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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

Dated: 11th February, 2022

To .

The Chief Secretaries of States/ UTs.
(As per list attached)

Subject: Peripatetic Training (PT) Programmes for the year 2022-23.

Sir,

The Institute of Secretariat Training & Management (ISTM), under the Department of Personnel and Training, Government of India, is the apex training Institute of the country for foundational and in-service training courses at various levels of Central Government officials. The Institute has also been mandated to provide training support to the States and Union Territories which don't have their own training infrastructure and otherwise also, if they require such support. This training known as Peripatetic Training aims at enhancing knowledge and skills of the officials of the States and UTs to enable them to perform the task assigned to them which will ultimately increase their efficiency leading to better output.

2. The areas in which the Institute has been imparting Peripatetic Training included Office Management, Establishment Rules, Behavioral Training, Vigilance and Disciplinary Proceedings, Personal Management, Financial Rules, RTI etc. Faculty members from ISTM visit the State/UTs conduct the training.

3. ISTM is in the process of preparing calendar for peripatetic training for the year 2022-23. The list of the courses which the ISTM proposes to conduct as part of Peripatetic Training Programmes during the financial year 2022-23 is given below:

Sl. No.	Name of the Course	Duration of the course
1.	Office Management including Office Procedure, noting and drafting and record management	3 Days
2.	Establishment Rules including Reservation in service	3 Days
3.	Right To Information	1 Day
4.	Financial Rules	1 Day/2 Days
5.	Vigilance and disciplinary proceedings	2 Days

6.	Contract Management	2 Days
7.	Training of Trainers	3 Days
8.	Personnel Management	3 Days
9.	Pay fixation /MACP	3 Days
10.	Reservation in service for SC, ST & OBC & PWD	3 Days
11.	Public Procurement Process, GeM, PFMS & GST	3 Days
12.	Pension and Other Retirement Benefits /NPS	3 Days
13.	Good Governance/Citizen Charter /e-Governance	2 Days
14.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management.	2 Days
15.	Gender Sensitization/Prevention of Sexual Harassment at Work Place	2 Days
16.	Resource Mobilization, GST, Project Management and Project Monitoring etc.	3 Days
17.	Policy Formulation and Legislative Drafting	3 Days
18.	Preventive Vigilance	2 Days
19.	Leadership dynamics	2 Days
20.	Ethics & Value in Governance	2 Days
21.	Service Book & APAR	2 Days

4. Further ISTM conducts competency linked Foundation Training programme for the directly recruited Assistant Section Officers (ASOs) in the Central Secretariat (Brochure annexed). At the behest of State Government of Arunachal Pradesh, ISTM has recently re-designed an eight-week competency linked Foundation Training programme for the ASOs of that State which includes components on experiential learning, mentoring and reinforced emphasis on behavioral competencies. A copy of the re-structured training programme is annexed.

5. In view of the expertise developed by ISTM in functional areas such as Office Management, Financial Management, Parliamentary Procedures, Establishment Rules, Vigilance Administration, Centre-State Coordination mechanisms, etc and experience in handling trainees from Central/State Administration, ISTM considers itself uniquely positioned to undertake the responsibility of conducting the Foundation Training for directly recruited Group 'A' and Group 'B' officials of NER States and Union Territory Administrations. Programme design, duration, methodology and location etc. can be finalized as per the State Government /UT Administration requirement.

6. In case of any specific topic regarding Government functioning is required for training, the same may be intimated for consideration. It is requested that details of the courses that your state/UTs proposes for your officers to be conducted by ISTM, may be sent to this Institute in the enclosed proforma. The Institute does not charge any course fee for conducting the above referred programmes. However, a nominal "Institutional Fee" is charged at the rate of Rs. 10,000/- per day and honorarium to be paid to the faculty members at the prescribe rates.

7. This Institute proposes to conduct the training in online mode presently. However, if the situation permits, subsequently, we may conduct physical training also. In case the physical training is conducted, the State/UT Governments will be required to bear the expenditure on account of the following:

- (i) Air travel of the members of the faculty team;
- (ii) Boarding & lodging;
- (iii) Honorarium to the faculty at the prescribed rates;
- (iv) Classroom facilities;
- (v) Local transport;
- (vi) Secretarial assistance.

8. The requisite information may be sent to the undersigned latest by 16th March, 2022, to enable us to finalize the peripatetic training calendar for the year 2022-23.

Yours faithfully

Deepak

(Deepak Kumar Bist)

Joint Director (PT)

Tel: 26737604

E-mail deepakkumar.bist@gov.in

REQUEST FOR CONDUCTING PERIPATETIC (PT) COURSES - 2022-23**Name of the State/UT :**

We want the Institute of Secretariat Training & Management (ISTM) to conduct training programmes for the officers of this State/UTs as per the details given below :

Sl. No.	Name of the course	Duration	Tentative Dates	Place where the training is proposed to be conducted	Level of officers to be trained

Signature
Name and Designation

LIST OF CHIEF SECRETARIES OF STATES GOVERNMENT & UNION TERRITORIES
(as on 04.02.2022)

S.No.	Name	Contact No.	Email
1)	Dr. Sameer Sharma Chief Secretary Government of Andhra Pradesh, Secretariat, Hyderabad-500022	Tel: 040-23453620 040-23455340	cs@ap.gov.in
2)	Shri. Naresh Kumar Chief Secretary & Principal Secretary (Relief & Rehabilitation & Disaster Management) Arunachal Pradesh Civil Secretariat, Government of Arunachal Pradesh, Itanagar- 791 111	Tel: 0360-2212595	cs-arunachal@nic.in
3)	Shri Jishu Barua Chief Secretary Government of Assam, Assam Sachivalaya, Block C, 3rd Floor, Dispur, Guwahati-781006	Tel: 0361- 2261120, 2261403	cs-assam@nic.in
4)	Shri Amir Subhani Chief Secretary Government of Bihar Old Secretariat, Patna-800015	Tel: 0612- 2215804 0612-2215085	cs-bihar@nic.in
5)	Shri Amitabh Jain Chief Secretary DKS Bhawan, Mantralaya Government of Chattisgarh, Raipur-492001	Tel: 0771- 2221207/8	cssoffice.cg@gov.in
6)	Shri Puneet Kumar Goel Chief Secretary Govt. of Goa Secretariat, Porvorim- 403 521	Tel: 0832-2419402	cs-go@nic.in
7)	Shri Pankaj Kumar Chief Secretary Government of Gujarat New Sachivalaya Gandhinagar-382010	Tel: 079-23220372, 079-23250301-3	csguj@gujarat.gov.in
8)	Shri. Sanjeev Kaushal Chief Secretary Government of Haryana Haryana, Civil Secretariat Chandigarh-160009	Tel: 0172-2740118	cs-haryana@nic.in
9)	Dr. Ram Subhag Singh Chief Secretary Government of Himachal Pradesh Secretariat, Shimla- 171002	Tel: 0177-2621022	cs-hp@nic.in
10)	Shri Sukhdeo Singh Chief Secretary Government of Jharkhand Secretariat, Ranchi-834004	Tel: 0651-2400240, 2400250	cs-jharkhand@nic.in

11)	Shri P. Ravi Kumar Chief Secretary Government of Karnataka 3rd Floor, R. No. 320, Vidhan Souda, Secretariat, Bangalore-560001	Tel: 080- 22252442, 22092476	cs@karnataka.gov.in
12)	Dr. V.P Joy Chief Secretary Government of Kerala Secretariat, Thiruvananthapuram-695001	Tel: 0471- 2333147, 2327376	chiefsecy@kerala.gov.in
13)	Shri Iqbal Singh Bains Chief Secretary Government of Madhya Pradesh Mantralaya, Vallabh Bhawan, Bhopal-462004	Tel: 0755- 2441370, 2441848	cs@mp.nic.in
14)	Shri Debashish Chakrabarty Chief Secretary Government of Maharashtra Mantralaya, Mumbai-400032	Tel: 022- 22025042, 22793762	chiefsecy@maharashtra.gov.in
15)	Dr. Rajesh Kumar Chief Secretary Government of Manipur Manipur Secretariat, Imphal-790001	Tel: 0385-2451144, 2450064	cs-manipur@nic.in
16)	Ms. Rebecca Vanessa Suchiang Chief Secretary Government of Meghalaya Meghalaya Civil Secretariat, Shillong-793001	Tel: 0364- 2224801, 222250	cso-meg@nic.in
17)	Dr. Renu Sharma Chief Secretary Government of Mizoram, Block C, Civil Secretariat, Aizwal- 796001	Tel: 0389-2322411	cs-mizoram@nic.in
18)	Shri Jan E Alam Chief Secretary Government of Nagaland Nagaland Civil Secretariat, Kohima-790001	Tel: 0370- 2270082, 2270076	csngl@nic.in
19)	Shri. Suresh Chandra Mahapatra Chief Secretary Government of Orissa Secretariat, Bhubaneshwar- 751001	Tel: 0674-2534300, 2536700	csori@nic.in
20)	Shri. Anirudh Tiwari Chief Secretary Government of Punjab Punjab Secretariat, Chandigarh-160017	Tel: 0172- 2740156, 2740860	cs@punjab.gov.in
21)	Ms. Usha Sharma Chief Secretary Government of Rajasthan Secretariat, Jaipur-302001	Tel: 0141-2227254	csraj@rajasthan.gov.in

22)	Shri. S. C. Gupta Chief Secretary Government of Sikkim Secretariat, Gangtok- 737101	Tel: 03592- 202315, 204323	cs-skm@hub.nic.in
23)	Shri. V Iraianbu Chief Secretary Government of Tamil Nadu Secretariat, Chennai-600009	Tel: 044-25671555	cs@tn.gov.in
24)	Shri. Somesh Kumar Chief Secretary Telangana Secretariat Khairatabad, Hyderabad, Telangana- 500022	Tel: 91-40- 23452620, 23455340	cs@telangana.gov.in
25)	Shri. Kumar Alok Chief Secretary Government of Tripura Civil Secretariat, Agartala-799001	Tel: 0381- 2323200, 2324392	cstripura@nic.in
26)	Shri. Durga Shanker Mishra Chief Secretary Government of Uttar Pradesh Secretariat, Lucknow-226001	Tel: 0522-2221599 0522-2238212	csup@nic.in
27)	Dr. Sukhbir Singh Sandhu Chief Secretary Government of Uttarakhand 4, Subhash Road, Secretariat, Dehradun-248001	Tel: 0135-2712094 0135-2712100, 2712200	cs-uttaranchal@nic.in
28)	Shri Hari Krishna Dwivedi Chief Secretary Government of West Bengal Secretariat, Writers Building Kolkata-700001	Tel: 033-22145858	cs-westbengal@nic.in
29)	Shri Jitendra Narayan Chief Secretary Secretariat & Administration, Government of Andaman & Nicobar Islands, Port Blair- 744101	Tel: 03192- 233110, 234087	cs-andaman@nic.in
30)	Shri Dharam Pal Advisor to the Administrator Union Territory of Chandigarh, Punjab Raj Bhawan, Sector - 6, Chandigarh-160017	Tel: 0172- 2740154	admn-chandigarh@nic.in
31)	Shri Praful Patel Administrator Government of Dadra & Nagar Havel, Secretariat, Silvassa-396230	Tel: 0260- 2230700 2642777	admr.adranagar@nic.in
32)	Shri Praful Patel Administrator Secretariat Daman, Government of Daman & Diu, Daman & Diu- 396220.	Tel: 0260- 2230770, 2230700	administrator-dd-dng@nic.in

33)	Shri Vijay Kumar Dev Chief Secretary Govt of NCT Delhi, Delhi Secretariat, I.P. Estate, New Delhi- 110002	Tel: 011- 23392100	csdelhi@nic.in
34)	Shri Praful Patel Administrator Union Territory of Lakshadweep, Kavaratti, Lakshadweep-682555	Tel: 04896- 262255, 262279	lk-admin@nic.in
35)	Shri Ashwini Kumar Chief Secretary Puducherry Administration, 1 Beach Road, U.T. of Puducherry, Puducherry- 605001	Tel: 0413-2334145 0413-2335512	cs-pondicherry@nic.in
36)	Shri Arun Kumar Mehta Chief Secretary Government of J & K Jammu R. No. 307, 3rd Floor, Civil Secretariat, Srinagar, Kashmir – 190001	Tel: 0191-2546773, 2544338 (Jammu)	cs-jandk@nic.in
37)	Shri. Umang Narula Adviser to the Administrator Ladkah (Leh)	Tel: 01982-257560	adviser-lg-ladkah@gov.in