



Efficiency and the Public Good

NO. A- 33022/05/2010-ISTM(PAR)  
भारत सरकार  
GOVERNMENT OF INDIA  
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान  
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT  
(कार्मिक और प्रशिक्षण विभाग)  
(Deptt. of Personnel and Training)  
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय  
Ministry of Personnel, Public Grievances and Pensions  
प्रशासनिक ब्लॉक, जे.एन.यू. कैम्पस (ओल्ड)  
Administrative Block, J.N.U. Campus (Old)  
नई दिल्ली-110067/New Delhi-110067

Dated the 9<sup>th</sup> August, 2011

To,

1. All Ministries/Departments/Attached/Subordinate Offices of the Govt. of India.
2. UPSC, Dholpur House, Shahjahan Road, New Delhi

**SUBJECT:- TRAINING CIRCULAR – 57<sup>th</sup> PERSONAL ASSISTANTS (REFRESHERS) COURSE FROM 21<sup>st</sup> November, 2011 to 2<sup>nd</sup> December, 2011.**

Sir,

I am directed to say that the Training Programme for Personal Assistants (Refreshers) will be conducted in this Institute from **21<sup>st</sup> November, 2011 to 2<sup>nd</sup> December, 2011**. This is in accordance with the Cadre Training Plan issued by the Department of Personnel and Training, Ministry of Personnel, Public Grievances and Pensions vide their Circular No.20/1/97-CS.II dated 30.1.97. Para 3 (iii) of the above Circular is reproduced below:

All Personal Assistants (Promotees) shall undergo the same training programme as prescribed for Direct Recruit Personal Assistants, within one year of their regular promotion, failing which their next increment will be withheld.”

2. Working Lunch shall be provided on all the working days by ISTM except on one working day when the participants shall be on study tour.
3. The Course contents and other related details are given in Annexure-I. The particulars of the eligible candidates may please be sent to the Institute in the Nomination Performa enclosed at Annexure-II at the following address so as to reach the Institute latest by **19<sup>st</sup> October, 2011**.

SHRI G.D. CHAWLA, ASSISTANT DIRECTOR,  
INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT (ISTM),  
ROOM NO. 207, ADMINISTRATIVE BLOCK,  
OLD J.N.U. CAMPUS, NEW MEHRAULI ROAD, NEW DELHI-110067

4. **Eligibility Condition** : Personal Assistants i.e. Promoted from Stenographer Grade `D` to Stenographer Grade `C` (now PAs) are only eligible for this Course.

5. As per the Cadre Training Plan, an outstation Study Tour is an essential component of this training programme. For this purpose all the participants are required to bring Rs.18,000/- (Rupees Eighteen Thousand Only) in CASH at the time of joining this Course. i.e. on 21<sup>st</sup> November, 2011 from their respective Ministries/Departments/Offices to meet the expenses of study tour. This amount may be sanctioned to the selected participants towards advance of TA/DA on receipt of confirmation from this Institute.

6. No Course Fee is charged for persons working in the Ministries/Departments, Offices of the Central and the State Governments. In the case of nominees of PSUs, Autonomous Bodies, Statutory Corporations and Registered Societies, a Capitation Fee of Rs.4000/- (Four thousand only) per person is payable. Capitation Fee is to be paid, after the selection of the candidate and before the commencement of the Course, through Cheque or DD in favour of Assistant Director, Institute of Secretariat Training & Management, New Delhi.

7. Hindi version is enclosed.

Yours faithfully,

Sd/-

(G.D. CHAWLA)  
ASSISTANT DIRECTOR  
& COURSE COORDINATOR

COURSE INFORMATION SHEET - PAR

57<sup>th</sup> PERSONAL ASSISTANTS (REFRESHERS) COURSE OF CENTRAL SECRETARIAT STENOGRAPHER'S SERVICE.

1. **COURSE COORDINATOR :** SHRI G.D. CHAWLA  
ASSISTANT DIRECTOR  
ISTM.

2. **OBJECTIVES:**

Upon successful completion of the programme, the participants will be able to :

1. Identify his/her role in assisting the officer at the above middle Management level;
2. Relate his/her role to the duties and responsibilities of the Officer;
3. Perform basic skills to help the Officer in the discharge of his functions;
4. Develop the job related attitudes in the work situation.

3. **DATE & DURATION:** 21<sup>st</sup> November, 2011 to 2<sup>nd</sup> December, 2011, (2 weeks) including an outstation Study tour for two intervening holidays and one working day.

4. **COURSE COVERAGE**

<b>S.NO.</b>	<b>AREA OF WORK</b>
1.	Knowledge of Rules and Procedures
2.	Behavioral /Managerial Skills
3.	Professional Skills