

I/78657/2021

Government of India
Central Water Commission
Estt-IX

3rd Floor(S), Sewa Bhavan,
R.K.Puram, New-Delhi 110066
Dated: 9 December, 2021

CIRCULAR

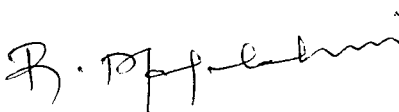
Subject: Online Training Program on Reservation in services for SC/ST/OBC from 1.2.2022-4.2.2022-reg.

Please find attached herewith ISTM's letter no. Y-14013/3/2021-ISTM on the above cited subject, scheduled as under:

Name of Workshop	Conducting Institute	Date of Training	Last date of receipt of Nominations in Estt-IX section	Eligibility
Online Training Program on Reservation in services for SC/ST/OBC	ISTM	1.2.2022-4.2.2022	13.12.2021	Officials dealing with matters of reservation in services for SCs/STs/OBCs/EWS working at the level of Section Officer or Assistant Section Officer (of CSS) or equivalent level in other offices of Central Govt.

2. Interested eligible officers may send their nominations, also fulfilling the other criteria mentioned in ISTM's above said training programme, to this section, not later than 13.12.2021.

Encl: As above


(R. Mahalakshmi)
 Section Officer
 Tel-011-29583314



To: estt_gp1-mod

Reply To: ISTM



फा.सं. / FILE NO: Y-14013/3/2021-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: 26th October, 2021

To

1. Secy. to the Govt. of India (All Ministries / Departments)
2. All Attached & Subordinate Offices.
3. All State Governments / All Union Territories
4. The Central Vigilance Commission / Election Commission of India / UPSC
5. All Public Sector Undertakings / All Autonomous Bodies

Subject - Online Training Programme on Reservation in Services for SC/ST/OBC from **1st to 4th February, 2022**

Sir,

An online training programme on "Reservation in Services" will be conducted in this Institute from **1st to 4th February, 2022**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

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. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority letter's is also to be compulsorily sent separately by post/ email.

3. **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 **Annexure-I** 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. Nominations of eligible officers complete in all respect should reach the undersigned latest by **31st December, 2021**.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in at least one month prior starting of the course and no separate communication by post would be issued.**

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5. A course fee of Rs.4,000/- per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of , PAO (DP&AR), New Delhi payable at New Delhi

Yours faithfully,

-
Sd-

(R Gayathri)
Deputy Secretary & Course Director
Email ID: r.gayathri@nic.in
Tel: 01126737608
Mob: 9818394463

Encl: as above

Annexure-I

Course Information Sheet

CODE : RIS-23

TITLE : Online Training Programme on
Reservation in Services

DURATION : 4 Days (1st to 4th February,2022)

1. Aim of the Programme: The aim of the course is to –

- Develop a broad understanding of the constitutional provisions relating to Reservation in Services for SC/ST/OBC/EWS, procedures for implementing the reservation orders and instructions of Government of India, on reservation rosters, procedures involved for de-reservation of reserved vacancies, filling of carry forward/backlog reserved vacancies, and
- Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

2. Objectives of The Course: At the end of the programme, the participants will be able to:

- Describe Constitutional provisions relating to reservation in service, definition in respect of SC/ST/OBC/EWS;

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- Identify scope and applicability of reservation orders;
- List the role and functions of Liaison Officers and other monitoring agencies;
- State the provisions relating to verification claims of SCs, STs, OBCs & EWS;
- Process Reservation in Direct Recruitment and Promotion Cases;
- Process cases of de-reservation, carry forward, backlog; and
- Prepare, operate and maintain reservation rosters
- State the provisions for reservation for persons with disability.

3. Broad Contents

- Constitutional provisions.
- Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts;
- Verifications of claims of SCs/STs/OBCs/EWS;
- Reservation in Direct Recruitment and promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS;
- De-reservation, carry-forward of vacancies in Direct Recruitment and promotion;
- Preparation, operation and Maintenance of Rosters;
- Role and functions of Liaison Officer.
- Reservation in Service for persons with Disabilities.

4. Methodology

Lecture,	Case studies
Discussion	Practical exercises, etc.
Group Discussion	

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5. Eligibility Condition - The course is designed for officials dealing with matters of reservation in services for SCs/STs/OBCs/EWS working at the level of Section Officer and Assistant Section Officers (of CSS) or equivalent level in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies, and Autonomous Bodies etc.

1. Course Capacity : 50

2. Course Fee and other Expenses:

A course fee of Rs.4000/- per participant will be charged in advance in respect of such officers of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft in favour of, **PAO (DP&AR), New Delhi** payable at **New Delhi**.

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 regularly i.e. www.istm.gov.in.**