

File No. 20-13057/1/2023-ESTABLISHMENT SECTION**Govt. of India**

INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES

IIPS-DEPT

ESTABLISHMENT SECTION

SUBJECT**Main Category** :**Sub Category** :**Description** : Training programme on reservation in services for
SC/ST/OBC/ ExSvms/PWD

OTHER DETAILS**Language** : English**Remarks** :

No correspondence is attached in this file.

Note No. #1

(A) Please find attached circular of ISTM on "Online Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-26) to be conducted from 17, Aug 2023 to 18, Aug 2023." This workshop is organized by ISTM for Liaison Officers. The last of submitting online application form is 15/07/2023, and the course fee is Rs.2000/-

It is therefore proposed that Liaison Officers of the newly constituted Reservation Cell can avail this opportunity to attend the above workshop on reservation matters.

Also as per the training calendar of ISTM given below, one more workshop for Liaison Officers is scheduled in month of February 2024.

EVA (Establishment and Vigilance Administration)										
62	AV1	Administrative Vigilance Role of IO/PO	Group "A" / Up to Gr. "B" Officers	2	3 Days	24 May,23 To 26 May,23	Completed	Online	DKB	
						25 Oct,23 To 27 Oct,23	To be started	Online	SG	
63	AV3	Administrative Vigilance - Role of IO/PO	Group "A" Officers	2	1 Week	03 Jul,23 To 07 Jul,23	Completed	Online	SM	
						04 Mar,24 To 08 Mar,24	To be started	Online	PKJ	
64	OTP-PV	Orientation Training Programme on Preventive Vigilance	Group "A" / Up to Gr. "B" Officers	2	2 Days	19 Jun,23 To 20 Jun,23	Completed	Online	NB	
						19 Feb,24 To 20 Feb,24	To be started	Online	SG	
65	WLO- SC/ST	Workshop for Liaison Officers (SC/ST)	Group "A" / Up to Gr. "B" Officers	3	2 Days	22 May,23 To 23 May,23	Completed	Online	VKB	
						17 Aug,23 To 18 Aug,23	To be started	Online	NM	
						19 Feb,24 To 20 Feb,24	To be started	Online	PKS	
66	LTM	Litigation Management	Group "A" Officers	1	2 Days	25 Sep,23 To 26 Sep,23	To be started	Online	RKK(C)	
67	RIS	Reservation in Services for SC/ST/OBC /ExSM/PWDs	Group "A" / Up to Gr. "B" Officers	4	4 Days	22 May,23 To 25 May,23	Completed	Online	NM	
						21 Aug,23 To 24 Aug,23	To be started	Online	SM	
						13 Nov,23 To 16 Nov,23	To be started	Online	NB	
						11 Mar,24 To 14 Mar,24	To be started	Online	BB	
68	WLM	Workshop on Legal Module	Group "A" / Up to Gr. "B" Officers	1	2 Days	10 Apr,23 To 11 Apr,23	POST-POSED	Offline	PKJ	
69	WFARR	Workshop on Framing/Amendment of Recruitment Rules	Group A and Group B Officials	1	1 Day	06 Jul,23	Completed	Online	SM	

(B) In addition to the above as per the suggestions received from Prof. Chander Shekhar, Liaison Officer, SC/ST/PWD Cell, the ISTM shall be contacted to find out the procedure for conducting training program for the administrative staff, officers and liaison officers.

Submitted for perusal.



ISTM Circular_LO_Training Programme.pdf

12/07/2023 10:40 AM

**JISHA PRASANNA NAIR
(STENOGRAPHER (ESTABLISHMENT))**

Note No. #2

Forwarded for kind consideration and comments please

12/07/2023 10:42 AM

MANJIRI M. RANE
(ASSISTANT REGISTRAR (ADMIN))

Note No. #3

recommended.

12/07/2023 10:52 AM

DR. CHANDER SHEKHAR
(PROFESSOR (F&SD))

Note No. #4

12/07/2023 11:40 AM

ANIKET CHATTOPADHYAY
(ASSISTANT FINANCE OFFICER(IIPS))

Note No. #5

Recommended please.

12/07/2023 11:57 AM

LT. COL. PRASHANT SUNIL BORDE
(CHIEF ADMINISTRATIVE OFFICER-CUM-REGISTRAR)

Note No. #6

Approved

12/07/2023 4:12 PM

DR.K S JAMES
(DIRECTOR AND SR. PROF (IIPS))

Note No. #1

Attachment:ISTM Circular_LO_Training Programme.pdf



फा.सं / FILE NO:Y-14027/2/2023-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

दिनांक / Date: 19.05.2023

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 Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-26)** to be conducted from **17, Aug 2023 to 18, Aug 2023.**

Sir/Madam,

An online Workshop for "Liaison Officers of SC/ST" will be conducted by this Institute from **17th to 18th March, 2022 (Two 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).

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is **mandatory to fill form online**. **Last date for filling up online form is 15th July 2023**. 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 & so as to reach undersigned latest by 31st July, 2023.

3. It is required that only **such officials should 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 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 Programme.

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 before starting the course and no separate communication**

Institute of Secretariat Training & Management

https://www.istm.gov.in/home/view_circular/4256

Note No. #1
by post is issued.

Attachment:ISTM Circular_LO_Training Programme.pdf

Yours faithfully,

- Sd-

(Namita Malik)

Joint Director & Course Director**Email ID: namita.malik@gov.in****Tel: 01126737611**

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



Note No. #1

Attachment:ISTM Circular_LO_Training Programme.pdf

COURSE BROCHURE

WORKSHOP FOR LIAISON OFFICERS

17th to 18th August, 2023

GOVERNMENT OF INDIA

DEPARTMENT OF PERSONNEL & TRAINING

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(AN ISO 9001:2015 INSTITUTION)

Institute of Secretariat Training and Management

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.

Note No. #1**Attachment:ISTM Circular_LO_Training Programme.pdf**

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
- Establishment Matters
- Reservation in Services
- Noting & Drafting
- Handling Parliamentary Work
- 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

Note No. #1**Attachment:ISTM Circular_LO_Training Programme.pdf****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** : **Two Days (Online) (17th to 18th August, 2023)**
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

Note No. #1**Attachment:ISTM Circular_LO_Training Programme.pdf**

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/Eligibility:

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: 35 (Approx.)

8. Registration for the course: Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is **mandatory to fill form online (Last date of nomination 15th July, 2023)**. 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

Note No. #1**Attachment:ISTM Circular_LO_Training Programme.pdf**

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 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**

