S. Prabha	Joint Secretary	Govt of Kerala	Time Management, Communication Skills, Good Governance	9446041415	
109	Ms	Manabendu Sen	Director (Retd.)	D/AHD&F in M/o Agriculture	Record Management	9213351197	
110	Sh	Brig Sekhar Visvanathan	Retd.	National Defence Academy & Indian Military Academy	Leadership, Ethics and Values, Personal Development, Disaster Management	9868249836	vishfamilie@gmail.com
111	Ms	Meenakshi Sharma	Director	Resurge Management Consultant	Team Building, Interpersonal Skills	9953297651	
112	Sh	Ravinder Kumar	I.R.P.S., Chief Personnel Officer SC Railway, JS (Retd.)		Organizational Behavior, Office Procedure	9711250320 9701370612	
113	Sh	Jitender Singh	Deputy Director	Indian Economic Services (IES), M/o Finance	Indian Economy, Economic Liberalization/ Globalization, WTO	9968987724	singh.jitender@nic.in
114	Sh	Anohar John	Faculty	ASAP, Govt. of Kerala	Office Management, Financial Management, Behavioral Techniques, Constitution, Administrative Law, Capacity Building	9037919912	mranoharjohn@yahoo.com
115	Sh	Ravinder Kumar	IAS		Motivation		ravi5896@gmail.com
116	Sh	Munni Chaudhary	Asst Profesor		Hindi Language, English Language	9999088669	muchajoy@gmail.com
117	Prof	Dr. Saurabh Agarwal,	Dean	Accounting and Finance, Indian Institute of Finance	Financial Management, WTO	9811537057 120-2323683-87	sa@iif.edu
118	Dr	S.P. Verma	Executive Director	Indian Society for Training & Development	Human Resource Management, Office Management, Management Concept, Time Management, Stress Management	9810652265	
119	Ms	Madhu Sharma	Former, HOD	Training for PVR Ltd.	Gender Sensitivity, Sexual Harassment, Leadership, Stress Management	9811007643	madhuramona26@gmail.com
120	Ms	Hema Jaiswal	Joint Director	ISSP, MOSPI	Gender Issues, Right to Information Act, Computer Inputs- MS-Word, MS-PP, MS-Excel	9953328082	hema_iss@yahoo.co.in

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S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
121	Sh	Ramesh Prasad Tiwary	Retired Banker	Freelance Trainer	Human Resource Management, Pension Rules	0512-2260784 91-9450938784	tiwary.rp@gmail.com
122	Sh	Ashok Bagga	Retd.	Bank	Pension Rules, Soft Skill	9838181608	ashokebagga@gmail.com
123	Sh	Krishna Mohan	IAS (Retd.)		Ethics & Value, E-Governance, Business Process Re-engineering, Change Management, Citizen Charter	9876666666 9915555555	krishnamohan718@gmail.com
124	Ms	Priyanka Sukhija			MS Office, Power Point, Word, Excel	717547532	priyankasukhija2012@gmail.com
125	Ms	Renu Kakkar	Dy. Director General	DGFT	Stress Management	9818284889	renukakkar2004@yahoo.co.in
126	Sh	Nirmal Chander	Chief Admin. Officer (Retd.)	MoD	Reservation in Service, Records Management, Time Management, Disciplinary Matters, Financial management	9818239478	nirmalchanderaj@gmail.com
127	Prof	Alapati Srinagesh	Training Consultant		Soft Skills- Behavioral Management, Communication Skills-Verbal English, Team Building, Competency Mapping, Training Need Analysis, Leadership, Conflict Management, Inter Personnel Relation	8790713552 9346239452	srinageshalapati@gmail.com
128	Sh	Nirmal Goel	Director	CPWD	Tendering Procedures & Contract Management, Vigilance, Public Procurement	9810861710	nirmal_goel@hotmail.com
129	Ms	Bhomick Sen	Senior Consultant (Soft Skill+Public Speaking)		Time Management, Interpersonal Skill, Negotiation Skill, Motivation Talks, Communication Skills, Stress Management	9999978474	Bhomick.Sen@gmail.com
130	Sh	Lt. General Avinash Laxman Chavan	AVSM, SM, VSM		Human Resource Management	9560494951	alan35953@gmail.com
131	Sh	D. Lakshmanan	DDG	NIWE (Administration and Finance)	FR&SR-Pay Fixation, TA Rules, Leave Rules, Medical Rules, CCS Pension Rules 1972	9445798001	dlaxmanan@yahoo.com
132	Dr	Pradeep Bhardwaj	CEO & Medical Director	Six Sigma Healthcare Ltd.	E-governance, Leadership & Administration, HRM & Strategy Management	9818868727	pradeepkb28@gmail.com
133	Mrs	M. Sachdev	Retd. Admn. Officer	CBI	Pension Rules and New Pension Scheme, Record Management, Leave Rules Advances	9968081301	sachdevm1953@gmail.com
134	Sh	Chetan Upadhyaya		Satya Foundation	Stress Management, Time Management, Team Building, Leadership, Communication Skills	9212735622 (Delhi) 9235088999 (Varanasi)	satyafoundation2000@gmail.com
135	Sh	AQUIB JAVED	Joint Director	Employment, M/o Labour & Employment	Communication Skills, Motivation, Leadership, Time Management, Knowledge Management, Stress Management, HRM/HRD	9818271825 011-23382878	aquibjaved1976@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
136	Sh	Puneet Mohan	Director	Loqman Consultants Pvt. Ltd	Soft Skills, Capacity Building, Competency Mapping, Climate survey, Personality Profiling, Psychometric Testing	9560064618 8948951126	puneet06@yahoo.co.uk
137	Sh	Dipak Roy Choudhury	Deputy Registrar General (retd.)	Census & Tabulation	Demography, Statistics and Population Studies, Data Collection for the census functionaries during both the phase of Census	9868921228	dipakp1951@gmail.com
138	Sh	Mohan Kumar	DANICS (Probationer)	M/o Home Affairs	Information Technology, E-Governance, Climate Change, Environment & Biodiversity, Disaster Management, International Relations, RTI, Bills & Acts of Parliament, National & Socioeconomic contemporary issues	9717445149	mohankumarhbti@gmail.com
139	Sh	Gunjan Gandhi	Deputy Director	OM & IT, Defence HQ Training Institute	Office Procedure, Noting & Drafting Record Management, Parliamentary Procedure, RTI ACT 2005, CCS(Leave) Rules, Pay Fixation Rules, LTC Rules, Pension Rules, CGHS Rules, General Condition of Service Under FR, MACP, APAR, CCS(CCA) Rules, 1965, CCS(Conduct) Rules, 1964	9810140527	gunjan.p.gandhi@gnailo.com
140	Dr	Vineet Banga	Senior Specialist (Pathology)	Govt. of NCT Delhi	Stress and conflict Management, Communication Skills, Motivation, Yoga and Meditation	9818574648	drvineetbanga@rediffmail.com
141	Sh	Manish Kumar Sharma	SO	E2W(PPC), IHQ of Ministry of Defence	Office Procedure, Record Management, RTI Act 2005, Noting & Drafting, Parliamentary Procedure, CCS(Leave) Rules, NPS, LTC Rules, Recruitment Rules, DPC and Promotion, APAR, Seniority Principals, Reservation in Service, CCS(CCA) Rules, CCS(Conduct) Rules, Gender Sensitisation, Leadership Qualities, Team Building, MS(Word), MS(Excel), MS (Power Point), Presentation Skills, Preparing and Submission of Income, Tax Returns	9136451634 9015917343	nice2cumk@gmail.com
142	Sh	B.K. Vikas Ranjan	Rajyogi		Stress Management, Ethics and Values, Motivation	8800439049	bkvrnanjan@gmail.com
143	Sh	Shashi Mohan Srivastava	Under Secretary (retd.)	MHA	Preventive Vigilance, Punitive Vigilance, Minor and Major Penalty Proceeding, Mock Inquires, Constitution of India, CCS(CCA) Rule, Office Procedures, Conduct Rule, Vigilance Matter, Disciplinary proceeding, Right to Information Act, Gender Equality, APAR, Stress Management	9911182824	sms82824@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
144	Dr	C V Ramanan			Ethics & Value, Leadership, Communication, Emotional Intelligence, Time Management, Stress Management	9818076589 26963294	drcvramanan@totalqualityperson.com
145	Sh	Surrinder Mohan Gupta	Joint Director (retd.)		Establishment and Personnel Matters, Recruitment Rules, Recruitment Procedure, Probation and confirmation, Seniority Fixation, DPC Work, Posting/Transfer, Transfer Policy, Handling Court Cases, Preparation of Reservation Rosters	9891110970	ushagupta0454@gmail.com
146	Sh	Sanjay Sharan	Commissioner of Customs & CGST (Retired)		GST, Life Management through Yoga & Meditation, Communication Skills, Leadership Skills	8447859469	sanjay_sharan@hotmail.com
147	Sh	Ajay Arora	Retired Asstt. General Manager	National Bank	Yoga, Meditation, Motivation, Stress Management Interpersonal Skill, Team Building	9958359596	apajay06@gmail.com
148	Sh	Ashish Singh	Dy. Director (Scientist C)	DRDO	Time Management, Knowledge Management, Team Building, Human Resource Management Interpersonal Relations	01123007678 9990796105	sharp.ashish@gmail.com ashishsingh12@rediffmail.com
149	Dr	Rajnish Ranjan	Senior Consultant	National Disaster Management Authority	Disaster Management, Sustainable, Development, Knowledge Management, Training Needs Analysis	9971767760	dr.rajnishranja@gmail.com
150	Dr	Tapan Chakraborty	Ph.D, Deputy Director (Research)	Retired from BPR&D, MHA	Stress Management, Ethics Research Methodology Gender Justice	9868832480 7503031011	chakraborty39@gmail.com t_chakraborty_1999@yahoo.co.uk
151	Sh	G.S. Krishnan	Director	National Productivity Council	Ethics and values in public services, Knowledge Management, e-Governance, Office Management, Conduct Rules, Right to Information, Disaster Management and Emergency Planning	9987132311	krishnangs13@gmail.com
152	Sh	Ajay Bhatia	Deputy Superintendent	Delhi Prisons	Stress Management, Personality Development, Motivation & Creatives	9211533684 9868231212	aajjugee@gmail.com
153	Ms	Tanuja Sachdev	Deputy Director	CHTI, D/o Official Language, MHA	Language policy of govt. of India, Noting and Drafting in Hindi	9891308795	tanujasachdev1956@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
1	Sh	M.P. Sethy	Ex-Faculty (Retrd.)	ISTM	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	9958483963 011-22796474	mpsethy@rediffmail.com
2	Prof	S.K.Ghosh	Ex-Faculty (Retrd.)	ISTM	Training Methodology/ Techniques Oral & Written Communication/Presentation Skills, Organisational Behavior, Good Governance, Administrative Ethics, Office Management, HR Solutions	9818046720	ghosh_subir2001@yahoo.co.in
3	Dr	N.K Rai	Ex-Faculty (Retrd.)	ISTM	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.	9818095550	raidmareshk@hotmail.com
4	Dr	A.N. Chakrabarty	Ex-Faculty (Retrd.)	ISTM	Behavioral Techniques & Training Techniques, Personal Management & Performance Appraisal, Office Management, Noting & Drafting, RTI	9868299796	anc99@rediffmail.com docchak@yahoo.com
5	Ms	Vinod Jindal	Ex-Faculty (Retrd.)	ISTM	Communication Skills, Interpersonal Skills / Assertive Skills, Team Building/Motivation, Leadership Emotional Intelligence, Stress Management, Self-Awareness and Meditation, Negotiation Skills, Conflict Management, Lateral Thinking De-Bono Model, Creative Thinking and Innovativeness, Positive Attitude, Values and Ethics in Administration, Personality Development, Presentation Skills, Performance Appraisal, Gender Sensitization / Gender Issues, Personality Development, Becoming Role Model, Management of Change, Self-Concept and Attitude, Time Management, Decision making process, Creativity, Re-invention & self-development, Financial Management: Constructive Interpretation of Rules.	9717434112	vjindal2001@yahoo.co.in

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
					Pay fixation, MACP, Deputation / Foreign Service, GFRs / DFPRs, Advances, Joining time Fee /Honorarium.		
6	Sh	M.S.Kasana	Ex-Faculty (Retrd.)	ISTM	RTI, DTS, DOT, MOT, Margining Skills, Good Governance, Behavior Skills Service Law, Competition Law, Constitutional law, Commercial law and Right to information Act.	9868284717	mahabir.kasana@gmail.com
7	Sh	K.S. Kumar	Ex-Faculty (Retrd.)	ISTM	Noting & Drafting, Conduct Rules, Vigilance & Disciplinary, Procedure, RIS, RTI, Team Building, Leadership Skill, TOT, DTS, DOT, MOT and Preparing Cabinet Note	9811259805 7053917474	kskumar0953@gmail.com kskumar53@hotmail.com
8	Sh	K. S. Samarendra Nath	Ex-Faculty	ISTM	NTP, Ethics Values, Presentation Skills, TDP, FM, GFRs, DFPRs Appraisal, Time Management, Economic policy, Reservation in Services, Cabinet, Notes Legislative Initiatives	9899221822 01126118721	samar.nath@nic.in
9	Sh	S. Sridhar	Ex-Faculty (Retrd.)	ISTM	Office Management, Personnel Management, Time Management, Records Management, Effective Noting & Drafting & Forms of Communication, Establishment Rules (promotion , confirmation), Seniority , Framing of Rules, Decision Making, Project Management, Direct Trainers Skills courses as a recognizer	9868868908	sridhar.sairam@gmail.com
10	Sh	Baljit Singh	Ex-Faculty	ISTM	Accounting and Audit, Financial Rules	9891273707	bsbaljitsingh@yahoo.com
11	Sh	K.S. Sachdeva	Ex-Faculty (Retrd.)	ISTM	Pension & Other Retirement Benefits; New Pension Scheme; General conditions of service GFR, FRSR,DFPR, Role of HOD/DDO; Audit; Pay Fixation Rules; MACP; Financial Management; Purchase TA & LTC,Procedures; PPP; Budget; Office Procedure; ER; CGHS & CSMA Rules,RM; Reservation Policy; Conduct Rules& CCA Rules, Soft Skills, Noting & Drafting; RTI, National & International Competitive Bidding, Defence Procurement Procedure, Handling of Classified Documents; DPC, Promotion & Seniority	9871517757 9810549621 011-26941115	kssachdeva@yahoo.com
12	Ms	Jayanthi Sriram	Ex-Faculty	ISTM	Gender and Gender Budgeting, Noting & Drafting, Presentation Skills, Training Techniques	9810393946	sriramjayanthi@yahoo.com
13	Sh	S.K. Dasgupta	Ex-Faculty (Retrd.)	ISTM	Public Administration, Reservation in Services, RTI, Establishment Rules, Office Procedure, Presentation Skills, Constitution of India	9868380519	sapandasgupta57@gmail.com
14	Sh	Sandeep Mukherjee	Ex-Faculty	ISTM	Vigilance, Pay Fixation, Reservation in Services, Handling CAT cases & Administrative Law, DTS, DOT	9868248678 23092110	sandeepm@nic.in
15	Sh	Ranjan Kumar	Ex-Faculty	ISTM	Vigilance, Office Procedure, Establishment Rules Conduct Rules, Communication Skills, Noting & Drafting, RTI, Constitution of India	9910493730	ranjan.adjustment@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
16	Sh	I.J.Mittal	Ex-Faculty (Retrd.)	ISTM	Professional Topics for Sr. PPS/PPS	9899731303 26871224	ijmittal49@gmail.com
17	Sh	K.C. Ghosh	Ex-Faculty (Retrd.)	ISTM	Office Procedure, Records Management, Noting & Drafting, Effecting Writing, Decision Making, Communication, Desk Officer System, Constitution of India, Public Administration, Motivation, Team Building, Human Relation, Public Relation, Telephone Manners, Time Management, Work Study, Department Security, Official Language Policy, Work Simplification, RTI, Machinery in Govt., Supervision, Conduct Rules, Disciplinary Rules, GPF Rules, Leave Rule, Ethics & Values, Presentation Skills, Coaching Skills, Lecturing Skills, Designing Skills, Audit Para, Gender Issues, Parliamentary Procedure, Stress Management	9968057261 01122792435	delhideerblue@yahoo.co.in krncghosh@yahoo.co.in
18	Ms	Manisha Bhatnagar	Ex-Faculty	ISTM	Office Management & Personnel Administration, Office Procedure, Record Management, Noting & Drafting, Cabinet Note, Machinery of Govt., FR/SR (10-18), Training Techniques, (EOT), Reservation in Services, Parliamentary Procedure. Behavior Technique and Computer, Stress Management, Conflict Management, Communication Skills, Team Building & Leadership, Motivation, Interpersonal Relationship, Organizational Behavior, Performance Appraisal, MS Word, Excel, Power Point	9810164318	trainer.mb.2010@gmail.com
19	Sh	Deepak Kumar Bist	Ex-Faculty	ISTM	Office procedure, Noting & Drafting, Records Management, Checks on Delay, CSS Pension, Leave, Pay Fixation, LTC, TA, FR/SR, Vigilance, Parliament Procedure, Drafting of Cabinet Note, RTI, Lokpal Act., MS-Office Suites, Indian Constitution, Adm. Law, Staff Car Rules	9868261615	deepakbist73@gmail.com
20	Sh	M. Sethu Ramalingam	Ex-Faculty (Retrd.)	ISTM	Conduct Rules, CCA Rule, Administrative Vigilance, Administrative Law, Constitution	9891028235	msr_sethu@yahoo.com
21	Ms	Namita Malik	Ex-Faculty	ISTM	Estt. Rules, Office Procedure, Gender Issues, Behavior Skill	9717033552	namitamalik@ymail.com
22	Sh	G.K.Pandey	Ex-Faculty (Retrd.)	ISTM	Administrative Vigilance, Org Behavior -Leadership, Communication, Motivation, Team Building, Change/Time/Conflict Management etc, Office Procedure, Noting Drafting, Establishment Rules, Good Governance, Ethics and Values, RTI, Reservation in services, APARs, DPC Procedure, GFRs, Leave Rules, Negotiation Skills, Total Quality Management, Training Techniques	9968284632	gkpandey123@yahoo.co.in
23	Sh	Arvind Pokhriyal	Ex-Faculty	ISTM	Noting Drafting, Office Procedure, Government Machinery, Gender Issues, Communication skills Motivation, GFR	9818692070	arvind_p@nic.in



# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
24	Sh	Parth Vasaniya	Ex-Faculty	ISTM	Administrative Vigilance, Preventive Vigilance, Pay Fixation Rules, Pension Rules, NPS, Establishment Rules, Recruitment Rules, Probation and Confirmation, Promotion and DPC Procedure, RTI, Conduct Rules, Leave Rules, LTC Rules, Handling CAT cases, Income Tax on Salary, TA Rules, Advances, APAR, Service Book, Staff car Rules, Stress Management, Presentation Skills	9968239464	parth_vasaniya@yahoo.co.in
25	Sh	Lalit Grover	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, CCS(Leave) Rules, LTC Rules, Advances including, HBA, Computer inputs, GFRs, DFPRs, CGEGIS, Receipts and Payments Rules, TA/DA Rules and GPF Rules	9868148375	lalit_grover_1972@yahoo.com
26	Ms	Rekha Sharma	Ex-Faculty	ISTM	Noting & Drafting, File Management, Team Building, Management	9810197823	rekistm@gmail.com
27	Sh	Ravindra Kumar	Ex-Faculty	ISTM	Leave Rules, LTC Rules, Pension Rules, Pay fixation Rules, Conduct Rules	9968094282	ravindra1959@rediffmail.com
28	Sh	Arun Gaur	JS (Retd.) & Ex-Faculty (Retrd.)	UPSC & ISTM	Pension Rules, New Pension System, Constitution of India, Administrative Vigilance (including matters relating to CVC, CBI and UPSC), Disciplinary Rules, Conduct Rules, 1965, CCS(CCA) Rules, 1965, Public-Private Partnership, Right to Information Act, 2005, handling of CAT cases, Manual of Office Procedures, Leave Rules and FRs & SRs, Parliamentary Procedures, Presentation Skills, Reservation in Services, Official Language Policy, Principle of Natural Justice, Machinery of the Government, Delegation of Financial Power Rules, General Financial Rules, Stress Management, Challenges of Change, Gender Equality, Communication Skills. Experience of Inquiring Authority and Defence Assistant in the disciplinary cases in different Ministries, Prevention of Corruption Act 1988, Theamscare as Announced by PM. Issues regarding elderly, Gender equality, Service Book	9013477178 9958770333	arun_gaur2005@yahoo.com
29	Sh	Apendu Ganguly	Ex-Faculty	ISTM	Establishment Rules, RTI, CSS/CCA, CCA, Conduct Rules	9718408104	ganguly_apendu@yahoo.co.in
30	Sh	Yashwant Singh	Ex-Faculty (Retrd.)	ISTM	Public Procurement /Contract & Purchase Management, O & M and work Study, Total Quality Management, Governance Issues – RTI Citizen charter, service delivery, Office Management & Procedure, Noting & Drafting, Govt. Machinery and Transition and Allocation of Business, DTS	9958201903	sryashwant@yahoo.co.in seyashwant@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
31	Sh	L.S. Negi	Ex-Faculty (Retrd.)	ISTM	RIS, Budget and Budgetary Techniques, Public Procurement of Goods and services, Training Techniques, Cadre Management, General System of Financial Management and Delegation of Financial Powers	9891297900	l_s_negi@hotmail.com
32	Sh	V.P Sharma	Ex-Faculty (Retrd.)	ISTM	Risk Management, Quality Management & Contract Management	9968289894	vpsharma7754@gmail.com
33	Sh	Manoj Gupta	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, Vigilance, Establishment Rules, Computer inputs, Leave Rules, CGHS/CSMA, MACPs, APAR, HCAT, Finance, Advances, Budget, DFPR, Purchase Management, Inventory Control, Pay Fixation, Pension Rules	9811481448	manoj.gupta74@nic.in
34	Sh	S.N. Singh	Ex-Faculty	ISTM	Public Policy Analysis, Conduct skills, Team Building, Behavior Skill	9871347025	snsingh50@yahoo.com
35	Sh	Biswajit Banerjee	Ex-Faculty	ISTM	Office Procedure, Machinery of Govt., Noting & Drafting, Departmental Security Instructions, Constitution of India, Parliamentary Procedure, CCS(Conduct) Rules, FRs/SRs, Handling of CAT/Court Cases, CS(MA) & CGHS Rules, Official Language Policy, Computer Inputs, GFRs, DFPRs, Advances including HBA, Fixation of Pay Rules, GPF Rules, JCM.	9811437283	biswajitbanerjeephilosopher@yahoo.com
36	Dr	Sudhir Naib	Ex-Faculty (Retrd.)	ISTM	Organisational Behaviour, Public Sector Management, Ethics & Governance, and Public Policy issues like Disinvestment, Right to Information	9899361865	sudhir.naib@iilm.edu
37	Sh	P.K. Sachdeva	Ex-Faculty (Retrd.)	ISTM	Budget and Budgetary Control, Income Tax, Pensionary Benefits, New Pension Scheme, Analysis of Financial Statement, Government Accounting, Cash Book, Commercial Accounting Audit, Role of C&AG, GFR, DFPR, GPF Rules, FR&SR, Leave Rules, Noting & Drafting	9811462190	pks202a@gmail.com
38	Sh	A.J.K. Menon	Ex-Faculty	ISTM	1) Topics related to Professional Skills /Secretarial Skills in respect of Stenographers, Personal Assistants, Sr. PAs, PSs/PPSs:- Personality Development, Role & Responsibilities 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 & Security, Managing Office in the Absence of officer, Effective & Responsive Handling of Telephone Calls, Setting Up	9811569140	menonajk30@gmail.com

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
					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 2) Behavior Skills & Office Procedure:- Communication Skills, Stress Management, Time Management, Interpersonal Relations, Work Life Balance, Report Writing, Presentation Skills, Noting & Drafting , 3) Computers (Computer Applications):- MS Power Point, MS Word, MS Excel 4) Training Technique Areas:- RT for DTS, RT for DoT		
39	Ms	Geetha Nair	Deputy Secretary & Ex-Faculty	ISTM	Motivation, Leadership, Team Building, Communication Skills, Good Governance, DTS, DoT, MT for DTS-II	9910110249	nairgeetha63@hotmail.com
40	Sh	Naresh Bhardwaj	Under Secretary & Ex-Faculty	ISTM	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	8010101800	naresh_istm@yahoo.com
41	Sh	Pramod Kumar Jaiswal	Under Secretary & Ex-Faculty	ISTM	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	9868839734	pramod1108@gmail.com
42	Sh	Gagandeep Chawla	PPS & Ex-faculty	ISTM	CCS(CCA) Rules, CCS(Conduct) Rules, CGEIS, 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	9810332827	chawla_098@yahoo.com

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## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
43	Ms	Savita Sen	PPS & Ex-faculty	ISTM	Office Procedure, Machinery of Govt, Noting & Drafting, Departmental Security Instructions, Presentation Skills, Organisation Behaviour, Secretarial Skills (Topics related to enchantment of Professional skills of personal staff), Parliamentary Procedure, MS Office Suit, CSS(Leave) Rules, CS(MA), & CGHS Rules, Official Language Policy	9811378664	sav65@rediffmail.com
44	Ms	Jayashree Chellamani	Under Secretary & Ex-Faculty	ISTM	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	9871999518	jayashree.c@nic.in
45	Sh	Chandan Mukherjee	Deputy Secretary & Ex-Faculty	ISTM	Office Management and Personnel Administration: Office Procedures, Noting and Drafting, Cabinet Note, Parliamentary Procedures, FR/SR, Machinery of Govt. and Grievance Handling, Leave Rules, LTC Rules, Fixation of Pay Rules and GPF Rules Training Techniques and Good Governance: SAT, NTP, DTS, DoT, DTS-II (ELT) Total Quality Management and Citizens' Charter Information & Communication Tools: IT, MIS, Computers (Windows, Basics, LAN) and MS Office Package Behavioral Techniques: Stress Management, Organisational Development, Team building & Leadership, Public Private Partnership Computer and Others: MS Word/Excel/Power Point/Access	9810096900	chandan@nic.in
46	Sh	Mukesh Chaturvedi	Director	Establishment, DoPT	Constitution of India, Pay matters, CCS (CCA) Rules, Conduct Rules, casual labour related issues Handling CAT cases, Vigilance	9350118423	dire-dopt@gov.in vigadvice@yahoo.co.in
47	Sh	T. P Narayan Moorthy	Staff Officer (Retd.)	Ministry of Defence, Nagpur	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	9423060670	moorthynadp@yahoo.in n_murthey@yahoo.co.uk

# Institute of Secretariat Training and Management (ISTM)

## Guest Faculty List (Ex-Faculty, ISTM)

(as on 29th January, 2019)

S.No	Title	Name	Designation	Organisation	Subject / Topic	Contact No.	E-mail
48	Sh	Rajeev Kumar Kundi	Under Secretary & Ex-Faculty	ISTM	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	9810864709	rajeev.kundi@nic.in
49	Sh	M N Kundu	Ex-Joint Director	ISTM	Developing Emotional Intelligence through Yoga way. OB & Managing Men, Using Stress as inner Drive (Mgt of Stress), Motivating Self and other through psycho-physical tools, Ethics & Values, Performance Appraisal, Developing Interpersonal Relation, Organizational Behaviour, Negotiation Skill & Conflict Management, Communication Skills, Listening Skill, Presentation Skills, Lateral Thinking, Team Building & Leadership, Administrative Vigilance & Disciplinary Cases	8587871437	mn.kundu@yahoo.com