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F.No.A-48-1/2016-Admn.III
Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 22.08.2016.

OFFICE MEMORANDUM

Sub: One-Day Seminar on Right to Information Act, 2005 on 26.09.2016.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33039/1/2016-RTI dated 15th June, 2016 on the above mentioned subject. This Seminar is intended for officers of the level of Section Officers and above.

2. Nomination form for the course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach ISTM latest by 26/8/2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.

3. It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 26th August, 2016 at 10.00A.M. positively.

Issued
26/8



(P. P. Saha)

Under Secretary to the Government of India
Tel.No.23036757

Encl: As Above

To

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 Notice Board.



फा.सं / FILE NO:A-33039/1/2016-RTI

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

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

दूरभाष / TELEPHONE - 011-26161375; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 15th June, 2016

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Office of the Govt. of India
3. The Comptroller and Auditor General of India, New Delhi
4. All Union Territory Administrations
5. All Subordinate Offices of the Govt. of India.
6. All Autonomous Bodes/PSUs

Subject: One-Day Seminar on Right to Information Act, 2005 on 26/9/2016.

Sir/Madam,

This Institute will be conducting One-Day Seminar on Right to Information Act, 2005 on 26/9/2016.

2. This Seminar is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

3. Details of the Seminar, eligibility requirements and facilities available are given at Annexure-I. Nomination form for the course may be filled online at www.istm.gov.in/home/online_nomination form. **It may kindly be noted that it**

.s mandatory to fill form online. Hard Copies of the nomination forms of eligible officers duly countersigned by the sponsoring authority may please be forwarded latest by 26/8/2016.

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4. All sponsoring authorities are requested to ensure that candidates selected for the Seminar are relieved to attend the Course only on receipt of clear communication to that effect from ISTM.

Yours faithfully,

(SATYAJIT MISHRA)

Joint Director & Course Director

Encl: Annexure I

Annexure-I

The Institute

Established in 1948, ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) Government of India, and a lead resource center in the country for strengthening professional capabilities of civil servants. It has been imparting training to officers of Central Government, State Government, Public Sector Undertakings and Autonomous Bodies etc. As partner to reforms in governance, ISTM endeavors to conduct training courses in the emerging areas for capacity building. Since the enactment of the Right to Information Act 2005, ISTM is involved in the area of Right to Information. Considering its importance, ISTM has so far organized more than 60 workshops on Right to Information, for Appellate Authorities, PIOs and Trainer Development Programmes in RTI. ISTM faculty have developed a very strong knowledge base in the area of Right to Information.

The Background

The Seminar has been designed in pursuance of the recommendations of the Administrative Reforms Commission that all government functionaries should be imparted minimum of one-day training on RTI within a year. The aim of the course is to generate awareness about the various provisions of RTI and to enable the government functionaries to delineate their role in the effective implementation of the Act.

Level of Participants

The course is intended for officers of the level of Section Officers and above of Ministries/Departments and their Attached and Sub-ordinate offices, Autonomous Bodies and PSUs.

Course Contents

The Seminar has been designed in such a way that each Section of the Act is critically examined to impart complete understanding of the law; and issues relating to the implementation of the Act will be discussed in detail.

Methodology

The course will be highly interactive and participative in nature. The methodology involves inputs and discussion.

Hostel Accommodation

For the outstation participants the Institute has modest hostel facilities on "first-come-first-served" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are NOT allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Hostel Warden at the address given below:-

Shri Parveen Prakash Ambashta

Deputy Director

Institute of Secretariat Training and Management,

Department of Personnel and Training,

Hostel Block No.1, Old JNU Campus,

Olof Palme Marg, New Delhi – 110 067.

Tel: (011) – 26185316/ Fax- 011-26104188

Nomination

Hard copies of nomination forms in the prescribed format duly completed and signed by the Sponsoring Authority should reach the concerned course coordinator at the following addresses: **Sh. Satyajit Mishra**

Joint Director

Institute of Secretariat Training & Management

Room No. 107, Administrative Block, JNU Campus (Old),

Olof Palme Marg, New Delhi-110067

The Fax No., Telephone Number and Complete address of the Sponsoring Authority (including PIN Code) may also please be furnished for facility of communication. Candidates whose nominations are accepted by Institute of Secretariat Training & Management will be informed accordingly. **Last date for receipt of nominations is 26/8/2016.**

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Government of India
Ministry of Communications & IT
Department of Telecommunications
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 23.08.2016.
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OFFICE MEMORANDUM

Sub: Training Programme on 'Reservation in Services for SC/ST/OBC from 3rd to 5th October, 2016.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33046/2/2016-ISTM dated 1st July, 2016 on the above mentioned subject. This course is designed for officials dealing with matters of reservation in services for SCs/STs/OBCs working at the level of Section Officer and Assistant Section Officers (of CSS) or equivalent or liaison officers.

2 Nomination form for the course may be filled online at [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online_nomination_form). It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Sponsoring Authority complete in all respect should reach ISTM latest by 27/8/2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.

3. It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 26th August, 2016 at 10.00A.M. positively.

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26/8

(P. P. Saha)

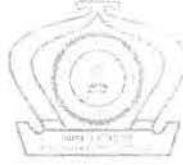
Under Secretary to the Government of India
Tel.No.23036757

Encl: As Above

To

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
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- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 Notice Board.

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फा.सं / FILE NO: A-33046/2/2016-ISTM
 भारत सरकार / GOVERNMENT OF INDIA
 सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
 INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
 (आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)
 कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING
 प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
 ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
 दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 1 July, 2016

To

1. Secy. to the Govt. of India (All Ministries / Departments)
2. All Attached & Subordinate Offices.
3. All State Governments / All Union Territories
4. The Central Vigilance Commission / Election Commission of India / UPSC
5. All Public Sector Undertakings / All Autonomous Bodies

Sub: - Training Programme on Reservation in Services for SC/ST/OBC from 3rd to 5th October, 2016

Sir,

A training programme on "Reservation in Services for SC/ST/OBC" will be conducted in this Institute from 3rd to 5th October, 2016. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority letter's is also to be compulsorily sent separately by post.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 27-8-2016.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in at least one month prior starting of the course and no separate communication by post would be issued.**

Encl: as above

ANNEXURE-I

COURSE INFORMATION SHEET

CODE : RIS
 TITLE : Course on Reservation in Services for SC/ST/OBC
 DURATION : 3 Days (03.10.2016-05.10.2016)

1. AIM OF THE PROGRAMME : The aim of the course is to –

Ø Develop a broad understanding of the constitutional provisions relating to Reservation in Services for SC/ST/OBC, procedures for implementing the reservation orders and instructions of Government of India, of reservation rosters, procedures involved for de-reservation of reserved vacancies, filling of carry forward/backlog reserved vacancies, and

Ø Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

2. OBJECTIVES OF THE COURSE: At the end of the programme, the participants will be able to:

- Ø Describe Constitutional provisions relating to reservation in service, definition in respect of SC/ST/OBC;
- Ø Identify scope and applicability of reservation orders;
- Ø List the role and functions of Liaison Officers and other monitoring agencies;
- Ø State the provisions relating to verification claims of SCs, STs and OBCs;
- Ø Process Reservation in Direct Recruitment and Promotion Cases;
- Ø Process cases of de-reservation, carry forward, backlog; and
- Ø Prepare, operate and maintain reservation rosters
- Ø State the provisions for reservation for persons with disability.

3. BROAD CONTENTS

- Ø Constitutional provisions.
- Ø Applicability of reservation orders for SCs/STs/OBCs and exemptions and exclusions of posts;
- Ø Verifications of claims of SCs/STs/OBCs;
- Ø Reservation in Direct Recruitment and promotion including relaxations, concessions and special facilities for SCs/STs/OBCs;
- Ø De-reservation, carry-forward of vacancies in Direct Recruitment and promotion;
- Ø Preparation, operation and Maintenance of Rosters;
- Ø Role and functions of Liaison Officer.
- Ø Reservation in Service for persons with Disabilities.

4. METHODOLOGY

Lecture,	Case studies
Discussion	Practical exercises, etc.
Group discussion	

5. ELIGIBILITY CONDITION - The course is designed for officials dealing with matters of reservation in services for SCs/STs/OBCs working at the level of Section Officer and Assistant Section Officers (of CSS) or equivalent or liaison officers

6. COURSE CAPACITY : 25

7. COURSE FEE AND OTHER EXPENSES:

A capitation fee of Rs. 2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Capitation fee is required to be paid through a Crossed Cheque/Bank Draft in favour of **Assistant Director, Institute of Secretariat Training & Management, New Delhi**, payable at **New Delhi**. If the capitation fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme.

8. HOSTEL ACCOMMODATION:

ISTM has a modest hostel facility where AC rooms are available, on twin sharing, on first come first served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the staff at Hostel Counter at **Tel. No: 011-26172571**. **Family members of the participants are NOT allowed to stay in the hostel with the participants. The availability of hostel accommodation is NOT guaranteed and in case of non-availability, the trainees are advised to make their own arrangements for stay in Delhi.**

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. **www.istm.gov.in**. They may be relieved only after display of their name on the website of ISTM. **No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in**. If a candidate turns up whose name had not been accepted by ISTM, he would in no case be admitted to the training programme.

YOURS faithfully,

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(R. Gayathri)

Deputy Director &

Course Director

Tel. No: 011-26102597