



No.33049/1/2011- ISTM(BT)
GOVERNMENT OF INDIA
INSTITUTE SECRETARIAT TRAINING & MANAGEMENT
DEPARTMENT OF PERSONNEL & TRAINING
ADMINISTRATIVE BLOCK, JNU CAMPUS(OLD)
OLOF PALME MARG, NEW DELHI-110067
(TEL. 26108946; TELEFAX: 26104183)

2nd August, 2011

To

1. Chief Secretaries of All States Govts./Union Territories
2. All Ministries/Departments of the Govt. of India
3. Public Sector Undertakings/Nationalized Banks/Insurance Companies.

Sub: - Training Programme on **Values in Administration**
from **31st October – 4th November, 2011**

Sir,

A training programme on “**Values in Administration**” to be conducted in this Institute from **31st October to 4th November, 2011**. The course will be useful to the participants in developing Skills of **Holistic Management** both in their job and personal situations. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-1 may kindly be borne in mind. An officer who have already attended similar programme conducted by ISTM or any other institute should not be nominated for this programme.

3. Nomination (s) in the enclosed proforma (Annexure-II) may kindly be sent to the undersigned so as to reach latest by **29th September, 2011**. The receipt of nomination does not guarantee admission of an officer in the course. Therefore, the officer(s) concerned should be relieved for attending the programme only after receipt of specific confirmation regarding acceptance of the nomination.

Yours faithfully,

Sd/-

{Mrs.} Geetha Nair
Joint Director [BT]

Programme Title : **Values in Administration**
Venue : ISTM Campus, JNU (Old) Campus,
New Mehrauli Road, New Delhi-110067.

Course Coordinator: **Geetha Nair {Mrs.}**

OBJECTIVES:

At the end of the course, the participants will be able to:

- Explain concepts, needs and significance of Values in life.
- Describe how balanced personality can be developed.
- Apply Values and Ethics in Good Governance.
- Do mind-stilling exercise to inculcate peace and harmony within.

METHODOLOGY :

The course will be conducted through highly participative methods including Case Studies, experience sharing, discussion and practical exercises including Meditation.

COURSE CONTENTS:

Importance of Values for Good Governance, Need of Self-Development for Holistic Competence, Indian Insights, Self-Introspection for Inculcating Values, Organisational illustrations, Mind Stilling Exercise. The inputs are based on the following Indian concepts:

Concept – I : The Guna Dynamics

Sattvic, Rajasic and Tamsic Guna, The Rajas, Dynamism: Rajasic Or Sattvic, Interplay of Gunas, the gunas & Organisational Effectiveness Case Study, Working on Self, Mind Stilling Exercise

Concept – II : The art & Science of Work

Nishkam Karma more beneficial than Sakam Karma, Work Is Worship, Benefits of Detached Involvement, Case Study, Analysing own Behaviour for Self-Improvement, Mind Stilling Exercise.

Concept – III : Doctrine of Karma

Components of doctrine of Karma, Relate Doctrine of karma to Guna Dynamics and Nishkam karma, Analysing the Impact of Doctrine of karma in day-to-day life, Introspect Self in day-to-day behaviour, Case Study, Working on Self.

Concept – IV : The Lower Self & the Higher Self

Explain the Concept of Higher-Self and Lower-Self, Identify through Self-Introspection, your own behaviour pattern, Relate Interplay of Gunas with this Concept. Practise Disidentifying Self with Lower-Self And Re-Identifying with Higher Self.

Concept – V : The Giving Model Of Inspiration

How can Sattwic Way of giving be a source of fulfillment, link Sattwic Giving to Higher Self, Giving Model of Inspiration can help In organizational situations, Practice getting Motivation through giving Model.

COURSE CAPACITY: 20

LEVEL & TYPE OF PARTICIPANTS

The programme is designed for Group A & B Gazetted Officers in Ministries/ Departments and middle management in PSUs.

HOSTEL FACILITIES

Due to renovation of hostel, hostel facility is not available. The participants have to arrange their own accommodation. During the training, tea with snacks is provided in the morning and evening and working lunch will also be provided.

CAPITATION FEE: A capitation fee of Rs.2000/- (Rupees Two Thousand) per participant will be payable for nominees of organizations **other than Central or State Governments** on their admission to the course. The capitation fee may be paid by a crossed Account Payee Cheque/Demand Draft drawn in favour of **“Assistant Director, Institute of Secretariat Training & Management, New Delhi”**, payable at New Delhi at the time of registration on the opening day of the course. Failure to make the payment during registration would render the admission of the officer invalid automatically