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1	FILE NO.A-48-1/2016-ADMN.III(i), 27.01.2016	TWO DAYS WORKSHOP ON NATIONAL TRAINING POLICY TO BE HELD FROM 28-03-2016 TO 29-03-2016 AT ISTM NEW DELHI
2	FILE NO.A-48-1/2016- ADMN.III(ii), 27.01.2016	TRAINING CIRCULAR-SPECIAL PROGRAMME ON PENSION AND OTHER RETIREMENT BENEFITS (PRB-2) FOR ASST. SECTION OFFICERS DEALING WITH PENSION CASES AT ISTM FROM 04-04-2016 TO 07-04-2016.
3	FILE NO.A-48-1/2016- ADMN.III(iii), 27.01.2016	TRAINING COURSE ON "GOOD GOVERNANCE" TO BE HELD FROM 25-04-2016 TO 29-04-2016 AT ISTM.
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5	FILE NO.A-48-1/2016- ADMN.III(v), 27.01.2016	TRAINING CIRCULAR FOR ADMINISTRATIVE VIGILANCE(AV-3-04) FROM 14-03-2016 TO 25-03-2016 AT ISTM NEW DELHI.

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

Dated: 27.01.2016.

OFFICE MEMORANDUM

Sub: Two days Workshop on National Training Policy (NTP) to be held from 28th and 29th March, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33051/03/2015-ISTM dated 28.12.2015 on the above mentioned subject. Eligible and interested officers may be nominated. The workshop will involve own time work and group activities.

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 sponsoring authority before applying online. **Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 28.02.2016.**

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 26.02.2016 positively.**



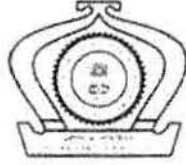
(P. P. Saha)

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 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फ.सं / FILE NO: F.No.A-33051/03/2015-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 - 011-26185312; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 28th December, 2015

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 28th and 29th March, 2016 at ISTM, New Delhi.

Sir,

I am directed to say that this Institute will be conducting a two day "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 28th, February, 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. Nominations Forms may be filled up online at 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 checking his/her name on the website of ISTM (istm.gov.in) and or 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 in ISTM 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 I



(K. Govindarajulu)
Joint Director & Course Director

Tel No. 011-26164285

E mail: kg.rajulu@nic.in

ANNEXURE-I

NTP COURSE INFORMATION SHEET

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

OBJECTIVES:

At the end of the course, the participants will be able to:

- Describe the salient features of National Training Policy
- Describe competency framework.
- Describe Strategic Human Resource Management system
- Explain the Role of Ministries / Departments / Organizations and Role of Training Institutes
- Analyse the implication of the various provisions of the National Training Policy
- 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 09/01/2016.

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.

ACCOMMODATION

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. 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.**

LAST DATE FOR RECEIVING APPLICATIONS:

Website: www.istm.gov.in (Note: Send your nominations online only)

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

Dated: 27.01.2016.

OFFICE MEMORANDUM

Sub: Training Circular- Special Programme on Pension & Other Retirement Benefits (PRB2) for Assistant Section Officers dealing with Pension cases at ISTM from 04th – 07th April, 2016.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33069/1/2016-ISTM dated 06.01.2016 on the above mentioned subject. **The course is designed for Assistant Section Officers in the Central Secretariat and officials of equivalent level in other offices of the Central Government, State Government, UT Administration, PSUs, Constitutional Bodies and Autonomous Bodies etc dealing with Pension matters.**

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%20nomination%20form). It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. **Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 29.02.2016.**

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 26.02.2016 positively.**



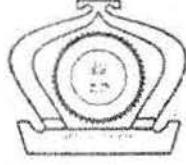
(P. P. Saha)

Under Secretary to the Government of India
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Encl: As Above

To

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- 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
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- 15 Notice Board.



फा.सं / FILE NO: A-33069/1/2016-ISTM

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

दूरभाष / TELEPHONE - 011-26104038; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 06th January, 2016

To

Secy. to the Govt. of India (All Ministries / Departments)

The Secretary, UPSC

Chief Secretaries of Administration of Union Territories

The Chief Controller of Accounts/Controller of Accounts (All Ministries/Departments)

The Head of Department, All Attached & Subordinate Offices,

All Public Sector Undertakings

All Central Autonomous Bodies

Subject : Training circular – Special Programme on Pension & Other Retirement Benefits (PRB2) for Assistant Section Officers dealing with Pension cases at ISTM from 04th – 07th April, 2016.

Sir,

Special Programme on Pension & Other Retirement Benefits for Assistant Section Officers dealing with Pension cases (PRB2) will be conducted in this institute during 04th – 07th April, 2016 (4 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. 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 **29th February, 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 one month prior starting of the course and no separate communication by post would be issued.

Encl: Annexure - I

Yours faithfully,



(Praveen Prakash Ambashta)
Deputy Director & Course Director
Email ID: ambashta.pp@nic.in
Tel: 011-26185316
Mob: 9212501331

COURSE INFORMATION SHEET

Code : PRB2-07
Title : Special Programme on Pension and other Retirement Benefits for Assistant Section Officers dealing with Pension cases.
Duration : 4 days (04th – 07th April, 2016)

AIM OF THE COURSE:

The objectives which the above Training Programme seeks to achieve are broadly to help the participants to:-

- a) Acquire a detailed knowledge and understanding of the provisions of the Central Civil Services (Pension) Rules, 1972, Central Services (Commutation of Pension) Rules, 1981, General Provident Fund (Central Services) Rules, 1960 Central Govt. Employees Group Insurance Scheme, 1980 and New Pension Scheme, Leave Encashment etc.
- b) Develop an understanding and in-depth knowledge of the procedure relating to determination and authorization of pension, retirement gratuity, death gratuity and family pension;
- c) Share and exchange of practical experience and ideas in dealing with day-to-day problems in relation to grant of pension and other post retirement benefits; and
- d) Sharpen their professional skills for the proper determination and authorization of the benefits due to the pensioners.

BROAD CONTENT OF THE COURSE:

- Scope and applicability of the Central Civil Services (Pension) Rules, 1972
- Calculation of qualifying Service, average emoluments, determination and authorization of the amounts of pensionary benefits
- Preparation of pension papers on retirement and on death of a Govt. servant
- Provisions relating to TA on Retirement/Death of a Govt. Servant
- Provisions relating to encashment of leave
- Scope and applicability of the General Provident Fund (Central Services) rules, 1960
- Provisions relating to Central Govt. Employees Group Insurance Scheme
- Overview relating to New Pension Scheme

METHODOLOGY

Lecture and Discussion method with case illustrations, wherever required, will be used. The participants will also have an opportunity of discussing actual problems faced by them in dealing with the specific cases in their organization.

PARTICIPANTS (ELIGIBILITY CONDITIONS)

Officials / Staff of various Ministries/Departments dealing with Pension and other Retirement benefits and of equivalent levels in the Attached Offices of the Govt. of India.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 25-30.

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 **29th February, 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.

ACCOMMODATION

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. They may be relieved only after receipt of such intimation from ISTM.

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

Dated: 27.01.2016.

OFFICE MEMORANDUM

Sub: Training Course on "Good Governance" to be held from 25/04/2016 to 29/04/2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33042/1/2016-ISTM dated 18.01.2016 on the above mentioned subject. **The course is intended for Group A and Group B officers working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India, State Governments and Autonomous Bodies.**

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 sponsoring authority before applying online. **Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 15.03.2016.**

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 14.03.2016 positively.**



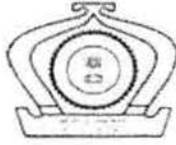
(P. P. Saha)

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
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- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
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- 8 Director (WMO), DoT, 3rd Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
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- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
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- 15 Notice Board.



फासं. / FILE NO: A-33042/1/2016-ISTM

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

दूरभाष / TELEPHONE - 011-26102597; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 18th January, 2016

To

1. All Ministries/Departments of the Govt. of India
2. The Comptroller and Auditor General of India, New Delhi
3. The Secretary, Union Public Service commission, New Delhi
4. The Secretary, Election Commission, New Delhi
5. All Attached Offices of the Govt. of India
6. All Union Territory Administrations
7. All Subordinate Offices of the Govt. of India.
8. All Autonomous Bodies.

Subject: Training Course on "Good Governance" to be held from 25/04/2016 to 29/04/2016 at ISTM, New Delhi

Sir,

This Institute will be conducting a five-days' training course on "Good Governance" from 25/04/2016 to 29/04/2016.

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) and thereafter take print out of the same and send it duly countersigned by the sponsoring authority latest by 15th March, 2016.** The link to the online form is http://www.istm.gov.in/home/online_nomination_form.

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 and Mobile numbers of both the nominee and the sponsoring authority 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. 26172571) for hostel accommodation.

Encl: Annexure-I

Yours faithfully,

(Vadali Rambabu)
Deputy Director &

Course Director

Tel.: 26102597

ANNEXURE-I

Programme Title : Good Governance (GG-04)
Duration : 5 Days (25.04.2016-29.04.2016)
Venue : ISTM Campus, JNU Campus (Old),
Olof Palme Marg, New Delhi-110067.
Course Director : Vadali Rambabu, Deputy Director

AIM OF THE WORKSHOP

In the context of responsive, citizen-friendly and transparent government, the terms "governance" and "good governance" are being increasingly used. As Government employees are the main instruments of delivery of services to the people, the course on Good Governance has been designed to provide a practical framework, in which participants are encouraged to reflect upon their role and the roles of their organisations in providing services to the people and think of ways to improve their services.

LEVEL & TYPE OF PARTICIPANTS

This course is intended for Group A and B officers working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India, State Governments and Autonomous Bodies.

METHODOLOGY

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

COURSE CAPACITY : 30

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.

(iv)

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: 27.01.2016.

OFFICE MEMORANDUM

Sub: One day Workshop on "Disposal of Appeal under RTI" to be held on 4th March, 2016 (Friday) at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33039/7/2014-ISTM dated 01.01.2016 on the above mentioned subject. **The course is designed for officers senior in rank to the PIOs in various public authorities having the responsibility to function as appellate authority under RTI Act, 2005.**

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 sponsoring authority before applying online. **Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 13.02.2016.**

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 10.02.2016 positively.**



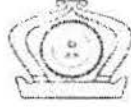
(P. P. Saha)

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, NICEF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फा.सं / FILE NO:A33039/7/2014-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 - 011-26161375; टेलीफैक्स / FAX - 011-26104183

दिनांक / Date: 1st January, 2016

To

1. All Central Ministries / Departments
2. All Attached / Subordinate Offices
3. All Public Sector Undertakings

Sub:- One day Workshop on "Disposal of Appeal under RTI" to be held on 4th March, 2015 (Friday) at ISTM, New Delhi.

Sir / Madam,

The Institute of Secretariat Training and Management will be conducting a One day "Workshop on Disposal of Appeal under RTI" on **4th March, 2015** for officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005.

2. The aim of the workshop is to provide to the first appellate authorities under RTI Act 2005, a platform to discuss various nuances of considering an appeal against the decision of the Public Information Officer.

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-1 may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other institute should not be nominated for this programme.

4. Nomination (s) in the prescribed proforma may kindly be sent to the undersigned so as to reach latest by **13th February, 2015**. However, it is compulsory to fill the nomination form online through ISTM website (www.istm.gov.in). The receipt of nomination does not guarantee admission of an officer in the course. Therefore, the officer(s) concerned should be relieved for attending the programme only after receipt of specific confirmation regarding acceptance of the nomination.

Yours faithfully,

1. Workshop brochure



(SATYAJIT MISHRA)

JOINT DIRECTOR & COURSE DIRECTOR

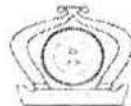
Annexure-1

Workshop

On

Disposal of Appeal
under
RTI

(4th March, 2015)



Institute of Secretariat Training and Management

Government of India

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel and Training

JNU Old Campus, Olof Palme Marg

New Delhi – 110 067.

Website: <http://www.istm.gov.in>

The Institute

ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource center in the country for strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several "Master Trainers" and "Recognised Users" as national resource persons in the area of training techniques.

The Right to Information Act, 2005 came into force on 12 October 2005 to provide for setting out the practical regime of Right to Information for citizen to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority. With a view to facilitating smooth implementation of the Act, the Training Division, Department of Personnel and Training (DoPT), has entrusted to ISTM, New Delhi, the task of capacity enhancement initiative. Accordingly, the Institute has already conducted large number of Workshops for various levels of functionaries in the Government belonging to public authorities. With this experience, ISTM has a set of dedicated and knowledgeable faculty on every detail in the Right to Information Act, 2005.

The Need

In the Right to Information Act 2005 a 2-layer provision of appeal against the decision of the PIO has been included. The first appeal is to be considered departmentally by an officer senior in rank to the PIO and the second and final appeal rests with the Central Information Commission.

Several first appellate authorities have attended workshops at ISTM and have validated training module delivered by ISTM for equipping the first appellate authorities with requisite skills.

The Workshop

The Workshop on Disposal of Appeal under RTI will cater, comprehensively, to the functional needs of the senior officers designated by public authorities to consider appeals against the decisions of their PIOs.

Level of Participants

Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005.

Duration

One day (0930 hrs – 1700 hrs).

Aim

With a view to strengthening the first check post of RTI regime of transparency of information, the Workshop aims to provide to the first appellate authorities a platform to discuss various nuances of considering an appeal against denial of information.

Objectives

By the end of this workshop, the participants will be able to:

- ✓ Admit a fully referenced appeal;
- ✓ Scan CPIOs action on original request for information; and
- ✓ Respond through a speaking order.

Course Contents

- ✓ Details of appeal by a requester or a third party.
- ✓ Grounds for appeal.
- ✓ Consideration of appeal.

Methodology

With a view to generating a learning environment the Workshop would be conducted through highly participative training methods including experience sharing, problem solving and presentations.

Language

The proceedings of the workshop will be in mixed language of Hindi and English.

Capacity: 25 (Twenty Five)

Faculty

The Workshop will be implemented by the professionally competent in-house faculty of the Institute.

COURSE FEE:

Capitation fee of Rs.2000/- for each participant is being charged from the candidates sponsored by organizations other than the Central Govt. or State Govt., (e.g. Public Sector Undertakings/ Autonomous Bodies) candidates. It may please be ensured that they bring with themselves a Bank Draft of Rs.2000/- in favour of Assistant Director, ISTM or the Pay & Accounts Officer, Department of Personnel & Training, (ISTM Account), New Delhi towards capitation fee.

HOSTEL FACILITIES:

ISTM provides modest hostel facility, where rooms are available on first-cum-first-served basis. **The family members of the participants are NOT permitted to stay at the hostel.** Participants who would like to avail of hostel facility at ISTM may like to contact the Hostel Warden or the caretaker at the address given below:

Sh. L.R. Yadav,
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 # 26177058, Telefax: (011) – 26104183,

Nomination

Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach:

Sh. Satyajit Mishra,
Joint Director & Course Director
Institute of Secretariat Training and Management,
Department of Personnel and Training,
R.No. 106, Administrative Block,
JNU Old Campus, Olof Palme Marg,
New Delhi – 110 067.

Tel. No. 26161375, Mob. 9999137223 Telefax: (011) – 26104183

Dates:

- The Workshop will be conducted at ISTM on: **4th March, 2015**
- Last date of receipt of nominations: **13th February, 2015**

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

Dated: 27.01.2016.

OFFICE MEMORANDUM

Sub: Training Circular for Administrative Vigilance (AV-3-04) from 14th March – 25th March, 2016, at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33058/4/2016-ISTM dated 06.01.2016 on the above mentioned subject. **The course is designed for Assistant Section Officers in the Central Secretariat and officials of equivalent level in other offices of the Central Government, State Government, UT Administration, PSUs, Constitutional Bodies and Autonomous Bodies etc dealing with Vigilance matters.**

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%20nomination%20form). It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. **Nomination form of the eligible persons duly countersigned by the sponsoring authority complete in all respect should reach ISTM latest by 12.02.2016.**

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 10.02.2016 positively.**



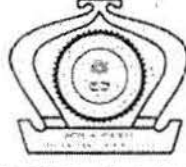
(P. P. Saha)

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 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फा.सं / FILE NO: A-33058/4/2016

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: 06th January, 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 circular for Administrative Vigilance (AV-3-04) from 14th March - 25th March, 2016.

Sir,

Administrative Vigilance (AV-3) will be conducted in this institute during 14th March - 25th March, 2016 (2 weeks). 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. 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 **12th February, 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 one month prior starting of the course and no separate communication by post would be issued.

Encl: Annexure - I

Yours faithfully,



(Praveen Prakash Ambashta)
Deputy Director & Course Director
Email ID: ambashta.pp@nic.in
Tel: 011-26185316
Mob: 9212501331

COURSE INFORMATION SHEET

Code : AV-3
Title : Training Programme in Administrative Vigilance-Disciplinary Procedure-3
Duration : 2 weeks (From 14th March to 25th March, 2016)

AIM OF THE COURSE:

To develop the skills required for dealing hand working in the discipline and vigilance section/unit of their respective organisation.

BROAD CONTENTS OF THE COURSE:

- Constitutional provisions relating to disciplinary proceedings
- Principles of Natural Justice
- Preventive vigilance
- Appointing Authority
- Appointment, role and functions of Inquiry Officers and Presenting Officers & Defence Assistant
- Preliminary Investigation
- Suspension & Deemed Suspension (Effect, entitlements, duration, etc.)
- Drafting of charge Sheet
- Conduct of inquiry
- Evaluation of Evidence
- Drafting of Inquiry report
- Action on Inquiry Report
- Misconduct and remedial action
- Special Provisions
- Financial Effects of penalty
- Appeal, Review and Revision
- The Prevention of Corruption Act, 1988 (incl. salient features of the PCA Bill, 2013)
- The Lokpal and Lokayukta's Act, 2013
- Role and function of CBI and CVC

METHODOLOGY

The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

ELIGIBILITY CONDITIONS:

The programme is meant for **Assistant Section Officers in the Central Secretariat and officials of equivalent level** in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies, and Autonomous Bodies etc. **dealing with Vigilance matters.**

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 **12th February, 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.

ACCOMMODATION

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. 4000/- 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. They may be relieved only after receipt of such intimation from ISTM.