

**RAJYA SABHA SECRETARIAT  
(TRAINING CELL)**

**PARLIAMENT HOUSE ANNEXE  
NEW DELHI**

**NO.RS.3(1)/2018-Trg.**

**12<sup>th</sup> February, 2018**

**C I R C U L A R**

**Subject: Training Programmes organized by the Institute of Secretariat Training  
and Management, New Delhi**

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The Institute of Secretariat Training and Management, New Delhi will be conducting the following training programmes during the April to July, 2018, as per the details given below:-

<b>Code</b>	<b>Course Title</b>	<b>Level of Participants as per ISTM Calendar</b>	<b>Duration</b>
PRB2	Programmes on Pension & Other Retirement Benefits	Assistant Section Officers or equivalent	9-13 April, 18
PRB1	Programme on Pensions & Other Retirement Benefits	Under Secretaries/ Section Officers or equivalent	16-20 April, 18
WPF	Workshop on Pay Fixation	Section Officers/ Assistant Section Officers or equivalent	23-25 April, 18
GG	Good Governance	Group A & B Officers	23-27 April, 18
RIS	Reservation in Services for SC/ST/OBC	Section Officers/ Assistant Section Officers or equivalent	1-4 May, 18
S-RTI	Seminar on Right to Information	Section Officers and above	7 May, 18
RTI PIO	Right to Information Public Information Officers	Public Information Officers/ Central Public Information Officers	7-8 May, 18 11-12 June, 18
ER	Establishment Rules	Section Officers and staff dealing with the subject	21-25 May, 18
MOT	Management of Training	Officers imparting Direct Training/ Training Managers	28 May- 1 June, 18
WSHWP	Workshop on Sexual Harassment at Work Place	Group A & B Officers	11-12 June, 18
OBG	Organisational Behaviour in Government	Group A & B Officers	2-6 July, 18

**P.T.O.**

2. Officers/officials desirous of attending the above-mentioned training programmes may send their nominations, after approval from their Additional Secretary/Joint Secretary concerned to the Training Cell, Room No.219, Parliament House Annexe latest by **Monday, 26<sup>th</sup> February, 2018.**
3. No Officer/official who has attended any of the above-mentioned courses during the last five years shall be considered for re-nomination to the **same programme.** Further, an Officer/official who has attended any programme at ISTM in the last two years should not send his/her nomination.
4. **The nominations for the above training programmes shall be subject to availability of slots and acceptance by the ISTM.**



(ARUN BAKSHI)

UNDER SECRETARY

To  
All Officers/Sections/PSs /PAs of Rajya Sabha Secretariat and Pay & Accounts Office, Rajya Sabha and RSTV