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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: 24.08.2016.

OFFICE MEMORANDUM

**Sub:** Workshop for Liaison Officer for SC/ST-WLO (SC/ST) from 20<sup>th</sup> to 21<sup>st</sup> October, 2016.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33043/1/2016-ISTM dated 20<sup>th</sup> July, 2016 on the above mentioned subject. **This course is designed exclusively for Liaison Officers dealing with matters of reservation in services for SCs/STs/OBCs working in Central/State Government etc. (Only Liaison Officers need apply).**

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 13/9/2016. 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 12<sup>th</sup> September, 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 DDG(SR), 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

o/c



फा.सं / FILE NO: **A-33043/1/2016-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: 20th 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: - Workshop for Liaison Officer for SC/ST-WLO (SC/ST) from 20<sup>th</sup> to 21<sup>st</sup> October, 2016

Sir,

A Workshop for Liaison Officer for SC/ST will be conducted in this Institute from 20<sup>th</sup> October to 21<sup>st</sup> October, 2016. The details of the programme i.e. the Aim, 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](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 may be 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 13.09.2016

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](http://www.istm.gov.in) one month prior starting of the course and no separate communication by post would be issued.

Encl: as above

Yours faithfully,

(R.Gayathri)

Deputy Director &

Course Director

Tele: 26102597

## COURSE INFORMATION SHEET

CODE : WLO (SC/ST)  
 TITLE : Workshop for Liaison Officers for SC/ST  
 DURATION : 2 Days (20.10.2016-21.10.2016)  
 VENUE : ISTM, JNU Campus (Old)

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

- Ø To sensitize the Liaison Officers with their role, duties, responsibilities and powers.
- Ø To impart the knowledge and skills for implementation of Instructions relating to reservation for SCs/STs/OBCs in their respective Ministries and attached and subordinate offices with special emphasis on maintenance of reservation rosters.
- Ø To be fully competent for taking charge for the Reservation Cell in their respective ministries.
- Ø Other functions as deemed necessary for discharging the duties efficiently.

2. **BROAD CONTENTS OF THE COURSE:**

- Ø Constitutional provisions relating to reservation in service, definition in respect of SC/ST/OBC;
- Ø Scope and applicability of reservation orders;
- Ø Role and functions of Liaison Officers and other monitoring agencies;
- Ø Provisions relating to verification claims of SCs, STs and OBCs;
- Ø Reservation in Direct Recruitment and Promotion Cases; and
- Ø Post based rosters.

3. **METHODOLOGY**

Lecture	Case studies
Discussion	Practical exercises, etc.
Group discussion	

4. **ELIGIBILITY CONDITION** - The course is designed exclusively for Liaison Officers dealing with matters of reservation in services for SCs/STs/OBCs working in Central/State Government, Autonomous Bodies, Public Sector Undertakings etc. [Only Liaison officers need apply]

5. **COURSE CAPACITY** : 25

6. **COURSE FEE AND OTHER EXPENSES:**

In the case of persons nominated from Public Sector Undertakings, Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two thousand only) will be charged. The capitation fee may be sent in the form of a Bank Draft/Cheque drawn in favour of 'Assistant Director, ISTM, New Delhi' or brought by the trainee concerned. Other participants of Central / State Government need not pay any course fee.

7. **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 **Caretaker or Hostel Warden at Tele. No.011-26172571**. Family members of the participants are NOT allowed to stay in the hostel with the participants

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://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 participants should check the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in).

4

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: 23.08.2016.  
24

OFFICE MEMORANDUM

**Sub:** Training Programme on Workshop on Noting & Drafting for Officers and Staff to be conducted by this Institute from 27<sup>th</sup> to 28<sup>th</sup> October, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33037/03/2016-ISTM dated 10<sup>th</sup> August, 2016 on the above mentioned subject. **This training programme is intended for Section officers/Assistant Section Officers/Dealing Assistants.**

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 20/9/2016. 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 19<sup>th</sup> September, 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, 3<sup>rd</sup> 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.

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फा.सं / FILE NO: A-33037/03/2016-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 - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 10<sup>th</sup> August, 2016

To

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

Subject : Training programme on **Workshop on Noting & Drafting** for Officers and Staff to be conducted by this institute from 27<sup>th</sup> to 28<sup>th</sup> October, 2016.

Sir,

I am directed to say that a training programme on **Workshop on Noting & Drafting** for Officers and Staff will be conducted by this Institute from **27<sup>th</sup> to 28<sup>th</sup> October, 2016** (2 days). Details of the objectives of programme, its content, eligible conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

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 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 letters may be sent separately by post.

3. Only such officers should be nominated who can attend the programme on whole time basis. An officer who has already attended similar programme conducted by ISTM should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by **20<sup>th</sup> September, 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](http://www.istm.gov.in) one month prior to starting of the course and no separate communication by post would be issued.

Yours faithfully,

Sd/-

(Agam Aggrawal)

Deputy Director & Course Director

Encl: Annexure - I

6

**COURSE INFORMATION SHEET**

**Title:** Workshop on Noting & Drafting for Section Officers/Assistant Section Officers/ Dealing Assistant

**Duration:** 2 days (27<sup>th</sup> to 28<sup>th</sup> October,2016).

**Course Code:** WND

**OBJECTIVE OF THE COURSE:** Participants will be able to:

- a) Apply functional approach to noting; and
- b) Draft an appropriate and effective communication in a given situation.

**METHODOLOGY:** Lecture – Case Studies – Discussion on actual problems faced in dealing with specific cases.

**ELIGIBILITY CONDITIONS:** Section Officers/Assistant Section Officers/ Dealing Assistants.

**COURSE CAPACITY:** 25

**COURSE FEE & OTHER EXPENSES:**

Capitation fee of Rs.2000/- (Rupees two thousand only) is charged from the trainees sponsored by organizations other than the Central Government. A/c Payee Bank draft/cheque is to be drawn in favour of "Assistant Director", ISTM, payable at New Delhi.

**ACCOMMODATION:**

ISTM has modest hostel facility available on twin sharing basis. The hostel rooms are available on first-cum-first-served basis only. Participants who would like to avail of hostel facility at ISTM may like to contact the Hostel Warden or the caretaker at Tel # 011-26172571 and Fax # 26104183. The family members of the participants are NOT permitted to stay at the hostel.

**ACCEPTANCE OF NOMINATION**

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. 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](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.

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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: 23.08.2016.  
24

OFFICE MEMORANDUM

**Sub:** Training Circular – Course on 'Gender Sensitization' (Code-GS-05) for US/SO/ASO of CSS/PS/PA of CSSS from 24<sup>th</sup> to 28<sup>th</sup> October, 2016, at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33079/01/2016-ISTM dated 22<sup>nd</sup> July, 2016 on the above mentioned subject.

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 24/9/2016. 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 22<sup>nd</sup> September, 2016 at 10.00A.M. positively.

Issued  
22/8



( 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, 3<sup>rd</sup> 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.

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फा.सं / FILE NO: A-33079/01/2016-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 - 011-26105592; टेलीफैक्स / FAX - 011-26104183

दिनांक /

Date: 22<sup>nd</sup> July, 2016

To

1. Secy. to the Govt. of India (All Ministries / Departments)
2. All Attached & Subordinate Offices.
3. All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Circular –Course on "Gender Sensitization" (Code-GS-05) for US/SO/Asstts. of CSS/PS/PA of CSSS from 24<sup>th</sup> to 28<sup>th</sup> October, 2016.

Sir,

A training programme on "Gender Sensitization" will be conducted by this Institute from 24<sup>th</sup> to 28<sup>th</sup> October, 2016. The details of the programme i.e. the Aim, 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](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. Letters from the sponsoring authority may be 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 may should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by **24<sup>th</sup> September, 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](http://www.istm.gov.in) one month prior to starting of the course and no separate communication by post would be issued.**

Encl: as above

Yours faithfully,

(Moloy Sanyal)

Deputy Director &

Course Director

Tel: 26105592

## COMMODATION

ISTM provides modest hostel facility where AC rooms are available on "first come first served" basis and subject to availability. The rooms are available on twin sharing basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Caretaker at Tel. No: 011—26172571. Family members of the participants are NOT allowed to stay in the hostel with the participants.

## COURSE FEE/CAPITATION FEE

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, or Pay & Accounts Officer, Department of Personnel & Training, 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. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

**Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. 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](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.**

### Note:

- i. **Organisations are requested to nominate a team of officers of at least two or three officers.**
- ii. **The officers will be selected for training should be aware of the present status of training in their organization.**
- iii. **<http://persmin.gov.in/otraining/NationalPolicy.pdf> Officers are requested to kindly go through the National Training Policy before coming the training.**

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: 23.08.2016.  
24

OFFICE MEMORANDUM

**Sub:** Two days Workshop on National Training Policy (NTP) to be held from 3<sup>rd</sup> November to 4<sup>th</sup> November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33058/02/2016-ISTMI dated 29.07.2016 on the above mentioned subject. This workshop is intended for eligible and interested 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 03/10/2016. 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 30<sup>th</sup> September, 2016 at 10.00A.M. positively.**

J. S. Saha  
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, 3<sup>rd</sup> 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.



फ.सं / FILE NO: F.No.A-33058/02/2016-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 - 011-26164285; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 29.7.2016

To

1. The Secretary of all Central Ministries/Departments
2. Head of all Attached/Subordinate Offices
3. Chief Secretaries of all States/Union Territories
4. All Central/National/State Training Institutions
5. All Central Public Sector Undertakings/Central Autonomous Bodies

**Subject: Two days Workshop on National Training Policy (NTP) to be held from 3<sup>rd</sup> November to 4<sup>th</sup> November, 2016 at ISTM, New Delhi.**

Sir,

I am directed to say that this Institute will be conducting a two days "Workshop on National Training Policy" from, 2016.

2. Details about the Workshop, eligibility criteria etc. is given in the Course Information Sheet, appended as Annexure. It is requested that nomination of eligible and interested candidates may be forwarded to the undersigned, latest by 3<sup>rd</sup> October, 2016. The Workshop will involve own time work and group activities. Therefore, nomination of only those officers who can attend on a full time basis from 09:00 hours till 17:30 hours and also devote time for own time work may be sent.

3. Nomination Forms may be filled up online at [www.istm.gov.in](http://www.istm.gov.in). A copy of the Nomination form so filled up may be printed and endorsed by the Sponsoring Authority. This printed and signed nomination form may be forwarded to the Course Director.

4. Only such candidates, whose nominations are accepted for the Workshop by this Institute, would be allowed to join the Course. It is, therefore, reiterated that **nominees should be relieved only after checking his/her name on the website of ISTM (istm.gov.in) and after receipt of acceptance letter from the Institute.** The acceptance letter will be sent to the sponsoring authorities and to the individual officers and also uploaded on ISTM website [www.istm.gov.in](http://www.istm.gov.in).

5. ISTM has a modest hostel facility with AC rooms on twin sharing basis, participants are advised to contact Hostel Caretaker (Tel No. 26172571) for hostel accommodation.

Yours faithfully,

Encl: Annexure

(K. Govindarajulu)  
Joint Director & Course Director

Tel No. 011-26164285

E mail: kg.rajulu@gov.in

## ANNEXURE

### NTP COURSE INFORMATION SHEET

Code : NTP  
Title : National Training Policy  
Duration : 2 days (From)

#### OBJECTIVES:

- ü At the end of the course, the participants will be able to:
- ü Describe the salient features of National Training Policy
- ü Describe competency framework.
- ü Describe Strategic Human Resource Management system
- ü Explain the Role of Ministries / Departments / Organizations and Role of Training Institutes
- ü Analyse the implication of the various provisions of the National Training Policy
- ü Identify issues for implementation of the policy.

#### TRAINING METHODS

The course will be conducted through highly participative methods including Group exercises, discussions and presentation by participants.

#### COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 25.

#### NOMINATIONS FOR THE COURSE

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him before 20/05/2016.

#### ACCEPTANCE OF NOMINATION

Selected applicants will be intimated about acceptance of their nominations and also informed of the date and time of reporting for training. The nominees are to be relieved for attending training only after receiving confirmation from us.

## COURSE INFORMATION SHEET

CODE : GS-05  
 TITLE : Gender Sensitization  
 DURATION : 5 Days (24.10.2016 to 28.10.2016)  
 VENUE : ISTM, JNU Campus (Old)

## 1. AIM OF THE PROGRAMME :

To sensitize the Group A/B Officers of CSS and PS/PA of CSSS about the Gender related issues.

## 2. BROAD CONTENTS OF THE COURSE:

- Ø Gender & Development Analysis.
- Ø Major Initiatives – Legal & Rule Provisions
- Ø Gender Roles
- Ø Domestic Violence
- Ø Environment at Workplace
- Ø Gender Budgeting

## 3. METHODOLOGY

We propose to adopt a totally participative approach and the methodology would include:

Case Studies, Film, Storytelling, Individual & Group Work besides discussion in plenary.

## 4. ELIGIBILITY CONDITION – The programme is meant for the officers of the level of Under Secretary, Section Officer &amp; Assistant in the Central Secretariat and PS/PA of CSSS. Officers of comparable status in the Central Govt. Offices/ State Govts. Autonomous Bodies, Public Sector Undertakings etc are also eligible.

## 5. COURSE CAPACITY : 25

## 6. COURSE FEE AND OTHER EXPENSES:

In the case of persons nominated from Public Sector Undertakings, Autonomous Bodies, a Capitation fee of Rs.2000/- (Rupees Two thousand only) will be charged. The capitation fee may be sent in the form of a Bank Draft/Cheque drawn in favour of 'Assistant Director, ISTM, New Delhi' or brought by the trainee concerned. Other participants of Central / State Government need not pay any course fee.

## 7. 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 **Caretaker or Hostel Warden at Tele. No.011-26172571**. Family members of the participants are NOT allowed to stay in the hostel with the participants

**NOTE:** Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://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](http://www.istm.gov.in).**

(16)

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: 23.08.2016.  
24

OFFICE MEMORANDUM

**Sub:** Workshop on 'Pay Fixation' for the Offices Dealing with Pay Fixation cases from 16<sup>th</sup> to 18<sup>th</sup> November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33063/02/2016-ISTM (WPF) dated 5<sup>th</sup> August, 2016 on the above mentioned subject. This workshop is intended for officials dealing with the pay fixation.

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 06/10/2016. 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 4<sup>th</sup> October, 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, 3<sup>rd</sup> 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.





2. Nomination form for the course may be filled online [http://www.istm.gov.in/home/online\\_nomination\\_form](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 letters may be sent separately by post. Alternatively, the participants may also mail scanned copies of their nomination after getting signed by their sponsoring authority to the mail id provided below.

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 should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 06<sup>th</sup> Oct, 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](http://www.istm.gov.in) one month prior starting of the course and no separate communication by post would be issued.

Encl: Annexure - I

Yours faithfully,

SD

(Praveen Prakash Ambashta)

Deputy Director & Course Director

Tel: 011-26185316; Mob: +91-9212501331

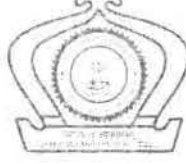
Email id: [ambashta.pp@nic.in](mailto:ambashta.pp@nic.in)

ANNEXURE-I

COURSE INFORMATION SHEET

TITLE Workshop on Pay Fixation for the Officers Dealing with Pay Fixation cases

DURATION 3 days (16<sup>th</sup> - 19<sup>th</sup> Nov, 2016)



फा.सं/ FILE No :A-33063/02/2016-ISTM (WPF)

भारत सरकार/ GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ9001:2008 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 - 011-26185316; टेलीफैक्स/ FAX - 011-26104183

Dated: 5<sup>th</sup> August, 2016

To

1. All Ministries / Departments of the Govt. of India
2. Head of Department, All Attached / Subordinate Offices
3. The Chief Controller of Accounts / Controller Offices
4. The Secretary, UPSC, Dholpur House, New Delhi

Subject : Workshop on "Pay Fixation" for the Officers Dealing with Pay Fixation cases from 16<sup>th</sup> to 18<sup>th</sup> Nov, 2016.

Sir,

A workshop on "Pay Fixation" will be conducted in this institute during 16<sup>th</sup>- 18<sup>th</sup> Nov, 2016 (3 days). Details of the objectives of programme, its content, eligible conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

AIM OF THE COURSE:

The participants will be able to apply pay fixation rules and procedures under different circumstances.

BROAD CONTENTS OF THE COURSE:

1. Applicability of various provision on Fixation of Pay under different circumstances
2. Fixation of pay w.e.f. the date of promotion and w.e.f. the date of next increment following promotion.
3. Financial Effects of Penalties.
4. Modified Assured Career Promotion (MACP)

METHODOLOGY: Lecture-Case Studies-Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITIONS : Any officials who may be considered for dealing with the pay fixation.

COURSE CAPACITY : 25

COURSE FEE & OTHER EXPENSES:

Capitation fee of Rs. 2000/- (Rupees Two Thousand Only) is charged from the trainees sponsored by organisations other than Central Government. Bank draft/cheque is to be drawn in favour of "Assistant Director", ISTM, New Delhi.

OTHER: Candidates whose nominations are accepted by Institute of Secretariat Training & Management shall be intimated accordingly.

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20

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: 23.08.2016.  
24

OFFICE MEMORANDUM

**Sub:** Workshop on Team Building & Leadership (WTBL) during 16<sup>th</sup> to 18<sup>th</sup> November, 2016 to be conducted by ISTM from 21<sup>st</sup> to 22<sup>nd</sup> November, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33083/01/2015-ISTM dated 18<sup>th</sup> August, 2016 on the above mentioned subject. **This workshop is designed for Group A & B Gazetted Officers working in the Ministries/Departments and senior and middle management in PSUs**

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 10/10/2016. 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 7<sup>th</sup> October, 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, 3<sup>rd</sup> 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, NICEF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 Notice Board.



#### CAPITATION FEE:

A capitation fee is payable for nominees from Public Sector Undertakings and Autonomous Bodies only. There is no capitation fee for nominees from Central / State Government Ministries / Department, Attached / Subordinate Offices, All Union Territory Administrations of Government of India. The per head capitation fee is Rs. 2,000/- (Rupees Two Thousand Only), which is to be paid by Account Payee Cheque / Demand Draft drawn in favour of "Assistant Director, Institute of Secretariat Training & Management, New Delhi", payable at New Delhi at the time of registration on the opening day of the course. Failure to make the payment during registration would render the admission of the officer automatically invalid.

#### HOSTEL ACCOMMODATION:

ISTM has a modest hostel facility where rooms are available on twin sharing first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact the Caretaker or Hostel Warden at Tele Fax No.011-26172571. **Family members of the participants are NOT allowed to stay in the hostel with the participants.**

**NOTE: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.**

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

Yours faithfully,

Encl: Annex I

(K.H. Sivaramakrishnan)  
Assistant Director &

Course Director

#### **ANNEXURE-I**

**Programme Title** : Workshop on Team Building & Leadership (WTBL-03)  
**Venue** : ISTM Campus, JNU Campus (Old),  
Olof Palme Marg, New Delhi-110067.  
**Course Director** : K.H. Sivaramakrishnan, Assistant Director

#### **AIM OF THE WORKSHOP:**

To help the participants to –

1. Identify the evidence regarding the effectiveness of teams in organisations.
2. Identify the role and styles of leadership process in organisation.

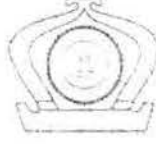
#### **LEVEL & TYPE OF PARTICIPANTS**

The workshop is designed for Group A & B Gazetted Officers in Ministries /Departments and senior and middle management in PSUs.

#### **METHODOLOGY**

The workshop will be run on highly participative individual & Group Exercises. Working lunch and tea snacks will be provided to all participants during the workshop.

**COURSE CAPACITY** : 30 Maximum



फा.सं / FILE NO: A- 33083/1/2015 -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 - 011-26165593; टेलीफैक्स / FAX - 011-26104183

Dated 18th August, 2016

To

1. All Ministries/Departments of the Govt. of India
2. All Attached Offices 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 PSUs.

**Subject: - Workshop on Team Building & Leadership (WTBL) during 16<sup>th</sup> to 18<sup>th</sup> November, 2016**

Sir,

This Institute will be conducting a three days "Workshop on Team Building & Leadership" during 16<sup>th</sup> to 18<sup>th</sup> November, 2016.

2. Details of the training programme, eligibility requirements and facilities available are given at Annexure-I. **The participants need to send their nominations compulsorily through online in ISTM website ([www.istm.gov.in](http://www.istm.gov.in)) and thereafter take print out of the same and send it duly countersigned by the sponsoring authority latest by 10<sup>th</sup> October, 2016.** The training programme will involve own time and group activities, Therefore, nomination of only those officers who can attend on a full time basis from 09:00 hours till 17:30 hours and also devote time for own time work may be sent.

3. Only such candidates, whose nominations are accepted for the training programme by Institute of Secretariat Training & Management, would be allowed to join the programme. It is, therefore, reiterated that **nominees should be relieved by the sponsoring authority only after seeing the list of accepted nominations on ISTM's website, receiving the e-mail and SMS alerts.** The list of accepted nominations will be uploaded on the website. Hence, the e-mail ID of both the nominee and the sponsoring authority and Mobile numbers are compulsory.

4. ISTM has hostel facility with AC and Non-AC rooms on twin sharing basis. Participants are advised to contact Hostel Warden (Tel No. 26177058) or Caretaker (Tel No. 26172571) for hostel accommodation.