



ISTM NEWS

Newsletter of Institute of Secretariat Training and Management

Oct - Dec 2025



From the Desk of Director, ISTM

NEWSLETTER HIGHLIGHTS



Story inside - Re-accreditation of ISTM as "सर्वोत्कृष्ट"

From the Director

ENKINDLE

TRAILBLAZE

YEARNING

I am delighted to present the latest edition of the ISTM Quarterly Newsletter for October to December 2025, showcasing significant activities and achievements.

A major milestone was the re-accreditation of ISTM as "सर्वोत्कृष्ट" under the Capacity Building Commission's standards. The quarter was marked by observance of various national programmes, Rashtriya Ekta Diwas Samaroh, collective recitation of the national song "Vande Mataram", and Swachhata Campaign 5.0 and Swachhata Pakhwada. The organisation of PURPLE FEST highlighted ISTM's inclusive approach

The celebration of National Library Week 2025 to foster reading habits in faculties & participants has been remarkable, while Hindi Pakhwada Prize Distribution Ceremony underscored our efforts to promote the use of Rajbhasha in official work.

I thank all the contributors for their efforts, and encourage readers to share their suggestions to enhance future editions.



ENKINDLE

We are pleased to present the October to December 2025 edition of the ISTM Quarterly Newsletter, chronicling the significant events and initiatives undertaken during this vibrant quarter. The newsletter is structured into four sections for ease of our readers:

- Message from the Director, ISTM.
- ENKINDLE: An overview of ISTM's activities.
- TRAILBLAZE: Highlights of major events.
- YEARNING: A platform for creative ideas from ISTM faculty, staff, and trainees.

The diversity of training programmes conducted—ranging from cadre-specific courses to organisation-specific and thematic workshops—underscored ISTM's role as a premier capacity-building institute. Each activity was a testament to the dedication of our faculty, staff, and trainees, and to our mission of fostering excellence in public service.

The organisation of 'PURPLE FEST' highlighted ISTM's inclusive approach, while village attachment and study tours undertaken by ASODR and SDR trainees provided valuable field exposure. Blood donation camps further demonstrated the social commitment of the ISTM community.

During this quarter, the Institute conducted 76 courses, online and offline, which were attended by 2315 officers/participants.

We invite readers to immerse themselves in these pages and to share their thoughts and suggestions, so that 'ISTM News' continues to inform, inspire, and connect our community.

EDITORIAL BOARD

Smt. Namita Malik	- Joint Director, Chairperson
Shri Puneet K Sharma	- Deputy Director, Member
Ms. Anjali Rana	- Assistant Director, Member
Mrs. Rizwana Bano	- Assistant Director, Member
Shri Pawan Kr. Shrivastav	- Assistant Library & Information Officer, Member Secretary



Re-accreditation of ISTM as “सर्वोत्कृष्ट” under the Capacity Building Commission’s Standard, assessed by the National Accreditation Board of Education and Training



A team of the Capacity Building Commission conducted an on-site visit at the Institute of Secretariat Training & Management (ISTM) on 25th and 26th November, 2025, to assess it on 8 pillars defined under the revised National Standards for Civil Service Training Institutions (NSCSTI) Framework. After rigorous deliberations for 2 days, ISTM was accredited as Outstanding/सर्वोत्कृष्ट on 26.11.2025 (highest 5 star rating) for a period of 02 years.



The accreditation was a result of continuous efforts of the entire team of ISTM, which strives towards excellence in every endeavour under the able guidance of Shri Rajiv Manjhi, Director, ISTM & Joint Secretary to the Government of India. Some major points that helped ISTM get this accreditation include:



- Well-trained & experienced Faculty,
- Karmayogi Digital Learning Lab and inhouse KDLL team of ISTM, which ensured uploading of 180+ courses on iGot,
- Comprehensive feedback mechanism,
- Collaboration of ISTM with leading national Institutions by way of Memoranda of Understanding (MoUs),
- Panch Pranali, which ensures reinforcement of learning amongst participants,
- Training Management Information System(TMIS), which ensures real-time updation of data,
- Support provided to trainees after completion of training by way of resolution of their doubts on email, call, whatsapp etc.
- Generation of revenue from other sources.





Swachchhata Campaign 5.0 & Swachhata Pakhwada @ ISTM Campus

The Institute of Secretariat Training and Management (ISTM) observed Swachchhata Campaign 5.0 and Swachhata Pakhwada with great enthusiasm as part of the nationwide cleanliness initiative. The campaign was organised in two phases—the Preparatory Phase from 15 to 30 September 2025 and the Implementation Phase from 2 to 31 October 2025—reflecting ISTM’s continued commitment to the ideals of the Swachh Bharat Abhiyan.

A series of activities was conducted during the campaign. Campus-wide cleanliness drives witnessed active participation from faculty, staff, and trainees, fostering a collective sense of responsibility towards maintaining a clean environment.

- Cleanliness Drives: Campus-wide cleaning initiatives involving faculty, staff, and trainees.
- Awareness Programs: Seminars, workshops, demonstration of the Sanitary Pad disposal machine in operation, promotion of the Swachh Bharat Abhiyan and Swachhata March by ISTM faculty and participants across the campus.
- Tree Plantation: Promoting a ‘Green Campus’ with tree plantation drives.
- Swachhata Pledge: Taking a pledge to maintain cleanliness and hygiene.

The observance of Swachchhata Campaign 5.0 at ISTM reinforced the institution’s traditional values of discipline and collective action, while looking ahead towards building a cleaner, greener, and healthier campus.



"Rashtriya Ekta Diwas", also known as "National Unity Day", is observed on 31st October every year since 2014 as a remembrance of the birth anniversary of Sardar Vallabhbhai Patel, who was the first Home Minister of Independent India. He played an important role in National Integration and provided a Civil Service structure for Independent India. He is known as the "Iron Man of India". On the occasion of 'Rashtriya Ekta Diwas', all staff members, along with faculty members and trainees, gathered for the Rashtriya Ekta Diwas pledge for the unity, integrity and security of the nation.

A run for unity was also conducted by trainees and pledge was administered by the Director, ISTM.



Recitation of the National Song "Vande Mataram" and participation in a National Programme



To commemorate 150 years of the National Song "Vande Mataram", ISTM organised a mass recitation of "Vande Mataram" on 07th November, 2025 in the committee room for all the officers and staff members of ISTM in the presence of the Director, ISTM. The same was also organised in all the class rooms, auditoriums and round conference halls for the participants, who were attending training at ISTM that day. Later, the video and photographs were uploaded on the portal meant for the purpose by the Government of India.



2nd “In-Service Course for Library and Information Science Professionals (ISC-LISP-02)” at ISTM

ISTM successfully conducted the Second In-Service Course for Library and Information Science Professionals (ISC-LISP-02), a two-week capacity-building programme (from 06th to 17th Oct, 2025) was designed to strengthen the professional skills and competencies of librarians serving across various Ministries, Departments, and Organisations of the Government of India.

The course commenced with motivational words from Shri Rajiv Manjhi, Director, ISTM and Joint Secretary to the Government of India, in the distinguished presence of Smt. Namita Malik, Joint Director (Library), Shri Deepak Kumar Bist, Joint Director (Coordination). Both Course coordinators, Shri Pawan Kumar Shrivastav, ALIO and Shri Rooshan Kumar Mishra, AD were also present.

In his inaugural address, the Director, ISTM highlighted the pivotal role of Library and Information Science professionals in supporting effective governance, knowledge management, and their vital contribution towards the vision of Viksit Bharat @2047.

A total of 34 librarians participated in this significant training programme, which was successfully concluded on 17th Oct, 2025,



Inauguration of the 2nd ISC-LISP by the Director, ISTM



Visit to Parliament Library



Local study visit to important Monuments and the Museums of Delhi



Study visit to Parliament Library

PURPLE FEST @ ISTM CAMPUS



Purple Fest was held on 30th December 2025 in collaboration with the Department of Empowerment of Persons with Disabilities (DEPwD) at ISTM. The event successfully inculcated inclusivity, sensitivity and empathy towards Persons with Disabilities (PwD) among the trainees, faculty members and staff.

As part of the event, various stalls were set up by Persons with Disabilities (PwD) to showcase and sell their crafts and products. Also, a cultural programme was presented by PwDs, highlighting their talents and fostering greater awareness and appreciation of their abilities.

The event was honoured by the presence of the Chief Guest, Shri Rajiv Manjhi, Director, ISTM & Joint Secretary to the Govt. of India and the Special Guests Shri Praveen Prakash Ambashta, Dy. Chief Commissioner for PWD o/o CCPD and Shri Gaurav Sharma, IFA, ISTM.



ACTIVITIES OF FTP CELL

Foundation Training Programme

During the Third Quarter of FY 2025-26, FTP Cell conducted Foundation Training Programme for a total of 286 Assistant Section Officers Direct Recruits (ASODR) of 2022, 2023 & 2024 of the Central Secretariat Service (CSS) batches and 45 Stenographer Direct Recruits (SDRs) of the Central Secretariat Stenographer Services (CSSS):

- SDR 65 from 24th Nov. to 26th Dec. 2025. -45 SDRs
- ASODR 318, 319, 320, 321, 322, & 323 from 06th October to 12th December 2025- 286 ASOs

VISIT TO PARLIAMENTARY RESEARCH AND TRAINING INSTITUTE FOR DEMOCRACIES (PRIDE)

As part of the FTP, 563 ASODRs from Batches 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, & 329 of the Central Secretariat Service (CSS) and 45 SDR from Batch 65 of the Central Secretariat Stenographer Services (CSSS) visited the Parliament and session on Parliamentary procedure was organised by Parliamentary Research and Training Institute for Democracies (PRIDE).

The trainees attended a session on Parliamentary Work Management, aimed at deepening their understanding of parliamentary procedures and enhancing their capacity to support the vital functions of governance. They also visited both the houses of the Parliament.

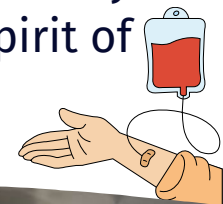
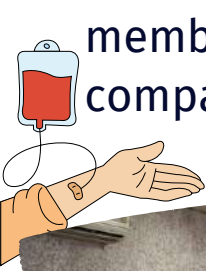


Blood Donation Camps Organised at ISTM Campus



Blood donation is a noble and selfless act that holds the power to save lives and restore hope to those in need. Embracing this timeless virtue of service to humanity, the Institute of Secretariat Training and Management (ISTM) has been organising blood donation camps during various training programmes, in collaboration with Ram Manohar Lohia Hospital Blood Bank, New Delhi.

During this quarter, two blood donation camps were held on the 13th October 2025 and 22nd December 2025. The initiative saw enthusiastic participation from 112 donors, as well as faculty members of ISTM. Their generous contributions embody the spirit of compassion and social responsibility that ISTM stands for.



ACTIVITIES OF FTP CELL

ASODR & SDR Trainees Undertake Village Attachment and Study Tour

To help trainees develop a grounded understanding of rural life and long-standing community traditions, ISTM organised village attachment and study tours for the ASODR batches. The programme offered participants an opportunity to observe everyday village activities, interact with local institutions, and appreciate the social, health, and environmental practices that shape rural communities. These interactions enabled trainees to better understand the realities, challenges, and gradual development taking place at the grassroots level.

As part of their Study tour, the trainees of Batches 318, 319, 320, 321, 322 & 323 visited ICAR-CIFT, IN Ships/ Naval Dockyard at Vishakhapatnam and other historical places at Vishakhapatnam and visited Devnar Foundation of Blinds & Institute of Millets Research(IIMR) and other historical places at Hyderabad, where they gained first hand exposure to the rich cultural heritage, administrative practices, and developmental initiatives of the region. Their visit to NGOs further sensitised them to grassroots issues, fostering a spirit of empathy and public service. Further, the SDR-65 batch also went for their Bharat Darshan to Bhopal & Panchmarhi.



VISIT TO NATIONAL ARCHIVES OF INDIA (NAI)

A total of 286 Assistant Section Officers Direct Recruits (ASODR) of 2024 Batch of CSS during their Training visited NATIONAL ARCHIVES OF INDIA (NAI) to oversee historical Records' during the Foundation Training Programme.



Cultural Event of ASODRs Batches 318, 319, 320, 321, 322 & 323 and SDR Batch 65

The cultural events were held on 11th / 12th and 26th December 2025. Assistant Section Officers Direct Recruits (ASODR) of 2024 Batch of CSS and 45 Stenographer Direct Recruits (SDRs) participated in the cultural events, respectively. The main objective of the event was to hone their Creativity & Innovation - Lateral Thinking, Transformation, Orientation etc.



Valediction and Interaction of Participants with Director, ISTM and Senior Officers of DoPT

The Valediction Ceremony of the Assistant Section Officers Direct Recruits (ASODR) of the 2024 Batch, comprising ISTM Batches 318, 319, 320, 321, 322 and 323 of the Central Secretariat Service (CSS), was held on 12 December 2025.

The ceremony marked the successful completion of their foundation training at the Institute of Secretariat Training and Management (ISTM). On the occasion, the Director, ISTM, and senior officers from the Department of Personnel and Training (DoPT) interacted with the trainees, sharing insights drawn from experience and offering guidance as they prepare to assume their responsibilities in public service.

The event reflected ISTM's continuing tradition of nurturing professionalism, discipline and commitment to public administration, and served as a meaningful milestone in the careers of the young officers.





ISTM Library organised National Library Week from 14th to 20th November 2025. The event was inaugurated on 14th November 2025 by Shri Rajiv Manjhi, Director of ISTM and Joint Secretary to the Government of India. During the week-long festival, many activities and competitions were held. The program began with one-day Book Exhibition on the theme "Indian Knowledge System." The exhibition displayed a wide range of books—from timeless classics to newly published titles on the theme, new arrivals in the library this year, and classic works of Hindi literature. This gave visitors a chance to explore different reading materials and develop new interests. The purpose of celebrating National Library Week is to encourage reading habits, promote wider use of library resources, and improve the overall flow of library materials.

During this special week, the library also launched the 30-day Reading Marathon for the second time. The marathon was inaugurated by Smt. Namita Malik and Shri Gunjan Gandhi, Joint Directors, ISTM, by releasing a poster.

The Book Review Competition was the second event of the celebration. Many faculty members, staff, and trainees took part in it with great enthusiasm.

The Storytelling with Analysis Competition was the next event organised in Auditorium-2 of the Institute. Participants recited the stories with analytical explanations from the books borrowed from the library.

The Creative Book Cover Designing Competition was held in the library. Participants, after reading the book, understood its theme and then designed an alternative cover to show their creativity and level of understanding.

Last but not least, a Self-Authored Poetry Recitation Competition was organised. Many faculty members, staff, and trainees took part with a lot of joy and reading enthusiasm. All the programs were successfully concluded under the guidance of the Director, ISTM, and the library received very positive feedback from all the participants.

2025-पुरस्कार वितरण समारोह

श्री राजीव माँझी, निदेशक (स.प्र.प्र.सं.) और संयुक्त सचिव, भारत सरकार के दिशा निर्देशन एवं संयुक्त निदेशक श्री दीपक कुमार बिस्ट की अध्यक्षता में दिनांक 18 नवंबर, 2025 (मंगलवार) को (दिनांक 14 सितंबर, 2025 से 28 सितंबर, 2025 तक आयोजित) हिंदी पखवाड़ा, 2025 के दौरान आयोजित की गई प्रतियोगिताओं के लिए पुरस्कार वितरण समारोह का आयोजन सभागार-2 में किया गया।

समारोह में संयुक्त निदेशक (राजभाषा प्रभारी) श्रीमती नमिता मलिक तथा संयुक्त निदेशक श्री दीपक कुमार बिस्ट के साथ-साथ अन्य अधिकारी/कर्मचारी भी उपस्थित रहे। समारोह का संचालन श्रीमती सुजाता मट्टू, उप निदेशक (रा.भा.) द्वारा किया गया और राजभाषा अनुभाग के कार्मिकों द्वारा फूलों की रंगोली भी बनाई गई। समारोह की शुरुआत संयुक्त निदेशक श्रीमती नमिता मलिक तथा श्री दीपक कुमार बिस्ट एवं अन्य उच्चाधिकारियों द्वारा देवी सरस्वती की तस्वीर के समक्ष दीप-प्रज्ज्वलन कर की गई। तत्पश्चात श्रीमती सुजाता मट्टू, उप-निदेशक (रा.भा.), वरिष्ठ अनुवाद अधिकारी, श्रीमती प्रीती कुशवाहा एवं कनिष्ठ अनुवाद अधिकारी, श्रीमती कृष्णा कुमारी गुप्ता द्वारा सरस्वती वंदना प्रस्तुत की गई।

श्री दीपक कुमार बिस्ट जी ने माननीय गृह एवं सहकारिता मंत्री श्री अमित शाह जी द्वारा हिंदी दिवस पर दिए गए संदेश का पठन किया। श्रीमती नमिता मलिक जी ने माननीय राज्यमंत्री (कार्मिक), श्री जितेंद्र सिंह द्वारा हिंदी दिवस पर दिए गए संदेश का पठन किया।

समारोह के अंतर्गत हिंदी पखवाड़ा, 2025 के दौरान आयोजित प्रतियोगिताओं की झलकियां भी दिखाई गईं। पुरस्कार वितरण समारोह को आगे बढ़ाते हुए सरकारी कामकाज मूल रूप से हिंदी में करने की प्रोत्साहन योजना-2024-25 और हिंदी पखवाड़ा, 2025 के दौरान आयोजित प्रतियोगिताओं के विजेताओं को पुरस्कृत किया गया। हिंदी पखवाड़ा, 2025 के दौरान आयोजित की गई विषय आधारित स्वरचित कविता लेखन प्रतियोगिता के प्रथम तीन विजेताओं द्वारा स्वरचित कविता पाठ किया गया।

अंततः श्रीमती नमिता मलिक ने धन्यवाद ज्ञापन प्रस्तुत करते हुए सभी विजेताओं को शुभकामनाएं दीं एवं अपनी वाणी और विचारों के माध्यम से वहां उपस्थित सभी अधिकारियों/कर्मचारियों को अधिक से अधिक सरकारी कार्य राजभाषा हिंदी में करने के लिए प्रेरित किया। राष्ट्रगान के साथ इस समारोह का समापन हुआ।



सरकारी कार्य में राजभाषा-हिंदी की कार्य-प्रगति की समीक्षा करने और हिंदी में कामकाज के प्रतिशत को बढ़ाने के लिए अक्टूबर-दिसंबर, 2025 तिमाही के दौरान निदेशक महोदय की अध्यक्षता में संस्थान की राजभाषा कार्यान्वयन समिति की बैठक का आयोजन किया गया। बैठक के दौरान राजभाषा अधिनियम, 1963, राजभाषा नियम, 1976 एवं राजभाषा विभाग, गृह मंत्रालय द्वारा जारी वार्षिक कार्यक्रम 2025-26 में निर्धारित लक्ष्यों पर चर्चा की गई तथा संस्थान के सभी अनुभागों द्वारा हिंदी में किए जा रहे कामकाज की स्थिति पर चर्चा की गई।



हिन्दी कार्यशाला का आयोजन - जुलाई से सितम्बर 2025

दिनांक 11 नवंबर, 2025 (मंगलवार) को “हिंदी में नोटिंग और ड्राफ्टिंग का व्यावहारिक प्रशिक्षण” विषय संबंधी हिंदी कार्यशाला का आयोजन सेमिनार हॉल-8 में किया गया था। यह कार्यशाला संस्थान के सभी अधिकारियों, संकाय सदस्यों एवं कर्मचारियों के लिए आयोजित की गयी थी। कार्यशाला के अतिथि वक्ता श्री अंकुर विजयवर्गीय, सहायक निदेशक (राजभाषा) एवं जन संपर्क अधिकारी, भारतीय जन संचार संस्थान, नई दिल्ली थे। सर्वप्रथम उप निदेशक (राजभाषा) श्रीमती सुजाता मट्टू ने अतिथि वक्ता श्री अंकुर विजयवर्गीय जी का स्वागत करते हुए कार्यशाला के प्रतिभागियों को उनसे परिचित कराया।

अतिथि वक्ता महोदय ने कार्यशाला में नोटिंग और ड्राफ्टिंग पर विस्तृत चर्चा की। श्री अंकुर विजयवर्गीय जी ने प्रतिभागियों को व्यावहारिक रूप में तथा बहुत ही रोचक मामलों के साथ टिप्पण और प्रारूप लेखन का ज्ञान प्रदान किया। इस प्रकार अतिथि वक्ता महोदय ने प्रतिभागियों को हिंदी भाषा में सरलतापूर्वक नोटिंग और ड्राफ्टिंग करने से जुड़ी जानकारियां प्रदान की। कार्यशाला के दौरान प्रतिभागियों ने अतिथि वक्ता महोदय को हिंदी भाषा में कार्य करने के दौरान आने वाली व्यक्तिगत समस्याओं से परिचित कराया, जिन पर चर्चा करते हुए श्री अंकुर विजयवर्गीय जी ने उनका कुशलतापूर्वक समाधान किया। अंत में उप निदेशक (रा.भा.) श्रीमती सुजाता मट्टू ने अतिथि वक्ता श्री अंकुर विजयवर्गीय जी सहित सभी प्रतिभागियों को कार्यशाला में उपस्थित होकर कार्यशाला के आयोजन को सफल बनाने के लिए धन्यवाद दिया।



Newly Joined Faculty members

During the quarter, ISTM welcomed three new faculty members—Shri Anit Kumar Kerketta, Deputy Director, Shri Tarun, and Smt. Sarika, both Assistant Directors. The newly joined officers were formally introduced into the ISTM during faculty meetings after their joining. On the occasion, the Director, ISTM, along with all faculty members, extended a warm welcome to them and encouraged them to feel free to seek any guidance or support as required, fostering a spirit of collaboration and institutional harmony.



Shri Anit Shishir Kerketta joined ISTM as Deputy Director (OM) on 12th November 2025. He is an engineering graduate in Computer Engineering from Netaji Subhas Institute of Technology, University of Delhi. He holds a Master's degree in Executive MBA (Finance) from the Faculty of Management Studies. He has also qualified UGC-NET.

Shri Tarun joined ISTM as Assistant Director (Accounts) on 28th November 2025. He holds a B.tech. degree in Electrical & Electronics, and has working experience of 10 years in the Government Sector. He has served as a Training Assistant in the Defence Headquarters Training Institute (DHTI), which is a nodal institute for training of civilians working in various department in Ministry of Defence (MoD).



Ms. Sarika Soin joined ISTM as Assistant Director (EST) on 22nd December, 2025. She holds a Bachelor's degree in Business Economics (Hons.) from the College of Vocational Studies, Delhi University. She did her LLB (Hons.) from the Faculty of Law, Delhi University. She has put in 23 years of experience in Government Service. Her area of specialisation includes Secretarial skills for Personal Staff Members, Communication Skills, TA Rules, LTC Rules, Leave Rules and Behavioural topics.

ONLINE AND OFFLINE COURSES CONDUCTED DURING JULY TO SEP 2025

Total 76 offline, online, and blended courses were conducted by the ISTM during this quarter, and a total of 2,315 officers from various government establishments, including those from the CSS and CSSS cadres, attended these courses.

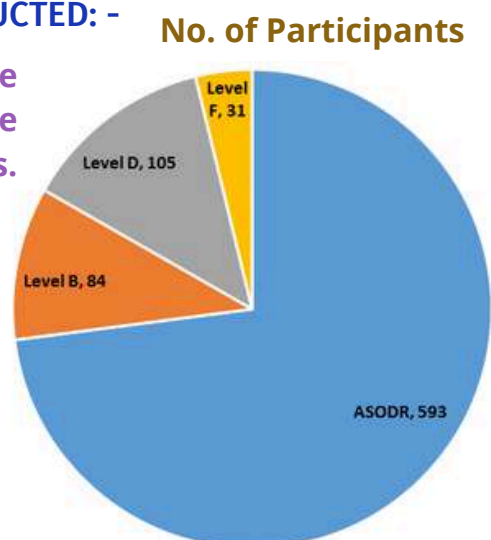
S.No	Name of course	No. of Courses	No. of Officers / Participants
1	CSS - Central Secretariat Services	19	813
2	CSSS - Central Stenographer Secretariat Services	7	242
3	Calendar Courses - As planned in Annual Training Calender	33	610
4	Organization or Cadre Specific Programme / PT Programmes	17	650
Grand Total		76	2315

CSS - CADRE TRAINING COURSES - 19 COURSES WERE CONDUCTED: -

A total of 19 courses of ASODR, Level B, D, and F were conducted during this quarter (Oct to Dec 2025). The duration of these courses range from two to three weeks. A total of 813 participants attended the training.

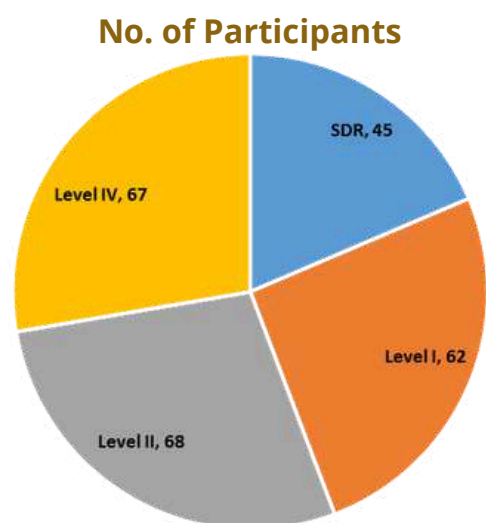
DESCRIPTION OF COURSE NAME:

- ASODR: Direct recruit Assistant Section Officers
- Level B: ASOs of CSS with 6 years of approved service
- Level D: SOs of CSS with 4 years of approved service
- Level F: DS and Directors with 4 years of approved service



CSSS - CADRE TRAINING COURSES - 07 COURSES WERE CONDUCTED:-

A total of 07 courses of SDR, Level I, II, and IV were conducted during this quarter (Oct to Dec 2025) for the Officers of the Central Secretariat Stenographer Service. The duration of these courses were 2 - 6 weeks. A total of 242 participants attended the training.



Description of Course name:

- SDR: STENOGRAPHER DIRECT RECRUITS
- Level I: Stenos of CSSS with 4 years of regular service
- Level II: PAs of CSSS with 4 years of regular service
- Level IV: PPS of CSSS with 4 years of regular service

CALENDAR COURSES OTHER THAN CSS/CSSS AND CTP - 33 COURSES

S.No	Name of course	Duration From	Duration To	No. of Participants
1	Orientation Training Programme on PFMS	29-Dec-2025	30-Dec-2025	11
2	Training Programme for CVOs/VOs	29-Dec-2025	2-Jan-2026	15
3	Workshop on Pay Fixation	22-Dec-2025	23-Dec-2025	39
4	MS-Excel	22-Dec-2025	23-Dec-2025	15
5	Big Data Analytics in Government - Basic	22-Dec-2025	24-Dec-2025	19
6	Administrative Vigilance - Role of IO/PO	15-Dec-2025	18-Dec-2025	16
7	Management of Training	15-Dec-2025	19-Dec-2025	14
8	Data Analytics using MS-Excel	15-Dec-2025	16-Dec-2025	21
9	Workshop on Income Tax	15-Dec-2025	15-Dec-2025	14
10	Responsible use of AI in Workplace	15-Dec-2025	16-Dec-2025	15
11	Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place	15-Dec-2025	16-Dec-2025	14
12	Reservation in Services for SC/ST/OBC/ExSM/PWDs	8-Dec-2025	11-Dec-2025	33
13	Right to Information - Public Information Officers	8-Dec-2025	9-Dec-2025	23
14	Workshop on Cyber Security	1-Dec-2025	2-Dec-2025	17
15	Orientation Training Programme on Conduct Rules & Preventive Vigilance	1-Dec-2025	2-Dec-2025	23
16	Workshop for Liaison Officers (SC/ST)	24-Nov-2025	25-Nov-2025	16
17	Administrative Vigilance Role of IO/PO	17-Nov-2025	21-Nov-2025	28
18	Workshop on e-Procurement & GeM	17-Nov-2025	19-Nov-2025	25
19	Programme on Pensions & Other Retirement Benefits	12-Nov-2025	14-Nov-2025	11
20	Workshop on Communication Skills	10-Nov-2025	11-Nov-2025	14
21	Reservation in Services for SC/ST/OBC/ExSM/PWDs	10-Nov-2025	13-Nov-2025	24
22	Workshop on Office Procedure & Noting & Drafting	10-Nov-2025	12-Nov-2025	19
23	Handling Social Media and Information Retrieval	10-Nov-2025	11-Nov-2025	12
24	Evaluation of Training (EoT)	10-Nov-2025	14-Nov-2025	10
25	Cash & Accounts	3-Nov-2025	2-Jan-2026	20
26	One-day online workshop on Unified Scheme/NPS	27-Oct-2025	27-Oct-2025	16
27	Handling RTI Matters	27-Oct-2025	28-Oct-2025	12
28	Experiential Learning Tools (DTS-II-ELT)	27-Oct-2025	31-Oct-2025	12
29	Big Data Analytics in Government - Basic	27-Oct-2025	29-Oct-2025	23
30	Orientation Course for Multi Tasking Staff of ISTM	16-Oct-2025	17-Oct-2025	16
31	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	6-Oct-2025	7-Oct-2025	19
32	In-Service Course for Library & Information Science Professionals	6-Oct-2025	17-Oct-2025	34
33	Seminar on Right to Information	6-Oct-2025	6-Oct-2025	10
Total No. of Participants				610

ORGANIZATION AND CADRE SPECIFIC PROGRAMME - 15 COURSES

S.No	Name of course	Duration From	Duration To	No. of Participants
1	Three-days Organisation Specific programme for ISRO at Ahemdabad	22-Dec-2025	24-Dec-2025	40
2	1½ Day Organization Specific Programme for Preparation Charge Sheet for Disciplinary Authority and Vigilance Functionaries for Central Vigilance Commission at ISTM	15-Dec-2025	16-Dec-2025	24
3	One-week Programme for O/o Surveyor General of India at NIGST, Hyderabad	15-Dec-2025	19-Dec-2025	48
4	Three-day Training Programme for ISRO at Bangalore	15-Dec-2025	17-Dec-2025	40
5	One-week Programme for O/o Surveyor General of India at NIGST, Hyderabad	8-Dec-2025	12-Dec-2025	34
6	One-week Programme for O/o Surveyor General of India at NIGST, Hyderabad	1-Dec-2025	5-Dec-2025	45
7	One-week Programme for O/o Surveyor General of India at NIGST, Hyderabad	24-Nov-2025	28-Nov-2025	0
8	Two-weeks Organisation Specific programme for O/o Chief Adviser Cost, Department of Expenditure at ISTM	24-Nov-2025	5-Dec-2025	34
9	Five-days Organisation Specific programme for Meghalaya Administrative Training Institute at ISTM	17-Nov-2025	21-Nov-2025	39
10	Three-Days Organization Specific Programme for Training for IOs/POs of Vigilance Department of Various Government Department & PSUs for Central Vigilance Commission at ISTM	10-Nov-2025	12-Nov-2025	26
11	Two-days Organisation Specific programme for Central Vigilance Commission (Vigilance Awareness Week 2025) at ISTM	13-Oct-2025	14-Oct-2025	24
12	Two-days Organisation Specific programme for Central Vigilance Commission (Vigilance Awareness Week 2025) at ISTM	6-Oct-2025	7-Oct-2025	19
13	Two-Weeks Training Programme for AIIMS, Kalyani at Host Permisses	6-Oct-2025	17-Oct-2025	25
14	Five-days Peripatetic Course Pay Fixation/MACP and RTI at Andaman & Nicobar Administration	8-Dec-2025	12-Dec-2025	85
15	Three-days Peripatetic Course on Reservation in Service and Preparation of Roaster at Arunachal Pradesh Civil Secretariat	24-Nov-2025	26-Nov-2025	34
16	Five-days Peripatetic Course on Vigilance and Disciplinary Proceedings including conduct of inquiry and RTI at Andaman & Nicobar Administration	17-Nov-2025	21-Nov-2025	65
17	PT Programme on PT Programme on Establishment Rules including Reservation in Service, Seniority, Promotion, DPC and RTI at Andaman & Nicobar Administration	13-Oct-2025	17-Oct-2025	68
Total No. of Participants				650

**Explore
Trainings @ ISTM**



**Enroll
Now!**

I AM THINKING OF...

It's been ages,
 Since I let ink touch thought.
 Today, I dared.
 The page stared back,
 empty, patient, cruel.



I am thinking of writing something.
 I am thinking
 of sunsets
 or of sunrises after sunsets,
 or of places where neither happens.

I am thinking
 of death.
 or of life after death
 or of places where neither happens.

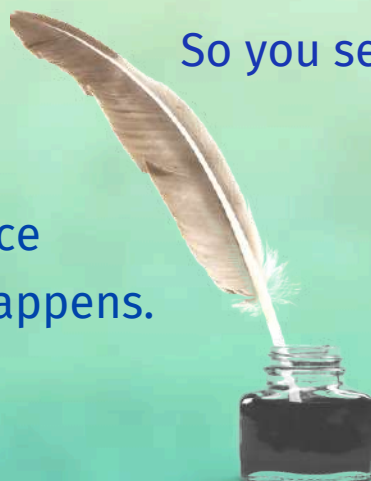
I am thinking
 of darkness
 or of light in the darkness
 or of places where neither happens.

I am thinking
 of silence
 or of noise by the silence
 or of places where neither happens.

I am thinking
 of the pain I caused
 or of smiles you brought
 or of days when neither happened.

I was thinking
 of writing something
 and the page stared back
 Filled, angry, cruel.

I wrote
 And still couldn't write
 So you see, neither happened.



by: Kunal Shanu
Trainee: ASODR 325

Send your entries for publication in

“ISTM NEWS”, to:

**Pawan Kumar Shrivastav,
Assistant Library and Information Officer
pawan.shrivastav@gov.in
011-26737712**



INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2015 संस्था/AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग /DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक ज.ने.वि. परिसर(पुराना)/ ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग दिल्ली - 110067/ OLOF PALME MARG, NEW DELHI – 110067

दूरभाष/ TELEPHONE- 011-26185308/ टेलीफैक्स/ FAX – 011-26104183

WEBSITE: WWW.ISTM.GOV.IN