

Email

Saroj Sharma Sharma

Training Course / Workshop on Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-25) to be conducted from 22, May 2023 to 23, May 2023.

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

Mon, Apr 17, 2023 11:47 AM

Subject : Training Course / Workshop on Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-25) to be conducted from 22, May 2023 to 23, May 2023.

To : estt gp1mod <estt.gp1mod@nic.in>

Reply To : ISTM <vkbhargava.84@gov.in>



फा.सं / FILE NO: Y-14027/1/2023 - 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: 24.03.2023

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: Training Course / Workshop on **Workshop for Liaison Officers (SC/ST) (WLO-SC/ST-25)** to be conducted from **22, May 2023 to 23, May 2023.**

Sir/Madam,

I am directed to say that a training course / workshop **"Workshop for Liaison Officers (SC/ST)"** will be conducted at this Institute from **22, May 2023 to 23, May 2023 (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 https://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, Apr 2023**.

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



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,
- Sd-

(Vipin Kumar Bhargava)
Assistant Director & Course Director
Email ID: vkbhargava.84@gov.in
Tel: 26737516
Mob: 9891127300

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
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COURSE BROCHURE

WORKSHOP FOR LIAISON OFFICERS
22nd MAY to 23rd May, 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.

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 behaviour 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

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) (22nd to 23rd May, 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 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: 50 (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 28th April, 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 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."**

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