

Email

72/C-301/0  
S. B. Deepak Kumar

Fri, Apr 22, 2022 05:20 PM

2 attachments

**From :** Shri Naresh Kumar <csdelhi@nic.in>  
**Subject :** Fwd: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15th June to 17th June, 2022 (three half days)  
**To :** S. B. Deepak Kumar <secservices@nic.in>



----- Forwarded Message -----

From: "UT Coordination UT Coordination Coordinaiton" <soplg@mha.gov.in>  
 To: "Shri Naresh Kumar" <csdelhi@nic.in>, "Mr Anil Kumar Singh" <devcom-dd@nic.in>, "Maria Celeste Fernandes" <advadmr-dnh@gov.in>, "District Collector UT of Lakshadweep" <lk-coll@nic.in>, "Shri. A. Anbarasu IAS" <lk-advisor@gov.in>, "Chief Secretary Andamans" <cs-andaman@nic.in>, "Dharam Pal" <adviser-chd@nic.in>, "Chief Secretary CS, Puducherry" <cs.pon@nic.in>, "Rakesh Asthana" <cp.rakeshasthana@delhipolice.gov.in>, "S Venkatesan" <fa-delhipolice@delhipolice.gov.in>  
 Cc: "RAVI RANJAN" <pmu.ut18@mha.gov.in>  
 Sent: Friday, April 22, 2022 2:47:24 PM  
 Subject: Fwd: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15th June to 17th June, 2022 (three half days)

Sir/ Madam,

With the reference of trailing email.

Please find attached documents on the subject mentioned above for information and necessary action.

Regards,

SO (UT Coord.)  
 UT Division, MHA,  
 New Delhi

----- Forwarded Message -----

From: "RAVI RANJAN" <pmu.ut18@mha.gov.in>  
 To: "Ram Kishor" <ad.ut@mha.gov.in>  
 Cc: "UT Coordination UT Coordination Coordinaiton" <soplg@nic.in>  
 Sent: Thursday, April 21, 2022 6:54:37 PM  
 Subject: Fwd: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15th June to 17th June, 2022 (three half days)

Regards,

Ravi Ranjan  
 Second-in-Command  
 UT-Division  
 MHA, North Block

From: "ASHUTOSH AGNIHOTRI" <jsuts-mha@mha.gov.in>  
 To: "RAVI RANJAN" <pmu.ut18@mha.gov.in>  
 Sent: Thursday, April 21, 2022 5:07:06 PM  
 Subject: Fwd: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from

<https://email.gov.in/h/printmessage?id=52540&tz=Asia/Kolkata&xim=1>

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4/25/22, 10:31 AM

Email

15th June to 17th June, 2022 (three half days)

From: eoffice@nic.in  
To: jsuts-mha@mha.gov.in  
Sent: Thursday, April 21, 2022 4:56:41 PM  
Subject: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15th June to 17th June, 2022 (three half days)

Respected Sir/Madam,  
Please find attachment.

Regards

[ <https://amritmahotsav.nic.in/> ]

— **document (1).pdf**  
267 KB

— **attachment.pdf**  
442 KB

No. 20011/46/2021-Coord-II  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
(CIC Division)

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North Block, New Delhi  
Dated 21<sup>st</sup> April, 2022

Office Memorandum

**Subject: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15<sup>th</sup> June to 17<sup>th</sup> June, 2022 (three half days)**

The undersigned is directed to forward herewith an email dated April 18, 2022 along with a course brochure received from ISTM regarding an online workshop for Liaison Officers of SC/ST (WLO-SC/ST-16) from 15<sup>th</sup> June to 17<sup>th</sup> June, 2022 (three half days) for information and necessary action.

**Enclosure: As above**



(A.K Dhyani)  
Under Secretary to the Government of India  
Tele: 23094916

To

**All the Divisional Heads in the MHA, JS(DoL) and RG&CCI**

From: "ISTM" &lt;noreply-istm@nic.in&gt;

To: psdir@istm.ac.in

Sent: Monday, April 18, 2022 11:35:54 AM

Subject: Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20) to be conducted from 15th June to 17th June, 2022 (three half days)



फा.सं / FILE NO: Y-14027/3/2022-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: 18.02.2022

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: **Workshop for Liaison Officers (SC/ST) (WLO SC/ST-20)** to be conducted from 15<sup>th</sup> June to 17<sup>th</sup> June, 2022 (three half days).

Sir/Madam,

Workshop for "Liaison Officers of SC/ST" will be conducted by this Institute from 15<sup>th</sup>, June to 17<sup>th</sup> June, 2022 (three half days). The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Course Brochure (Enclosed). **Presently, the workshop is scheduled to be conducted in offline mode at ISTM, New Delhi. However, it may be conducted in online mode, if there are restrictions on physical gathering at that time duration.**

2. Nomination form for the course may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is **mandatory to fill form online**. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax.

3. While making nominations, the level and type of participants as indicated in the **Course Brochure** 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

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File No. 20011/46/2021-Coord-II (Computer No. 3563317)

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Programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by 15.05.2022.

4. It is requested, that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination will be communicated through email and will be uploaded on ISTM website [www.istm.gov.in](http://www.istm.gov.in) before starting the course and no separate communication by post is issued.**

Yours faithfully,  
- Sd-

(Pramod Kumar Jaiswal)  
Deputy Director & Course Director  
Email ID: [pk.jaiswal@nic.in](mailto:pk.jaiswal@nic.in)  
Tel: 01126737506, Mob: 9868839734

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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](mailto:istm@nic.in)

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# **COURSE BROCHURE**

**WORKSHOP FOR LIAISON OFFICERS**

**(15<sup>th</sup> to 17<sup>th</sup> JUNE, 2022)**



**GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(AN ISO 9001:2015 INSTITUTION)**

The Institute of Secretariat Training and Management (ISTM) was established in May 1948. Over the years, ISTM has emerged as a premier Central Training Institution in training of Officers working in the Central Secretariat, State Governments/ Union Territories, Public Sector Enterprises (PSEs) and Autonomous Bodies.

Central Secretariat is at the apex level of governance in the country and the officers and staff posted in the Central Secretariat not only monitor the National flagship programmes and projects but also help formulate, review and monitor the implementation of public policies. The role of officers posted in Central Secretariat therefore calls for high quality, dedication and expertise in the allotted areas.

Central Secretariat utilizes a diverse set of talent pool of officers and ISTM celebrates this diversity by providing training across a broad range of subjects to a large number of officers from various civil services having a variety of functional specializations.

ISTM has long experience in imparting quality training programs using state of the art training techniques providing the participants an environment supportive for accelerated learning. To do so, ISTM uses learner-centric and interactive methods like case studies, group discussions, brainstorming and learning through modelling and games etc.

ISTM aims at excellence in the quality of its content, methodology and effective in design and delivery of learning resources. It continuously strives to set the highest benchmarks in effective instructions design, engaging best-in-class resources and utilizing the user feedback to constantly improve the learning experience.

Over the years, the Institute has developed the in-house expertise in facilitating the skill development and behavior modification for improving organizational effectiveness.

ISTM is envisioned to play an important part in the capacity building initiative of Mission Karmayogi by strengthening its professional capacity so as to develop the framework for the Role based Competency model.

### **Training Programmes & Activities**

#### **Cadre Training Programmes**

- Implementation of Cadre Training Plan mandated by DoPT
- Foundation and Midcareer training for CSS & CSSS

#### **Thematic Training Programmes (Calendared & Customized)**

##### **Administrative Rules and Procedures**

- Administrative Vigilance

- Handling of CAT/Court Cases
- Preparation of Cabinet Notes
- RTI Act, 2005 & POSH Act, 2013

### **Financial Management**

- GeM and Public Procurement
- Project Management
- Cash & Accounts
- Public Private Partnership
- Drafting of EFC/ PIB proposals

### **Computer Applications**

- MS Office Suite
- e-Office
- Big data Analytics
- Emerging Technologies in Government
- Statistical Tools and Techniques

### **Public Policy**

- Formulation of Public Policy
- Sustainable Development Goals
- Strategic Planning
- Citizen-centric Service Delivery
- Good Governance

### **Organizational Management**

- Human Resource Management
- Knowledge Management
- Organizational Behaviour in Government
- Team Building and Leadership

### **Trainer Development Programmes**

- Direct Trainer Skills and Design of Training
- Implementation of National Training Policy
- Development programme for Recognized and Master Trainer

### **Consultancy Project Work**

- Manpower/Work Study/Cadre Restructuring
- Third party audit of proactive disclosure
- Training Need Analysis



**Course Brochure**

**1. Title : Workshop for Liaison Officers**

**2. Duration : 3 half Days (09:30 am to 01:30 pm) (15<sup>th</sup> to 17<sup>th</sup> June, 2022)**

**3. Aim :**

- i. To sensitize the Liaison Officers with their role, duties, responsibilities and powers;
- ii. To impart the knowledge and skills for implementation of instructions relating to reservation for SCs/STs/OBCs/PwDs/EWS in their respective Ministries/Departments/ Organizations with special emphasis on maintenance of reservation rosters;
- iii. To have competencies for taking charge of Reservation Cell in their respective Ministries/Departments/Organizations;
- iv. Other functions as deemed necessary for discharging their role as Liaison Officers;

**4. Course Content:**

- i. Constitutional provisions relating to reservation in service, definition of reserved categories- SC/ST/OBC/EWS;
- ii. Scope and applicability of reservation orders;
- iii. Provisions relating to verification of claims of SCs, STs, OBCs and EWS; iv. Reservation in Direct Recruitment and Promotion Cases;
- v. Instructions regarding maintenance of post based rosters;
- vi. Horizontal Reservation – Reservation for PwBD;
- vii. Role and functions of Liaison Officers and monitoring agencies;

**5. Methodology**

- i. Lecture/PPTs/Handouts/Reading Material
- ii. Discussions
- iii. Group Discussions
- iv. Case Studies, Q & A/ Doubt clearing sessions
- v. Practical Exercises

**6. Nominations for the Course:**

The course is designed for 'Liaison Officers' dealing with matters of reservation in services for SCs/STs/OBCs/EWS/ PWD working in Central/State Government, Autonomous Bodies, Public Undertaking etc.

**7. Course Capacity: 50 (Approx)**

**8. Registration for the course:** Nomination form for the course may be filled online at <https://www.istm.gov.in/lms/registration>. It may kindly be noted that it is **mandatory to fill form online**. Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax.

**9. Acceptance of Nomination:**

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

**10. Course Fee and Other Expenses:**

- I. No course fee is payable by officers of Ministries/ Departments.
- II. 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. The Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of "PAO, DP & AR, New Delhi."**