



भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान
**INSTITUTE OF SECRETARIAT TRAINING &
MANAGEMENT**

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

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2019-20

प्रशासनिक ब्लॉक, जे ऍन यू परिसर (पुराना)

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

ओलोफ पालमे मार्ग नयी दिल्ली - 110067

OLOF PALM MARG, NEW DELHI – 110067

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TABLE OF CONTENTS

Chapter	Title
1.	Introduction
2.	Particulars of Organization, Function and Duties
3.	Powers and Duties of Officers and Employees
4.	Procedure Followed in Decision Making Process
5.	Norms for Discharge of Function of ISTM (Citizen Charter 2019-20)
6.	Rules, Regulations, Instructions, Manual and Records for Discharging Functions
7.	A Statement of the Categories of Documents that are held by it or under its Control
8.	Arrangement that exists for Consultation
9.	A Statement of Boards, Councils, Committees and Other Bodies Constituted as its Part
10.	Directory of Officers and Employees
11.	The Monthly Remuneration received by each of its Officials and Employees including the System of Compensation
12.	Institute of Secretariat Training and Management Expenditure Statement for the year 2018-19
13.	Details of Information Available in Electronic Form
14.	Particulars of Facilities Available for Obtaining Information
15.	Information related to Procurement made by this Institute since 01.03.2019
16.	Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website
17.	Foreign Tours of Official of the rank of Joint Secretary to the Govt and above and Heads of Departments since 01.03.2019
18.	The Names, Designations and other Particulars of the Public Information Officers & Appellate Authority

Chapter 1

Introduction

The Institute of Secretariat Training and Management (ISTM) is an Attached Office of the Department of Personnel and Training in the Ministry of Personnel, Public Grievances and Pensions.

2. This Hand-Book has been prepared for information of the general public, as required under the Right to information Act, 2005 passed in the Parliament of India, which provides for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities.
3. The main objective of this handbook is to provide information as desired in Section 4 of the Right to Information Act, 2005.
4. As required under the Act, the details of Central Public Information Officer (CPIO), Nodal Officer (suo-motu), Nodal Officer (RTI Online), & First Appellate Authority (FAA) are given in Chapter 18 (Page 29-30) of this document.

Chapter 2

Description of Organization, Functions and Duties

Objectives

Secretariat Training School, as was originally set up in May 1948, had the following objectives to start with:

1. Training of new entrants to the Grade of Assistants recruited through Federal (now Union) Public Service Commission
2. Training of Assistants and Lower Division Clerks in English Typewriting and
3. Providing refresher courses for Assistants and Assistant-in-charge (later called Section Officer)

Though the aforesaid objectives served the requirements of the Central Secretariat reasonably well for quite a time, the school found itself overrun by new and more exacting demands year by year. It was in recognition of the vastly enlarged scope of the activities that it came to acquire in November 1971 its present name – Institute of Secretariat Training and Management (ISTM). The range of courses now cover practically the entire gamut of administration from secretariat rules and procedure to modern discipline of management and training of trainers. The objectives of ISTM as redefined in the context of its enlarged activities have been as follows:

- i. To plan design and conduct post-entry foundational, and in-service courses for different grades of officers of Central Secretariat Service and Central Secretariat Stenographers Service up to the middle management level to enable them to perform their duties, work effectively and to prepare them for greater responsibilities in future by increasing their professional competence;
- ii. To plan, design and conduct training programmes on specialised skills for officers of Central and State Government, UT administration and other public bodies;
- iii. To plan design and conduct Organisation Specific Courses on the basis of request from the various organisations;
- iv. To assess training needs at various levels in the Secretariat as well as the related field organizations and organize training programmes to meet those needs;
- v. To create and foster among the participants a positive and innovative outlook to work, and sense of fraternity and team-spirit;

- vi. To provide peripatetic faculty support to State Governments and Union Territory Administrations in areas like Office Management, Rules and Procedure, Organization Behavior, Financial Management, Training of Trainers and Right to Information;
- vii. To produce monographs and other training literature/ material relevant to the training courses designed and conducted by the institute;
- viii. To assist Ministries/Departments and other public bodies by providing consulting services in various areas of administration and management.

During 1974, the Institute was christened by the then Prime Minister who was the Minister-in-charge of Department of Personnel with an Emblem “Efficiency and the Public Good”. The Institute is an Attached Office of the Department in organizational set up of the Government of India.

Vision

To be a centre of excellence in secretariat learning and management by encouraging learning and creativity leading to “Efficiency and the Public Good”.

Mission

- i. Inculcate in the trainees the commitment to service and professional competence;
- ii. Provide leadership in the frontier and potential areas in the field of training;
- iii. Undertake research, consultancy and system analysis for capacity building;
- iv. Collaborate with client organization with continued interface for enhancing the quality of training;
- v. Be a centre of excellence by providing opportunity to the faculty and staff to grow, develop and promote best practices in training.

Functions and Activities

In order to achieve its objectives, the functions of ISTM, as an institute of public administration, are placed under following headings:

I. Major functions

- a) Training

- b) Research
- c) Consultancy

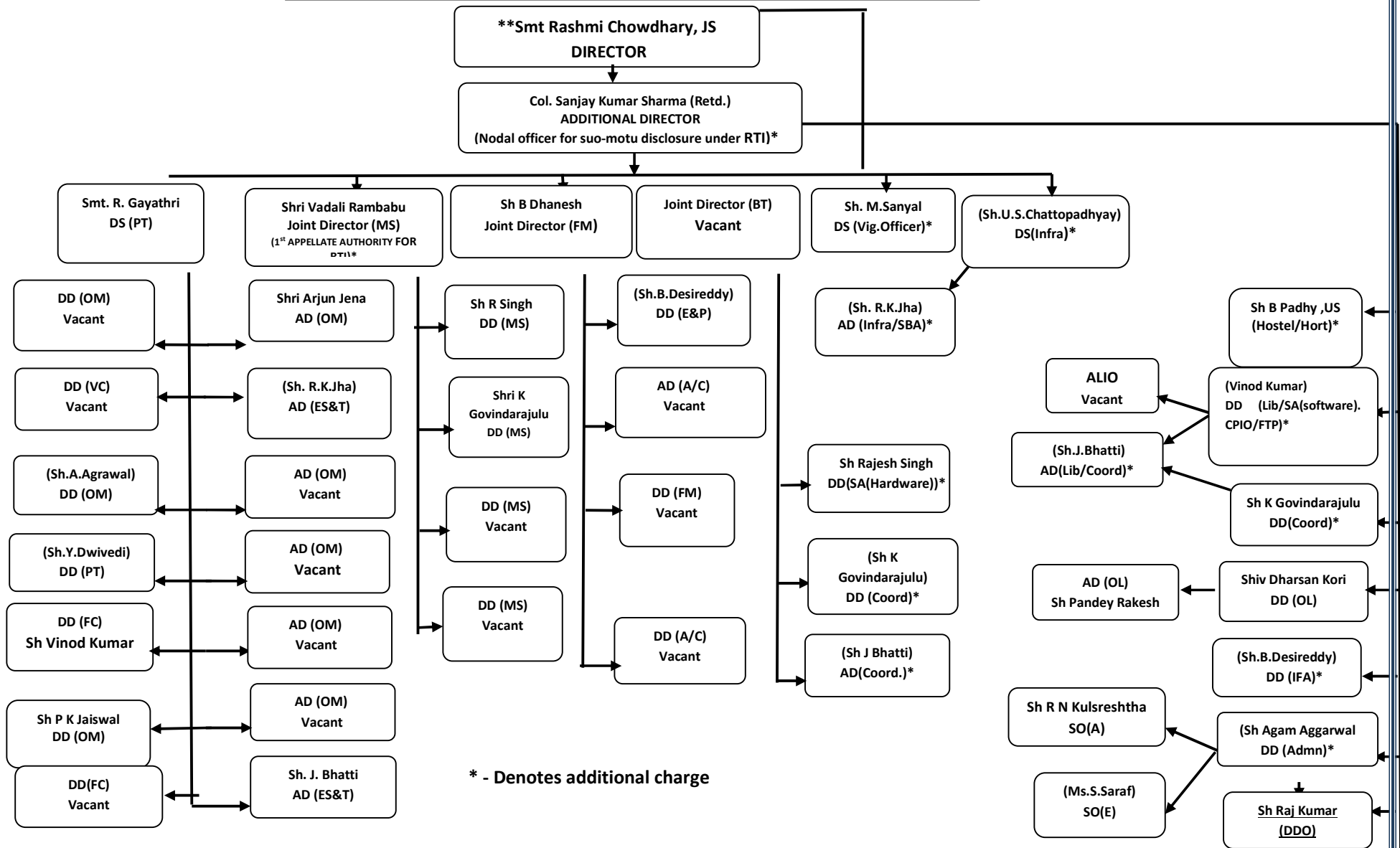
II. Complementary functions

- a) Documentation, including creating and maintaining a specialized Library in Public Administration
- b) Publication of periodicals and reference books
- c) Serving as an information Centre and disseminating literature in public administration
- d) Promoting the organizations and activities of professional association of civil servants and sharing skills

III. Other activities

- a) Organizing conferences and seminars
- b) Maintaining good liaison with government departments, other Central and State Training Institute in India and training institutes in public administration in other countries
- c) Collaborating with Non-government organizations providing services related to various delivery schemes of government.

Organizational Chart of Institute of Secretariat Training and Management



Organizational Chart of Institute of Secretariat Training and Management

LEGEND

JD	-	JOINT DIRECTOR
DD	-	DEPUTY DIRECTOR
AD	-	ASSISTANT DIRECTOR
PT	-	PERIPATETIC TRAINING
MS	-	MANAGEMENT SERVICES
FM	-	FINANCIAL MANAGEMENT
FC	-	FOUNDATIONAL COURSES
BT	-	BEHAVIOURAL TECHNIQUES
COORD	-	COORDINATION
OL	-	OFFICIAL LANGUAGE
OM	-	OFFICE MANAGEMENT
A/C	-	ACCOUNTS
AL&IO	-	ASSISTANT LIBRARY & INFORMATION OFFICER
DDO	-	DRAWING & DISBURSING OFFICER
ADMIN	-	ADMINISTRATION
IFA	-	INTERNAL FINANCIAL ADVISOR
SA	-	SYSTEM ADMINISTRATOR
TMIS	-	TRAINING MANAGEMENT INFORMATION SYSTEM
VC	-	VIGILANCE COURSE
HORTI	-	HORTICULTURE
VIG OFFICER	-	VIGILANCE OFFICER
ES&T	-	ENGLISH SHORTHAND & TYPEWRITING
INFRA	-	INFRASTRUCTURE

<u>SUMMARY</u>		<u>SANCTIONED STRENGTH</u>		<u>IN POSITION</u>
DIRECTOR	-	01	-	01
ADDITIONAL DIRECTOR	-	01	-	01
JOINT DIRECTOR	-	04	-	02
DEPUTY DIRECTOR	-	14	-	07
ASSISTANT DIRECTOR	-	<u>08</u>	-	<u>03</u>
TOTAL	=	<u>28</u>	=	<u>14</u>

** Smt. Rashmi Chowdhary, Joint Secretary (Trg.) has been assigned the additional Charge of Director, ISTM

Chapter 3

Powers and Duties of Officers and Employees

Director

Director, ISTM is an officer of the level of Senior Administrative Grade of Central Services, same as that of a Joint Secretary to the Government of India. Being the Head of the Department, the Director exercises all administrative and financial powers as contained in the Delegation of Financial Power Rules, 1978. ISTM being an Attached Office of Department of Personnel & Training, all important policy matters in respect of training are decided in consultation with Training Division of DoP&T and with approval of Secretary (Personnel).

In respect of functioning of the Institute, the Director's functions are two-fold, viz. (1) Training, Research and Consultancy and (2) Personnel, Administration & Housekeeping.

Additional Director

Additional Director, ISTM primarily functions as a faculty member and looks after Administrative and Infrastructure activities of ISTM. He also shares the responsibilities of Director as and when required during the presence as well in absence of the Director.

Joint Directors (4)

Joint Directors function as Wing Heads of their respective Wings of Office Management and Peripatetic Training, Financial Management, Behavioural Training & Coordination and Management Services. They guide and coordinate training functions of Deputy Directors and Assistant Directors assigned to the Wing, besides imparting training in their respective specialization areas.

Deputy Directors (14) and Assistant Directors (8)

Deputy Directors and Assistant Directors are primarily imparting direct training to various

courses in their respective subject specialization. In addition, supervision of functions of Training Coordination, Administration and House Keeping are also assigned to individual faculty members from time to time by the Director.

Deputy Director (Official Language) (1)

Assistant Director (Official Language) (1)

Senior Hindi Translator (1)

Junior Hindi Translator (1)

Training Associate (1)

Training Associates provide support to the Institutes training coordination functions.

Section Officer (7)

Assistant Section Officers (4)

Junior Secretariat Assistant (1)

Steno Grade C (6)

Steno Grade D (6)

Draftsman (1)

Preparation of transparencies, Preparation of Certificates, Preparation of Banners, Preparation of Indication Boards, Preparation of Name Plates, Preparation of lay-outs etc, preparation of diagrams, illustrations and art work, Design and preparation of Lay-out of Annual Calendar of the Institute, preparation of graphical charts etc.

Assistant Library and Information Officer (1)

In-charge of books (acquisition of books, technical procession, circulation-issue and return etc.), procurement and renewal of journals/ magazines, newspaper and maintenance of

stock registers, volume numbering works, Preparation of list of books to be purchased for the Library every year, weeding out of the books in the store room and sorting out the books for binding, maintenance of overdue register and issue of periodical reminders for non-return of books, filling of catalogue cards, collection of money on loss of books by members and remittance in the Sub-Treasury/ Bank, Maintenance of Cash Book, Maintenance of Building and furniture, Motivating the employees to utilize the Library, Auction sale of old newspapers/ magazines and other works allotted to the official by the Institute from time to time.

Library Attendant (1)

Training Equipment Operator (1)

1. To control, maintenance and upkeep of all training aid equipment like OHP, LCD projectors, white board and flip charts etc;; ensure that LCD projectors and OHP are in working condition by scheduling through systematic inspection.
2. Servicing of all training aid equipment's through suppliers and AMC holders maintaining their lists and keeping track of faults and their repair.
3. Inventory maintenance of all training aid equipment.
4. To ensure that white board markers, dusters, flip chart boards, OHP are available in training rooms and are in working condition.
5. Assisted by Farash of Seminar Halls to get computers, the keyboard and allied attachments cleaned with sort brushes.
6. Assistance to faculty during training courses in respect of the above items of work.
7. Any other duty assigned by Director.

Staff Car Driver (3)

Multi-Tasking Staff (27)

DoPT vide its OM No. AB-14017/6/2009-Estt (RR) dated 30.04.2010 has issued the following duties & responsibilities of the M.T.S:-

- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Assisting in routine office work like diary, dispatch etc. including on computer.
- Delivering of Dak (inside & outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixture etc.
- Work related to his ITI qualification, if it exists
- Driving of vehicles, if in possession of valid driving license
- Upkeep of parks, lawns, potted plants etc.

Any other work assigned by superior authority.

Chapter 4

Procedure Followed in the Decision Making Process

Training Courses and Programmes Functions

1. Training Calendar is prepared and decided on the basis of inputs given by concerned faculty members through Joint Director (Coordination) with approval of Director, at the beginning of every training calendar year i.e. 1st April – 31st March. The Training Calendar with necessary details for inviting nominations from various organization is published and uploaded on ISTM's website.

2. Cadre Training Courses for officers of CSS and CSSS - Based on the Schedule of training for different levels of courses, nomination of officers is made by the CS Division of the Department of Personnel & Training. The course coordinator or the Director, ISTM has little role to play except in isolated cases of unforeseen situations. While course content and duration is as laid down in the Cadre Training Plan of respective Service, Schedule of input on different parts of the content, and faculty is decided by the Institute with the approval of the Director.

3. Specialized (Skills) Courses - Based on the calendar schedule, nominations are invited from Ministries / Departments and other organization by the designated Course Coordinator ten (10) weeks before the beginning of the Course. Sponsoring organization can nominate their officers on-line on ISTM's website, four weeks before commencement of the course. Only those nominations are accepted which are forwarded by the sponsoring/ employing organizations (Ministry/ Deptt./State govt./ PSU/ Autonomous bodies). Nominations for each is decided on first-cum-serve basis from each organization upto 2-3 nominations of eligible officers and who had applied within the stipulated date are accepted.

4. Organisation Specific Courses- Nominations of the candidates are decided by the Organisation, subject to final approval of the Director, ISTM on eligibility conditions and number in each course. Course content is decided by the Course coordinator in consultation with the Organisation and the training need with approval of the Director, ISTM.

5. Peripatetic Faculty Assistance to State Government: Schedule and faculty to conduct Peripatetic training is decided by the Institute with the approval of the Director on specific request received from the State /UT Governments, subject to availability of in-house faculties (or former faculties of ISTM).

Administrative and Personnel Functions

Administrative Functions-

Being an Attached Office of the Department of Personnel & Training, Ministry of Personnel, PG and Pensions, Government of India, all administration and financial rules are applicable to the employees and faculty of the Institute. All powers of Head of the Department is exercised by the Director, ISTM and those of Head of Office by Deputy Director (Adm) designated for this purpose.

Personnel Functions –

- 1) The Director and the Faculty members are selected and appointed by the Department of Personnel & Training, Government of India for a specified period.
- 2) Officers and staff in respect of Library are selected and appointed by the Institute. Other staffs and officers belonging to CSS and CSSS are posted by the Department viz. Department of Personnel & Training.
- 3) For members of CSS (other than faculty members), respective Wing Head (Joint Director) are the controlling officers. For the members of CSSS, the officer with whom he/she is posted is the concerned controlling officer, subject to normal rules of Government of India.
- 4) Director is the controlling officer for all members of training faculty through the respective Wing Heads (Joint Directors).

Chapter 5

Norms set for Discharge of Functions of ISTM

Transcript from Citizen's/Client's Charter 2019-20

Main Services / Transactions and Service Standards

S. No.	Services / transaction	Service Standards	Responsible Person (Designation)	Email	Mobile Phone No.
1	Preparation of Annual Training Calendar by 31 st Jan.	By 31 st January each year	DD (Coord)	coordunit-istm@gov.in	9968305763
2	Issuance of Circulars of courses	90 days before commencement of course	Concerned course Director	As per list on ISTM website	As per list on ISTM website
3	Acceptance/ Non-Acceptance of the nominations before the start of the course	30 days before the start of the course	- do-	As per list on ISTM website	As per list on ISTM website
4	Hostel facilities [Housekeeping & Lodging]	≥ 3.5 (on the scale of 1 to 5)	Hostel Warden	bpadhy@nic.in	9868449436
5	Catering services & Security	≥ 3.5 (on the scale of 1 to 5)	DD (A)	agam.aggarwal@nic.in	9810957831
6	Time taken to provide hostel room	20 minutes	Hostel Warden	bpadhy@nic.in	9868449436

7	Grievance Redressal		Public Grievance Officer	kg.rajulu@nic.in	9968248083
7.1	Average time taken to acknowledge grievance received electronically through CPGRAMS portal	3 working days			
7.2	Average time taken to acknowledge grievance received through registered post	7 working days			
7.3	Average time taken to send communication for additional information	15 working days			
7.4	Average time taken for grievance settlement	60 working days			

Chapter 6

Rules, Regulations, Instructions, Manual and Records for Discharging Functions

For Discharging Administrative, Personnel & Financial Functions

Being an Attached Office of the Government of India, the Institute follows all such rules, regulations, instructions and manual issued by the concerned departments of government from time to time and applicable to it such as:

Central Secretariat Manual of Office Procedure
Notes on Office Procedure
General Financial Rules
Delegation of Financial Power Rules
Central Civil Service (Pension) Rules
Central Civil Service (Leave) Rules
Central Civil Service (Leave Travel Concession) Rules
Central Civil Service (Conduct) Rules
Central Civil Service (Classification, Control and Appeal) Rules
Instructions relating to Government Accounts and Audit
Fundamental Rules and Supplementary Rules
Receipt and Payment Rules
General Provident Funds Rules
Major and Minor Heads of Accounts
Instructions issued by the Ministry of Finance, Ministry of Health & Family Welfare and Ministry of Personnel, Public Grievances and Pensions in respect of establishment and administration matters
Staff Car Rules
CS (MA) Rules
Transfer policy as per Department of Personnel & Training Order and Rules regarding it

Chapter 7

List of Documents held or under Control of the Institute

Training & Research

1. Notes on Office Procedure
2. Training Monographs prepared by Institute
3. Report on Project Studies carried out by participants of various courses
4. Report on Consultancy Projects undertaken by the Institute

Finance, Administration & Housekeeping

All such Diaries, Registers, Ledgers, Rolls, Books etc. as are prescribed by the Government for maintaining records of similar activities in respect of the Institute.

Custodian of Documents

Institute of Secretariat Training and Management

Chapter 8

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to Formulation of its Policy or Implementation thereof

- a) Being an Attached Office of Department of Personnel & Training, in policy matters relating to training, research and consultancy, the Training Division of the Department is consulted.
- b) As the primary function of the Institute is to conduct training courses for officers of Central /State Governments and Public Sector Enterprises, beneficiary organizations are consulted wherever necessary and useful for designing training courses.
- c) For a training institute the participants of various courses are public, who are consulted through immediate reaction feedback with a view to modify the content and design of training courses and learning facilities for future participants.

Chapter 9

Boards, Councils, Committees and other Bodies Constituted

With a view to facilitate intra-institutional discussions and decision making on various matters of ISTM, following committees have been in existence:

- A. Policy Advisory Committee:** All decisions on matters of policy on training programmes, training methodology and course content etc. are within the purview of the Policy Advisory Committee comprising the Director as the Presiding officer and faculty members of the level of Deputy Director and above as members.
- B. Library Committee:** The decisions regarding maintenance and development of library facilities for the participants and faculty are taken by this Committee. The Director as Chairperson, and all JDs, DD (Admn.) and Library and Information Officer of the Institute are members.
- C. Hostel and Catering Committee:** All matters pertaining to hostel and catering facilities are within the purview of the Committee.
- D. Official Language Committee:** This is an obligatory Committee for implementation of official language policy of the government in training.
- E. Monthly Faculty Meeting:** Like every training institute, faculty meetings of ISTM convened by the Director's Office is the most important as well as informal forum for free discussions on various administrative and functional matters raised and suggested by faculty members. Important decisions are taken in the interest of one and all.
- F. Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal) Act, 2013 Committee:**

I.	Name of Boards, Council Committee etc.	Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal)
II.	Composition	1. Smt. R. Gayathri, Joint Director (Chairperson) 2. Dr. Zeenat N., Chairperson of SPYM (Member Non Official) 3. Shri B Dhanesh Deputy Director (Member) 4. Ms. Subhashree A, Assistant Director (Member) 5. Ms. Shefali Saraf, Section Officer (Member Secretary)
III.	Date from which	19 July, 2019

	constituted	
IV.	Term/ Tenure	The committee will remain in existence till further for dissolution.
V.	Power and functions	The committee shall enquire into all types of cases relating to Sexual Harassment at Workplace submitted by women employees of ISTM and will dispose complaints for redressal of the grievance made by a women employee in a time bound manner. A women employee may submit her complaints regarding Sexual Harassment at work place to the Complaints Committee directly.
VI.	Whether their meetings are open to the public?	-NO-
VII.	Whether the minutes of the meetings are open to the public?	-NO-
VIII.	Place where the minutes if open to the public are available?	-NO-

Chapter 10

Directory of Officers and Employees

**Name of the office: Institute of Secretariat Training and Management JNU (Old)
campus, Olof Palme Marg, New Delhi-110067**

<https://www.istm.gov.in/userfiles/DIR14220.pdf>

Chapter 11

The Monthly Remuneration received by each of its Officials and Employees including the system of Compensation

(As on 31.01.2020)

S. No	NAME OF THE OFFICERS /STAFF (S/Shri)	DESIGNATION	LEVEL in the PAY MATRIX	MONTHLY REMUNERATION
1.	COL. SANJAY KUMAR SHARMA (RETD.)	ADDITIONAL DIRECTOR	13(17)	₹ 214403
2.	VADALI RAMBABU	DY. DIRECTOR (FC)	11(9)	₹ 139698
3.	B.DHANESH	DY. DIRECTOR (A/C)	11(9)	₹ 119106
4.	K. GOVINDARAJULU	JT. DIRECTOR (BT)	12(9)	₹ 125190
5.	AGAM AGARWAL	DY. DIRECTOR (OM)	11(9)	₹ 139698
6.	YOGESH DWIVEDI	DY. DIRECTOR (PT)	11(11)	₹ 125943
7.	B.DESIREDDY	DY.DIRECTOR (E&P)	Academic pay structure(Basic Pay 92600/-)	₹ 150102
8.	RAJESH SINGH	DY.DIRECTOR (MS)	Academic pay structure(Basic Pay 68800/-)	₹ 113688
9.	VINOD KUMAR	DY.DIRECTOR (FC)	11(13)	₹ 154926
10.	RAJEEV KUMAR JHA	ASST. DIRECTOR (ES&T)	10(6)	₹ 92274
11.	JITENDER BHATTI	ASST. DIRECTOR (ES&T)	10(5)	₹ 89607
12.	SUBHASHREE A	ASST. DIRECTOR (A/C)	10(11)	₹ 105426
13.	SHIV DARSHAN KORI	DY.DIRECTOR (OL)	11(7)	₹ 131080
14.	PANDEY RAKESH	ASST.DIRECTOR(OL)	10(8)	₹ 96129
15.	SHEFALI SARAF	SECTION OFFICER	10(8)	₹ 97578
16.	RAJ KUMAR	SECTION OFFICER	8(8)	₹ 86838
17.	R N KULSHRESHTHA	SECTION OFFICER	8(15)	₹ 88569

18.	SHIKHA SINHA	SECTION OFFICER	8(9)	₹ 84210
19.	SHISHIR KUMAR	ASST. SECTION OFFICER	7(5)	₹ 63297
20.	TARA CHAND KAUSHIK	ASST SECTION OFFICER	7(5)	₹ 63297
21.	PUNEET CHATURVEDI	ASST SECTION OFFICER	7(5)	₹ 63297
22.	NEELABH SINGH	ASST SECTION OFFICER	7(3)	₹ 59904
23.	RAKESH KUMAR TOKAS	ASST SECTION OFFICER	7(2)	₹ 69354
24.	MAHESH CHAND	PRINCIPAL PRIVATE SECRETARY	11(8)	₹ 105885
25.	K SETHURAMAN	PRIVATE SECRETARY	8(17)	₹ 93717
26.	NEHA THAKUR	STENO GR 'D'	6(4)	₹ 49491
27.	SUSHIL KUMAR	STENO GR 'D'	6(4)	₹ 58779
28.	AVINASH KUMAR	STENO GR 'D'	4(6)	₹ 38844
29.	NITESH BANSAL	STENO GR 'D'	4(5)	₹ 37791
30.	ASHUTOSH KR. CHORASIYA	STENO GR 'D'	4(4)	₹ 36855
31.	SARVESH KUMAR	STENO GR 'D'	4(6)	₹ 38844
32.	ANITA SACHDEV	DRAFTSMAN	9(19)	₹ 135747
33.	ANJU BALA VARMA	LIB. ATTENDANT	8(12)	₹ 102630
34.	VIMALESH KUMAR	TRG. ASSOCIATE	6(16)	₹ 68796
35.	PREETI KUSHWAHA	JR. HINDI TRANSLATOR	6(3)	₹ 48204
36.	ROHIT KUMAR	TRAINING EQUIPMENT OPERATOR	5(5)	₹ 42705
37.	RAJ KUMAR	STAFF CAR DRIVER	4(7)	₹ 39897
38.	RAJE SINGH	JUNIOR SECRETARIAT ASSISTANT	4(14)	₹ 48087

39.	DINESH SINGH NEGI	MULTI TASKING STAFF	3(17)	₹ 45162
40.	NARENDER SINGH	MULTI TASKING STAFF	4(14)	₹ 48087
41.	BINAY KR SINGH	MULTI TASKING STAFF	4(14)	₹ 49187
42.	AVTAR SINGH	MULTI TASKING STAFF	3(17)	₹ 53562
43.	RAJENDER SINGH	MULTI TASKING STAFF	2(18)	₹ 50742
44.	DINA NATH	MULTI TASKING STAFF	2(18)	₹ 42822
45.	ATTAR CHAND	MULTI TASKING STAFF	2(19)	₹ 43992
46.	SARASWATI	MULTI TASKING STAFF	2(11)	₹ 35568
47.	NARESH KUMAR	MULTI TASKING STAFF	1(20)	₹ 41067
48.	VINOD KUMAR	MULTI TASKING STAFF	1(20)	₹ 41067
49.	RAVI SHANKAR	MULTI TASKING STAFF	1(20)	₹ 48627
50.	PRAKASH CHAND	MULTI TASKING STAFF	1(20)	₹ 41067
51.	SURAM SINGH	MULTI TASKING STAFF	1(20)	₹ 41067
52.	R.S. RAWAT	MULTI TASKING STAFF	1(20)	₹ 41067
53.	VIJAY KUMAR	MULTI TASKING STAFF	1(20)	₹ 41067
54.	AMIT ANTIL	MULTI TASKING STAFF	1(6)	₹ 27612
55.	PANKAJ SINGH	MULTI TASKING STAFF	1(1)	₹ 28040

Chapter 12

Institute of Secretariat Training and Management

Expenditure Statement for the Year 2018-19

(As on 31-03-2019)

MAJOR HEAD : 2070

04:00 : INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

04:03 : Mandatory Training of CSS/CSSS Officers

HEAD	PARTICULARS	RE 2018-19 /Final Allocati on	Amount authorised to CPWD	EXPENDITUR E UPTO 31-3-2019	% of Exp.
2	3	4	5	6	7
04.04.01	SALARY	61700000	-	59657000	96.69
04.04.03	OTA	30000	-	29280	97.60
04.04.06	MEDICAL TREATMENT	700000	-	613000	87.57
04.04.11	D.T.E.	350000	-	318000	90.86
04.04.13	O.E.	23900000	7393000	17692000	74.03
04.04.16	PUBLICATION	300000	-	227000	75.67
04.04.28	PROF. SERVICES	1150000	-	1148000	99.83
04.03	MANDATORY TRAINING OF CSS OFFICERS				
04.03.01	SALARIES	61918000	-	61918000	100
04.03.20	O.A.E.	179900000	-	171625000	95.40
04.99	INFORMATION TECHNOLOGY				
04.99.50	OTHER CHARGES (IT)	5885000	-	5885000	100.00
	TOTAL (NON-SCHEME)	336383000	7393000	319379280	94.95

	SCHEME				
04.04.50	OTHER CHARGES (PLAN)	15372000	-	15370000	99.99
42.01.53	CAPITAL OUTLAYS ON PUBLIC WORKS CONSTRUCTION	649000	-	649000	100
	TOTAL (SCHEME)	16021000	7393000	16019000	99.99
	GRAND TOTAL {SCHEME + NON SCHEME}	₹352404000	₹7393000	₹335398280	95.17

Chapter 13

Details of Information available in Electronic Form

The Institute website can be accessed online via the URL <http://www.istm.gov.in> and is available in **both Hindi and English languages** and contains following information: -

- The Annual Training Calendar giving details of training courses to be conducted during the current financial year can be accessed on URL https://www.istm.gov.in/home/view_annual_calendar
- **People Connect – A new Initiative by ISTM** providing a forum for dissemination of information and sharing of experiences by public servants. The People Connect is available in public domain for all to view the posts and hence all the users are expected to maintain the decorum and etiquettes of high standards of befitting to this powerful forum of public servant having wide reach. This Forum is also open to other government employees who may not have undergone any training in ISTM but are interested in joining here.
- **Online registration** for training for Directly Recruited Officers of CSS/CSSS cadre.
- The Website contains other information like Organizational Chart of Institute, Citizen Charter, Directory of Officials of the Institute, Knowledge Portal, Online publication of Circulars, Tenders etc.

Chapter 14

Particulars of Facilities Available for obtaining Information

ISTM has its own library for use by faculty members, staff and trainees of the various training programmes. The library remains open from 9.00 AM to 5.30 PM.

The Website of ISTM at <http://www.istm.gov.in/> provides relevant information about training courses being conducted by this Institute.

Chapter 15

Information related to Procurement made by this Institute since 01.03.2019

Procurement made by System Admin Unit

S. No.	Type of Procurement	Tender Notice dated/ Procured through	Tender Awarded to	Award/ Extension letter dated	Total Amount (Including GST)
1.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	11.04.2019	N/A	1,999.00
2.	Procurement of USB Hub (20 Nos.)	Through GeM	01.05.2019	N/A	7,800.00
3.	OFC patch cord	Local Market	N/A	N/A	12,900.00
4.	Procurement of Higher End PC for Software Developers (02 Nos.)	Through GeM	20.05.2019	N/A	1,74,012.00
5.	Procurement of Antivirus (40 Nos.)	Through GeM	30.07.2019	N/A	34,000.00
6.	Procurement of All in One (AIO) Desktop Computers for Officers & Staffs (20 Nos.)	Through GeM	29.08.2019	N/A	13,59,920.00
7.	Procurement of Antivirus (35 Nos.)	Through GeM	05.12.2019	N/A	24,850.00
8.	Procurement of Battery for AEBAS Tab Devices	Local Market	N/A	N/A	24,780.00
9.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	02.12.2019	N/A	3,000.00
10.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (01 No)	Through GeM	20.12.2019	N/A	3,000.00
11.	Procurement of 10 KVA Online UPS for 215 (01 No)	Through GeM	17.01.2020	N/A	1,21,900.00
12.	Procurement of Digital Signature Certificate (DSC) for Faculty Members / Officers (04 Nos.)	Through GeM	17.01.2020	N/A	12,000.00

13.	CAMC of Information Display installed in the reception of Admin Block, ISTM (AMC period from 01.07.2019 to 30.06.2020)	Through Tender	N/A	01.05.2019	18,000.00 (Excluding GST)
14.	CAMC of Computers and its Peripherals (CAMC period from 01.11.2019 to 31.10.2020)	Through Tender	N/A	23.10.2019	6,95,156.00 (Excluding GST)
15.	CAMC of LCD Projector, PA System, Visualizer and VC System (CAMC period from 01.06.2019 to 31.05.2020)	Through Tender	N/A		5,99,800.00 (Excluding GST)

Procurement made by Administration Section since 01.03.2019

S.No	Type of Procurement	Tender Notice dated	Tender Awarded to	Award/Extension letter dated
1.	Purchase of Backpack	17.08.2018	M/s Outshiny	21.06.2019
2.	Annual Maintenance Contract for (i) Electrical Appliances (ii) Plumber's items and Sanitary items (iii) Air Conditioners, Water Coolers, Water Dispensers, Deep Freezers etc.	12.12.2017	M/s Anil Kumar's	25.11.2019
3.	Providing of Security Services in ISTM	08.03.2019	M/s Orion Security Solution Pvt. Ltd.	02.09.2019
4.	Tender for providing Canteen/ Catering Services to ISTM	30.06.2016	M/S Commercial Food Services	28.11.2019
5.	Housekeeping work in ISTM	28.11.2008	M/s Sulabh International	31.12.2019
6.	Hiring the Services of Photographer in ISTM	16.07.2019	M/s Sharma Colour Lab	05.09.2019
7.	Outsourcing of DEOs and MTS, Waterman in ISTM	31.12.2019	----	Tender under process

Chapter 16

Proactive Disclosure of RTI Applications, Appeals and their Responses on the Website

The above information is being uploaded on the Institute's website <http://www.istm.gov.in/>.

Chapter 17

Foreign Tours of Official of the rank of Joint Secretary to the Government of India and above and Heads of Departments since 01.03.2019

Director, ISTM is the only officer of the rank of Joint Secretary in ISTM and she has not gone on any foreign tour since 01.03.2019.

Chapter 18

The Names, Designations and other Particulars of the Public Information Officers, Nodal Officer & First Appellate Authority

Central Public Information Officer, ISTM since 01.03.2019:

S. No .	Name and Designation	Phone No. (STD Code: 011)			Email	Period since CPIO	Address
		Office	Home	FAX			
01	Shri. Rajeev Kumar Jha, Assistant Director	26737625	-	26737625	Rajeevjha. edu@nic.in	22.02.2019 to 18.06.2019	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi- 67.
02	Shri.Vinod Kumar, Deputy Director	26737607	-	26737607	vinod.k70 @gov.in	19.06.2019 Till date	Room No.107, Admin Block, ISTM, JNU Old Campus, Olof Palm Marg, New Delhi- 67. Time: 9:00 AM to 5:30 PM

First Appellate Authority (FAA), ISTM since 01.03.2019:

S. No	Name and Designation	Phone No. (STD Code: 011)			Email	Period since FAA	Address
		Office	Home	FAX			
01	Shri Vadali Rambabu, Joint Director (First Appellate Authority)	26737606	-	26737606	ram.vadali@nic. in	10.05.2018 till date	Room No. 106, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67
	Col. Sanjay Kumar Sharma, Additional Director Nodal Officer (Suo Motu)	26737612	-	26737612	sanjaysharma.1 48p@gov.in	05.08.2016 till date	Room No. 112, Admin Block, ISTM, JNU Old Campus Olof Palme Marg, New Delhi – 67