



भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)
कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

File No. Y-20013/01/2022-ISTM

Dated 30th June, 2022

OFFICE MEMORANDUM

Subject: Courses to be conducted at ISTM during 03rd quarter of the year 2022-2023 (01st October, 2022 to 31st December, 2022).

The undersigned is directed to state that the following courses are scheduled to be conducted during the 03rd quarter of the year 2022-2023 i.e. from 01st October, 2022 to 31st December, 2022. The concerned Course Directors may take further necessary action for conducting the courses:

Sl. No	Course Code	Course Name	From	To	Course Director	Online / Offline
1.	WND-43	Workshop on Noting & Drafting	03 Oct 2022	04 Oct 2022	SH. YOGESH DWIVEDI, DD	Online
2.	BELCMK-03	Building e-Learning Content- Mission Karmayogi	07 Oct 2022	07 Oct 2022	SH. MOLOY SANYAL, DS	Online
3.	DA-EX-02	Data Analytics using MS-Excel	10 Oct 2022	12 Oct 2022	SH. B DHANESH, JD	Online
4.	C&A-177	Cash & Accounts	10 Oct 2022	09 Dec 2022	SH. ARJUN JENA, AD	Offline
5.	ER-1-08	Establishment Rules-1	10 Oct 2022	14 Oct 2022	SH. D P MAJHI, FACULTY CONSULTANT	Online
6.	RTI-PIO-32	Right to Information - Public Information Officers	10 Oct 2022	11 Oct 2022	SH. SHAILESH KUMAR SONI, AD	Online
7.	ELT-01	Experiential Learning Tools (ELT)	17 Oct 2022	21 Oct 2022	SH. DEEPAK KUMAR BIST, JD	Offline
8.	MOT-08	Management of Training	17 Oct 2022	21 Oct 2022	SMT. R GAYATHRI, DS	Offline
9.	MS-Ac-05	MS Access	26 Oct 2022	28 Oct 2022	SH. D P MAJHI, FACULTY CONSULTANT	Offline
10.	WLO SC/ST-22	Three Half Days Workshop for Liaison Officers (SC/ST)	26 Oct 2022	28 Oct 2022	SH. PARMOD KUMAR JAISWAL, DD	Online
11.	WMCRA-23	Workshop on mapping Competencies with Roles and Activities	28 Oct 2022	28 Oct 2022	SH. BHAGABAN PADHY, DD	Online
12.	WCAD-24	Workshop on Curation & Authoring of Digital e-Content	31 Oct 2022	04 Nov 2022	SH. MOLOY SANYAL, DS	Online
13.	OTP-PV-08	Orientation Training Programme on Preventive Vigilance	03 Nov 2022	04 Nov 2022	SH. PARMOD KUMAR JAISWAL, DD	Online
14.	RTDP-DTS-02	Recognized Trainers Development Programme – Direct Trainer Skills	07 Nov 2022	25 Nov 2022	SMT. R GAYATHRI, DS	Offline
15.	WMCRA-26	Workshop on mapping Competencies with Roles and Activities	14 Nov 2022	14 Nov 2022	SH. VADALI RAMBABU, DS	Online
16.	RTDP-DoT-02	Recognized Trainers Development Programme – Design of Training	14 Nov 2022	02 Dec 2022	SH. YOGESH DWIVEDI, DD	Offline
17.	SCTP-MI-4	Training Programme on Sensitization of Government functionaries on issues relating to Minorities	14 Nov 2022	16 Nov 2022	SH. PANDEY RAKESH, AD	Offline
18.	WMCRA-27	Workshop on mapping Competencies with Roles and Activities	21 Nov 2022	21 Nov 2022	SH. MOLOY SANYAL, DS	Online
19.	WEPS-02	Two Half day Workshop on effective Presentation Skills	28 Nov 2022	29 Nov 2022	SH. N RAGHURAMAN, FACULTY CONSULTANT	Online
20.	BMS-108	Basic Management Services	28 Nov 2022	20 Jan 2023	SH. RAJEEV KUMAR KUNDI, FACULTY CONSULTANT	Offline

21.	SCTP-ER-3	Training Programme on Establishment Rules under SCTP	28 Nov 2022	30 Nov 2022	SH. PARMOD KUMAR JAISWAL, DD	Online
22.	AV1-16	Administrative Vigilance Role of IO/PO	12 Dec 2022	14 Dec 2022	SH. PUNEET KUMAR SHARMA, DD	Online
23.	INS-01	Internal & National Security	12 Dec 2022	13 Dec 2022	SH. ASWANI KUMAR BATRA, AD	Online
24.	ER-2-07	Establishment Rules-2	19 Dec 2022	23 Dec 2022	SH. AGAM AGGARWAL, DD	Online
25.	WCAD-31	Workshop on Curation & Authoring of Digital e-Content	26 Dec 2022	30 Dec 2022	SH. VADALI RAMBABU, DS	Online
26.	MS-Ex-10	MS-Excel	26 Dec 2022	28 Dec 2022	SH. PANDEY RAKESH, AD	Offline
27.	WMCRA-31	Workshop on mapping Competencies with Roles and Activities	26 Dec 2022	26 Dec 2022	SH. BHAGABAN PADHY, DD	Online
28.	D-RFP-04	Drafting of Request For Proposal (RFP)	26 Dec 2022	26 Dec 2022	SH. RAJESH SINGH, DD	Online
29.	AV3-10	Administrative Vigilance - Role of IO/PO	26 Dec 2022	30 Dec 2022	SH. D P MAJHI, FACULTY CONSULTANT	Online
30.	WLO SC/ST-23	Three Half Days Workshop for Liaison Officers (SC/ST)	26 Dec 2022	28 Dec 2022	SMT. R GAYATHRI, DS	Online
31.	EoT-01	Evaluation of Training (EoT)	26 Dec 2022	30 Dec 2022	SMT. NAMITA MALIK, JD	Offline

2. All the members of faculty are requested to upload all the course circulars and acceptance list through TMIS on ISTM website.

(Agam Aggarwal)
Deputy Director (Coord.)



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File No. Y-20013/01/2022-ISTM

Dated June, 2022

OFFICE MEMORANDUM

Subject: Courses to be conducted at ISTM during 02nd quarter of the year 2022-2023 (01st July, 2022 to 30th September, 2022).

The undersigned is directed to state that the following courses are scheduled to be conducted during the 02nd quarter of the year 2022-2023 i.e. from 01st July, 2022 to 30th September, 2022. The concerned Course Directors may take further necessary action for conducting the courses:

Sl. No	Course Code	Course Name	From	To	Course Director	Online / Offline
1.	POSH-17	Two Half days Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place	04 Jul 2022	05 Jul 2022	SMT. NAMITA MALIK, JD	ONLINE
2.	WPF-26	Workshop on Pay Fixation	04 Jul 2022	06 Jul 2022	SH. YOGESH DWIVEDI, DD	SH04
3.	BELCMK-02	Building e-Learning Content- Mission Karmayogi	15 Jul 2022	15 Jul 2022	SH. UDAR SANKAR CHATTOPADHYAY, FACULTY CONSULTANT	ONLINE
4.	WCAD-13	Workshop on Curation & Authoring of Digital e-Content	18 Jul 2022	22 Jul 2022	SH. VADALI RAMBABU, DS	ONLINE
5.	WMCRA-12	Workshop on mapping Competencies with Roles and Activities	18 Jul 2022	18 Jul 2022	SH. AGAM AGGARWAL, DD	ONLINE
6.	AV1-15	Administrative Vigilance Role of IO/PO	18 Jul 2022	20 Jul 2022	SH. PARMOD KUMAR JAISWAL, DD	ONLINE
7.	RM-RTI-14	Record Management - Right to Information	18 Jul 2022	20 Jul 2022	SH. RANJAN KUMAR, FACULTY CONSULTANT	SH02
8.	POR-02	Three Half Days Preparation of Roster	25 Jul 2022	27 Jul 2022	SH. PARMOD KUMAR JAISWAL, DD	ONLINE
9.	WND-42	Workshop on Noting & Drafting	25 Jul 2022	26 Jul 2022	SH. YOGESH DWIVEDI, DD	SH03
10.	C&A-176	Cash & Accounts	01 Aug 2022	30 Sep 2022	SH. B DHANESH, JD	SH01
11.	OCD-25	Four Half Days Orientation Course for Deputy Secretaries / Directors	01 Aug 2022	04 Aug 2022	SH. RANJAN KUMAR, FACULTY CONSULTANT	SH04
12.	EFC/SFC-01	Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee	03 Aug 2022	05 Aug 2022	SH. D P MAJHI, FACULTY CONSULTANT	ONLINE
13.	WOM-06	Workshop on Mentoring	10 Aug 2022	12 Aug 2022	SH. BHAGABAN PADHY, DD	SH03
14.	GeM-01	Government e-Marketplace (GeM)	11 Aug 2022	12 Aug 2022	SH. PARMOD KUMAR JAISWAL, DD	ONLINE
15.	HPM-1	Handling Parliamentary Matters	11 Aug 2022	12 Aug 2022	SH. RANJAN KUMAR, FACULTY CONSULTANT	ONLINE
16.	WEO-12	Workshop on e-Office	11 Aug 2022	12 Aug 2022	SH. AGAM AGGARWAL, DD	SH03
17.	PRB-01-10	Programme on Pensions & Other Retirement Benefits	22 Aug 2022	26 Aug 2022	SH. YOGESH DWIVEDI, DD	SH04
18.	PMG-1-11	Purchase Management in Government	22 Aug 2022	24 Aug 2022	SH. ARJUN JENA, AD	ONLINE
19.	TNA-1	Training Need Analysis	22 Aug 2022	02 Sep 2022	SMT. NAMITA MALIK, JD	RCH02
20.	SCTP-CA-3	Training Programme on Computer Applications under SCTP	22 Aug 2022	24 Aug 2022	SH. B DHANESH, JD	SH06

21.	WCAD-17	Workshop on Curation & Authoring of Digital e-Content	29 Aug 2022	02 Sep 2022	SH. N RAGHURAMAN, FACULTY CONSULTANT	ONLINE
22.	MS-PP-09	MS-Power Point	29 Aug 2022	31 Aug 2022	SH. PANDEY RAKESH, AD	ICT02
23.	WMCRA-16	Workshop on mapping Competencies with Roles and Activities	29 Aug 2022	29 Aug 2022	SH RAJESH SINGH, DD	ONLINE
24.	WLO SC/ST-21	Three Half Days Workshop for Liaison Officers (SC/ST)	29 Aug 2022	31 Aug 2022	SH. PARMOD KUMAR JAISWAL, DD	SH04
25.	FS-01	Facilitation Skills	12 Sep 2022	14 Sep 2022	SH. VADALI RAMBABU, DS	SH04
26.	RIS-25	Reservation in Services for SC/ST/OBC/ExSM/PWDs	19 Sep 2022	22 Sep 2022	SH. AGAM AGGARWAL, DD	ONLINE
27.	WMCRA-20	Workshop on mapping Competencies with Roles and Activities	26 Sep 2022	26 Sep 2022	SH. PARMOD KUMAR JAISWAL, DD	ONLINE
28.	WPM-02	Four Half Days Workshop on Project Management	26 Sep 2022	29 Sep 2022	SH. PANDEY RAKESH, AD	ONLINE

2. All the members of faculty are requested to upload all the course circulars and acceptance list through TMIS on ISTM website.

(Agam Aggarwal)
Deputy Director (Coord.)