



“हर काम देश के नाम”

कार्यालय रक्षा लेखा महानियंत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

प्रशिक्षण एवं विकास केंद्र (सेंद्राड)

CENTRE FOR TRAINING AND DEVELOPMENT (CENTRAD)
NEAR ARMY BASE HOSPITAL, BRAR SQUARE,
DELHI CANTT.-110010

फोन/Ph : 011- 25682457, 25694268/98 फैक्स/Fax : 011-25694308

ईमेल/E- mail : trgdiv- brar.cgda@nic.in



No. TD/AN/1013/Trg-E1/2023-24
To

Dated : 18.01.2024

1. All PCsDA/CsDA
2. All PIFAs/IFAs

(Through WAN only)

Subject: Training Programmes conducted by ISTM New Delhi.

ISTM, under the Deptt. of Personnel & Training (DoPT), is organizing the under mentioned Training Programmes for the officers of Ministries/Departments of Govt. Of India:

Sl No	Name of course	Period of course	Last date for submissi on of nominati on	Level of officers required for nomination	Mode of Trainin g
i	Two- day Orientation Training Programme on “ Preventive Vigilance” to be held through OnlineMode from 19th to 20th Feb, 2024-regarding.	19/02/24 - 20/02/24	31/01/2024	Group A&B Officers of Government of India, Attached and Subordinate Offices, Central/ Autonomous bodies/Statuary Organizations etc. and State Governments, State Autonomous/Statutory Bodies etc.	Online
ii	Training Course / Workshop on “Right to information- Public Information Officers (RTI- PIO-36)”to be held-from 04 to 06 th March 2024.	04/03/24– 06/03/24	05/02/2024	The programme is specially meant for PIO,Group A&B Officers of Government of India,PSUs/Autonomous Bodies etc.	Online
iii	Online Training Course / Workshop on Orientation Training Programme on PFMS (OTP-PFMS-07)	14/03/24– 15/03/24	01/03/2024	The programme is meant for ,Group A&B Officers in Central Secretariat,State Government , Central Autonomous Bodies etc.	Online
iv	One day Online Workshop on “Right to information Act for Appellate Authorities (RTI-AA-21) to be conducted on 5th March 2024 (Re-Scheduled).	05/03/24	20/02/2024	Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act,2005.	Online

v	Workshop on Pay Fixation (WPF-30) (Online) to be conducted from 18th -20th March 2024-reg.	18/03/24– 20/03/24	28/02/2024	Senior Officers/ASOs or equivalent officials dealing with pay fixation.	Online
vi	Three days Online Training Programme on "Records Management for Right to information" (RM-RTI-18) scheduled to be held from 26th to 28th March 2024- regarding.	26/03/24– 28/03/24	28/02/2024	Section Officers/ Record Officers/ Asst. Section Officers working in Ministries, Departments, Attached Officers and Subordinate Officers of the Government of India.	Online

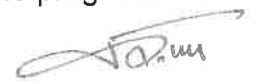
2. **Nomination form** for the above workshop/training is to be filled by the officials nominated through ISTM website link as mentioned in their notification (copy enclosed). The sponsoring letters may be sent to ISTM separately by Email/Fax. A copy of course details is enclosed herewith for ready reference.

3. There is no course fee for officers of the Central Government.

4. As all six courses are in **online mode** so only such officers should be nominated who may attend these programmes on whole time basis and having proper internet connectivity and Computer/Laptop facility. Any officers/officials, who has already attended similar workshop/training conducted by ISTM, may not be nominated. Nominations of eligible officials complete in all respects should reach ISTM latest by above mentioned date as indicated in para 1 above.

5. The names of the selected candidates will be published on ISTM website (www.istm.gov.in) and no separate communication to the participants will be issued. Therefore all sponsoring authority should ensure that only those candidates whose name appear on the website should be relieved for the course.


6. A copy of the nomination detail may also be forwarded to this section for our record. The nominated officers may also be directed to submit soft copy of the material, received from ISTM during training, to CENTRAD along with Feedback report of the programme.


(Varun Nayyar)
Sr. ACGDA(Trg)

Copy to :

(i) The Officer-in-Charge : For uploading on WAN please.
IT&S Wing, CGDA HQrs.

(ii) The Officer-in-Charge : For nomination of one officer in each course who
AN-IV Section, CGDA HQrs is dealing with such work in this office.


(Varun Nayyar)
Sr. ACGDA(Trg)

Email

CENTRAD BRAR SQUARE

Fwd: Two days Orientation Training Programme on "Preventive Vigilance" to be held through Online Mode from 19th to 20th Feb, 2024 – regarding.

From : AN-III (Section), O/o CGDA <aniii.cgda@nic.in>

Thu, Jan 11, 2024 05:05 PM

Subject : Fwd: Two days Orientation Training Programme on "Preventive Vigilance" to be held through Online Mode from 19th to 20th Feb, 2024 – regarding.

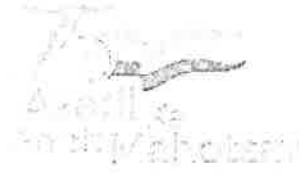
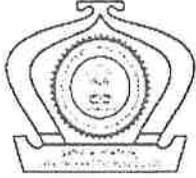
To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

From: "ISTM" <noreply-istm@nic.in>

To: anandswaroop1959@gmail.com

Sent: Thursday, January 11, 2024 4:15:07 PM

Subject: Two days Orientation Training Programme on "Preventive Vigilance" to be held through Online Mode from 19th to 20th Feb, 2024 – regarding.



फा.सं / FILE NO: Y-14016/2/2023-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Put up on file
SAB/110

Date: 29-12-2023

To

Joint Secretaries (Admn.) of all Ministries / Departments of Government of India
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: Two days Orientation Training Programme on "Preventive Vigilance" to be held through Online Mode from 19th to 20th Feb, 2024 – regarding.

Madam/Sir,

I am directed to to say that Institute of Secretariat Training & Management will be conducting Two days orientation training programme on "Preventive Vigilance" through **Online** Mode from 19th to 20th Feb, 2024 for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organisation of Government of India are requested to nominate suitable Officers to

attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill the form online. The last date for receiving of online nominations is **31st Jan, 2024**.

3. Names of selected candidates, whose nominations are sponsored by their organisations, will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. Only such officials may be nominated who can attend this programme on whole time basis and having proper internet connectivity and Computer /Laptop facility. 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 training course / workshop conducted by ISTM should not be nominated.

Encl: ANNEXURE-I

Yours faithfully,

Sd/-

(Anjali Rana)

Assistant Director & Course Director

Email – anjali.edu@nic.in

Tel: 26737518

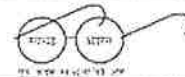
ANNEXURE-I

COURSE INFORMATION SHEET

COURSE CODE	OTP - PV - 10
COURSE TITLE	Two Days Orientation Training Programme on Preventive Vigilance (Online Mode)
Duration	02 days (19 th to 20 th February, 2024)
AIM OF THE COURSE	The present Orientation Training Programme on Preventive Vigilance is an initiative to sensitize the concerned officers about the importance of Preventive Vigilance and various steps to be taken for prevention of corruption in the Organisation. The course also aims to discuss the role of CVC and the vigilance wings of the organisations in Preventive Vigilance.
METHODOLOGY	Lectures/ power point presentations, Exercises and discussion through Online Mode
COURSE CAPACITY	The maximum number of participants that can be admitted to the Course is 40.
ELIGIBILITY CONDITIONS	Group A and B officers of Government of India, Attached and Subordinate offices, Central Autonomous

	bodies/Statutory Organizations etc. and State Governments, State Autonomous/Statutory Bodies etc.
COURSE FEE	<p>No course fees is payable by officers of Central Govt./ State Govt./UT Administration and its Attached /Subordinate offices.</p> <p>A Course fee of Rs,2,000/- per participant will be charged in respect of employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.</p> <p>Course fee is required to be paid through Online payment mode after the participation is confirmed and before the commencement of the course.</p> <p>Fees is payable to PAO (DP & AR) as per details given below:-</p> <p style="text-align: center;">Website – Bharatkosh.gov.in</p> <p style="text-align: center;">Ministry – Personnel. P.G & P</p> <p>If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.</p>
LAST DATE	31 st Jan, 2024

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE – <https://www.istm.gov.in>; टेलीफोन / FAX – 011-26104183; ई-मेल / E-Mail – istm@nic.in



Email

CENTRAD BRAR SQUARE

Fwd: Training Course / Workshop on "Right to Information - Public Information Officers (RTI-PIO-36)" to be conducted from 04th to 06th March, 2024.

From : CGDA Office <cgda@nic.in>

Fri, Jan 12, 2024 12:45 PM

Subject : Fwd: Training Course / Workshop on "Right to Information - Public Information Officers (RTI-PIO-36)" to be conducted from 04th to 06th March, 2024.

To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

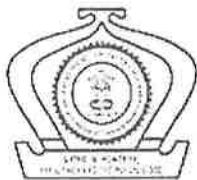


From: "ISTM" <noreply-istm@nic.in>

To: cgas-chn@icg.gov.in

Sent: Friday, January 12, 2024 12:25:59 PM

Subject: Training Course / Workshop on "Right to Information - Public Information Officers (RTI-PIO-36)" to be conducted from 04th to 06th March, 2024.



फा.सं / FILE NO: Y-21011/8/2023-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 29-12-2023

To

Joint Secretaries (Admn.) of all Ministries / Departments of Government of India
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 Course / Workshop on "Right to Information - Public Information Officers (RTI-PIO-36)" to be conducted from 04th to 06th March, 2024.

Madam/Sir,

I am directed to say that a 3 days Training Course / Workshop on "Right to Information - Public Information Officers (RTI-PIO-36)" will be conducted through **Online Mode** from 04th March to 06th March, 2024. Details of the objectives of the course / workshop, eligibility conditions, and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop 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 approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email or speed post.

3. 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **05th February, 2024**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded on ISTM website [https://www.istm.gov.in/home/view all nomination acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) and no separate communication by post would be issued. Therefore, the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in

Encl: ANNEXURE-I

Yours faithfully,

Sd/-

(Anjali Rana)

Assistant Director & Course Director

Email – anjali.edu@nic.in

Tel: 26737518

ANNEXURE-I

COURSE INFORMATION SHEET

Title : **Online Training programme on "Right to Information for PIO's"**
(RTI-PIO-36)

Duration : **3 days (04th to 06th March, 2024)**

Objectives:

- . Overview of the RTI Act, 2005
- . Salient features of RTI Act & Obligation of the Public Authorities
- . Duties of CPIOs/ APIOs
- . Exemptions under RTI Act, 2005
- . Discloseable / Non-Discloseable to information & case discussion
- . RTI-MIS
- . Action of Appeals & Role of FAA
- . Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- . Record Management of RTI

METHODOLOGY

The programme will be organised on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

ELIGIBILITY CONDITION –

The programme is specially meant for PIO, Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

COURSE CAPACITY:

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

Course Fee and Other Expenses:

There is no capitation fee for Central Govt. & State Govt. officers. A capitation fee of **Rs. 3,000/-** (Rupees Three Thousand Only) 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 Online payment mode after the participation is confirmed and before the commencement of the course.

Fees is payable to PAO (DP & AR) as per details given below:-

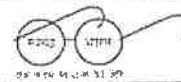
Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

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.**

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE – <https://www.istm.gov.in>; टेलीफैक्स / FAX – 011-26104183; ई-मेल / E-Mail – istm@nic.in



Email

CENTRAD BRAR SQUARE

Fwd: Online Training Course / Workshop on Orientation Training Programme on PFMS (OTP-PFMS-07) to be conducted from 14th – 15th March, 2024

From : AT Coord Section CGDA HQrs <atcoord.cgda@gov.in>

Thu, Jan 11, 2024 05:31 PM

Subject : Fwd: Online Training Course / Workshop on Orientation Training Programme on PFMS (OTP-PFMS-07) to be conducted from 14th – 15th March, 2024

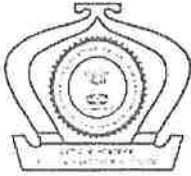
To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

From: "ISTM" <noreply-istm@nic.in>

To: "ast mgr canteen" <ast.mgr.canteen@mcf.gov.in>

Sent: Thursday, January 11, 2024 3:24:27 PM

Subject: Online Training Course / Workshop on Orientation Training Programme on PFMS (OTP-PFMS-07) to be conducted from 14th – 15th March, 2024



Put up on file.

Sd/-



सिद्धिदीक्षा
अमृत महोत्सव

फा.सं / File No: Y- 19017/1/2024-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 08.01.2024

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: Online Training Course / Workshop on **Orientation Training Programme on PFMS (OTP-PFMS-07) to be conducted from 14th – 15th March, 2024**

Sir/Madam,

I am directed to say that a training course / workshop "**Orientation Training Programme on PFMS**" will be conducted at this Institute from **14th – 15th March, 2024 (2 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop 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 approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **01st March, 2024**

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

Rajesh Singh)
Deputy Director & Course Director
Email ID: r.singh25@gov.in
Tel: 0112673 7611

Annexure – I

WORKSHOP INFORMATION SHEET

Code	:	OTP-PFMS-06
Course Title	:	Orientation Training Programme on PFMS
Duration	:	2 Days (14 th – 15 th March, 2024)
Aim	:	To develop skills required for the work in the PFMS

Methodology : The workshop Shall be conducted through online in participative mode, including lecture and discussion on real life problems in PFMS

Eligibility Conditions : The programme is meant for Group 'A' and 'B' officers in Central secretariat, state Government, Central Autonomous Bodies etc.

Programme capacity : 40

ACCEPTANCE OF NOMINATION

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.

COURSE FEE/CAPITATION FEE

A Course fee of Rs. 2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/ Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

Procedure of Bharat Kosh

Website : Bharatkosh.gov.in

Ministry : Personnel, P.G. & P

Purpose : Course fee in ISTM

HOSTEL ACCOMMODATION

Since the course will be held through online mode and participants will be attending the course from their respective offices/home, hostel accommodation will not be required.

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 www.istm.gov.in regularly.

Email

CENTRAD BRAR SQUARE

Fwd: One Day ONLINE Workshop on "Right to Information Act for Appellate Authorities (RTI-AA-21) to be conducted on 5th March, 2024(Re-scheduled).

From : AN-III (Section), O/o CGDA <aniii.cgda@nic.in>

Thu, Jan 11, 2024 05:11 PM

Subject : Fwd: One Day ONLINE Workshop on "Right to Information Act for Appellate Authorities (RTI-AA-21) to be conducted on 5th March, 2024(Re-scheduled).

To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

From: "ISTM" <noreply-istm@nic.in>

To: "anand jain72" <anand.jain72@nic.in>

Sent: Thursday, January 11, 2024 3:25:11 PM

Subject: One Day ONLINE Workshop on "Right to Information Act for Appellate Authorities (RTI-AA-21) to be conducted on 5th March, 2024(Re-scheduled).

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: - One Day **ONLINE** Workshop on "Right to Information Act for Appellate Authorities (RTI-AA-21) to be conducted on 5th March, 2024(Re-scheduled).

Madam/Sir,

This Institute will be conducting a One-day Online workshop on 'Right to Information Act for Appellate Authorities' for Officers senior in rank to the PIOs in various public authorities, having the responsibility to function as appellate authority under RTI Act, 2005 on 5th March, 2024. The mode of Training will be **THROUGH ONLINE MODE**.

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 20th Feb, 2023. The link to the online form is https://www.istm.gov.in/home/online_nomination_form.

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 Institution should not be nominated for this programme.

4. 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 and / or receiving the e-mail and SMS alerts.

5. Since the training programme will be held through **ONLINE MODE**, participants will be attending the course from their respective office/home, thus there is no need to visit this institute to attend the training programme. The participants should have access to a Laptop/ Desktop with good internet connectivity to pursue the programme. The list of accepted nominations will be uploaded prior to starting of the course and

no separate communication by post would be issued. Hence, the e-mail ID and Mobile numbers of both the nominee and the sponsoring authority are compulsory.

Encl: Annexure- I

Yours faithfully

Sd/-

(Bhagaban Padhy)
Deputy Director & Course Director
E mail:-bpadhy@nic.in
Tel: 011-26737512

Annexure –I

RTI-AA-20: Course Information Sheet

The Institute	<p>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 "Recognized Users" as national resource persons in the area of training techniques.</p> <p>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 now on its rolls a set of dedicated faculty equipped thoroughly on every detail in the Right to Information Act, 2005.</p>
The Need	<p>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.</p> <p>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.</p>
The Workshop	The Workshop on 'Right to Information Act for Appellate Authorities' 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 (09:15 hrs – 16:45 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: I. Admit a fully referenced appeal; II. Scan CPIOs action on original request for information; and III. Respond through a speaking order.
Course Contents	I. Details of appeal by a requester or a third party. II. Grounds for appeal. III. Consideration of appeal. The Workshop will be conducted an online mode.
Methodology (ONLINE)	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:	40 (Forty)
Hostel Accommodation:	Since the course will be held through online mode and participants will be attending the course from their respective offices/home, no hostel accommodation will be provided.
Course Fee and Other Expenses:	A course fee of Rs. 2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows: Procedure of Bharatkosh.gov.in Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose - Course fee in ISTM Deposit amount through online mode
Faculty	The Workshop will be implemented by the professionally competent in-house faculty of the Institute.
Nomination	Nominations in the prescribed format (Annexure) duly completed and signed by the sponsoring authority should reach: Bhagaban Padhy Deputy Director & Course Director Institute of Secretariat Training and Management Department of Personnel and Training JNU Old Campus Opp. to Ber sarai Mkt New Delhi-110067 Phone: 011-26737512 Mob 9868449936 E-mail: bpadhy@nic.in

Email

CENTRAD BRAR SQUARE

Fwd: Workshop on Pay Fixation (WPF-30) (Online) to be conducted from 18th March, 2024 to 20th March, 2024.-reg.

From : AN-III (Section), O/o CGDA <aniii.cgda@nic.in>

Wed, Jan 03, 2024 10:01 AM

Subject : Fwd: Workshop on Pay Fixation (WPF-30) (Online) to be conducted from 18th March, 2024 to 20th March, 2024.-reg.

To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

Please refer trail mail received from ISTM for further necessary action please.

Regards
AN-III



From : "ISTM" <noreply-istm@nic.in>

To : anandvishwakarma@mstcindia.co.in

Sent : Tuesday, January 2, 2024 5:33:49 PM

Subject : Workshop on Pay Fixation (WPF-30) (Online) to be conducted from 18th March, 2024 to 20th March, 2024.-reg.



फा.सं / FILE NO: Y-17015/01/2024-COORD

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दर्नांक / Date: 02.01.2024

To

The 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: Workshop on Pay Fixation (WPF-30) (Online) to be conducted from 18th March, 2024 to 20th March, 2024.-reg.

Sir/Madam,

I am directed to say that a "Workshop on Pay Fixation" will be conducted (online) by this Institute from **18th March, 2024 to 20th March 2024 (3 Days)**. Details of the objectives of the workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop 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 approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **28.02.2024**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website [https://www.istm.gov.in/home/view all nomination acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Rajeev Kumar Kundi)
Faculty Consultant & Course Director
Email ID: rajeev.kundi@nic.in
Tel: 01126737544 Mob: 9810864709

Annexure-I

Title : **ONLINE Workshop on Pay Fixation (WPF-30)**

Duration : 3 days (18th to 20th March, 2023)

Aim of the Workshop:

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

Broad Contents of the Workshop:

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)
5. Pay Fixation for re-employed pensioners.

Methodology

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

Eligibility Conditions

Section Officers/Assistant Section Officers or equivalent officials dealing with pay fixation.

Workshop Capacity : 25-30

Course Fee and Other Expenses:

There is no capitation fee for Central Govt. & State Govt. officers. A capitation fee of **Rs. 3,000/-** (Rupees Three Thousand Only) 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 Online payment mode after the participation is confirmed and before the commencement of the course.

Fees is payable to PAO (DP & AR) as per details given below:-

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G & P

If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

Email



CENTRAD BRAR SQUARE

Fwd: Three days Online Training Programme on "Records Management for Right to Information" (RM-RTI-18) scheduled to be held from 26th to 28th March, 2024 – regarding.

From : CGDA Office <cgda@nic.in>

Fri, Jan 12, 2024 04:45 PM

Subject : Fwd: Three days Online Training Programme on "Records Management for Right to Information" (RM-RTI-18) scheduled to be held from 26th to 28th March, 2024 – regarding.

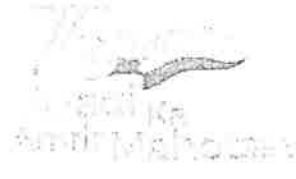
To : CENTRAD BRAR SQUARE <trgdiv-brar.cgda@nic.in>

From: "ISTM" <noreply-istm@nic.in>

To: cgas-chn@icg.gov.in

Sent: Friday, January 12, 2024 1:18:56 PM

Subject: Three days Online Training Programme on "Records Management for Right to Information" (RM-RTI-18) scheduled to be held from 26th to 28th March, 2024 – regarding.



फा.सं / FILE NO: Y-21011/9/2023-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

28-12-2023

Date:

To

Joint Secretaries (Admn.) of all Ministries / Departments of Government of India
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: Three days Online Training Programme on "Records Management for Right to Information" (RM-RTI-18) scheduled to be held from 26th to 28th March, 2024 – regarding.

Madam/Sir,

I am directed to to say that Institute of Secretariat Training & Management will be conducting a **Three Days Online Training Programme on "Records Management for Right to Information (RM-RTI-**

18th from 26th to 28th March, 2024 for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organisation of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill the form online. The last date for receiving of online nominations is **28th Feb, 2024**.

3. Names of selected candidates will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs.3,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings through Online payment mode to PAO (DP & AR) as per details given below:-

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Yours faithfully,

Sd/-

(Anjali Rana)

Assistant Director & Course Director

Email – anjali.edu@nic.in

Tel: 26737518

ANNEXURE-I

COURSE INFORMATION SHEET

Code : RM- RTI-18
Title : Records Management for Right to Information
Duration : 3 days
Mode : Online

AIM OF THE COURSE:

The present training course on Records Management for Right to Information is an initiative to meet the challenge of records management under the Right to Information Act,

2005. The Act enjoins upon the public authorities to strengthen their records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

ELIGIBILITY CONDITIONS

This course is intended for Section Officers/ Record Officers/Assistant Section Officers working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 50.

Last date for receipt of online nomination form is 28th Feb, 2024.

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफ़ैक्स / FAX - 011-26104183; ई-मेल / E-Mail - isten@nic.in

