



FILE NO. Y-13015/5/2024-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

Dated: 21st January, 2025

To

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

Subject: Peripatetic Training (PT) Programmes for the year 2025-26.

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, Behavioural 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 2025-26. The list of the courses/topics for which the ISTM proposes to conduct Peripatetic Training Programmes of 2-3 days' duration during the financial year 2025-26 is given below:

Sl. No.	Name of the Topics
1.	Office Management including Office Procedure, noting and drafting and record management
2.	Establishment Rules including Reservation in service, seniority, promotion, DPC
3.	Right To Information (RTI)
4.	Vigilance and disciplinary proceedings including conduct of inquiry
5.	Training of Trainers
6.	Pay fixation /MACP
7.	Public Procurement Process, GeM, PFMS & GST
8.	Pension and Other Retirement Benefits /NPS
9.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management. People First.
10.	POSH Act and Inquiry thereunder
11.	Preventive Vigilance
12.	Ethics & Value in Governance
13.	Service Book & APAR
14.	Big Data Analytics

4. Further ISTM conducts competency linked Foundation Training programme for the directly recruited Assistant Section Officers (ASOs) in the Central Secretariat. 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 behavioural competencies.
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 and mutual consultation.
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 offline/online mode depending on travel restrictions and need of the organization. In case the physical training is conducted, the State/UT Governments will be required to bear the expenditure on account of the following:
- Air travel of the members of the faculty team;
 - Boarding & lodging;
 - Honorarium to the faculty at the prescribed rates;
 - Classroom facilities;
 - Local transport;
 - Secretarial assistance.
8. The requisite information may be sent to the undersigned latest by 28th February, 2025, to enable us to finalize the peripatetic training calendar for the year 2025-26.

Yours faithfully

(Deepak Kumar Bist)
Joint Director (PT)

Tel: 26737604

E-mail deepakkumar.bist@gov.in

Encl: Proforma

REQUEST FOR CONDUCTING PERIPATETIC (PT) COURSES – 2025-26

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