

No.C-34013/9/2017-Vig.
Government of India
Ministry of Human Resource Development
Department of Higher Education
Vigilance Section

Room No. 106, 'C' Shastri Bhawan,
New Delhi, the 11th December, 2017

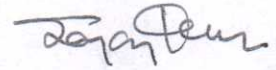
OFFICE MEMORANDUM

Subject:-3 Days Trainings Programme Schedule for staffs and officials of all Institutions/organisations/autonomous organizations under control of MHRD-regarding.

The undersigned is directed to refer to Vigilance Wing's OM of even number dated 19.03.2018 on the subject cited above and to inform that ISTM vide letter No. Y-11017/03/2018-ISTM (Coord.) dated 27.11.2018 has decided to conduct three organisation specific programme on Recruitment Rules, Probation, Confirmation, APAR, principles of Seniority, Department Promotion Committee (DPC), purchase Procedure in Govt. under GFR-2017 including tendering Government e-Marketplace (GeM) at ISTM and the first batch will be commence **from 21st -23rd Jan, 2019.**

2. The course fee of Rs. 2,000/- per day (board and lodging charges will be levied separately) is payable in respect of the nominated participants (List annexed) sponsored by their organization/Institutions by way of Bank draft drawn in favour of Director ISTM and may also be paid online (bank details attached). The Travelling Allowance and Daily Allowance of the participants to attend the course will be borne by their organization/Institutions.

3. In view of above facts, head of the organizations/Institutions are requested to intimate whether participants required Hostel accommodation at ISTM and to send the confirmation of participants along with the payment details to the Course Director viz. Ms. Anurag Devgan, Assistant Director, ISTM (email id anurag.devgan@nic.in & **contact No. 9868224368**) under intimation to Vigilance Section, MHRD prior to **18th December, 2018.**



(Sanjay Kumar)

Under Secretary to the Government of India
011-23386317

To,

All Heads of the organizations/Institutions and each participants as per List annexed.

Copy to- (i) Ms. Anurag Devgan, Assistant Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, Opposite Bersarai Market, JNU Campus (OLD), New Delhi-110067.

(ii) Shri K. Govindarajulu, Joint Director, Institute of Secretariat Training and Management (ISTM), Administrative Block, Opposite Bersarai Market, JNU Campus (OLD), New Delhi-110067. **Nodal officer** in MHRD will be Shri Sanjay Kumar, JS(Vig) contact details 011-23386317, Email ID sanjay.kr68@nic.in.

(iii) Shri Saba Akhtar, Technical Director, (NIC)- with the request for uploading the OM on the website of MHRD.

TS-5203/18

Participants Details for 3 Days Training Program

Sl.No	IITs	Name of the Officials/Staff	Designation	Contact No.	Email ID
1-2	Jodhpur	Sh. Darsh K. Khatwani Training related to: Recruitment, Selection, Promotion	Assistant	9413690801	darshkiitj.ac.in
		Sh. Suresh Chandra Phulara Training related to: Purchase Procedure and Tendering	Junior Assistant	8700212613	sureshphulara@iitj.ac.in
3-4	Jammu	Puja Rajyaguru	Project Officer	9717888965	puja.rajyaguru@iitjammu.ac.in
		Madhu Pahal	Junior Assistant	9643802395	Madhu.pahal@iitjammu.ac.in
5-6	BHU (Varanasi)	Shri Pramod Singh	Junior Superintendent (Institute Purchase Cell)	9958391967	Spramod.ms@iitjammu.ac.in
		Shri Abhishek Verma	Junior Superintendent (Administration Section)	989505713	Akv.legalcell@gmail.com
7-8	Bhubneshwar	Shri Pradeep Kumar Sahoo	Assistant Registrar	8895175630	plsahoo@iitbbs.ac.in
		Shri Manas Kumar Behera	Assistant Registrar	9777384064	mkbehera@iitbbs.ac.in
9-10	Madras	Smt. G. Chitrapavi	Deputy Registrar (Store & Purchase)	9841799917	pavai@iitm.ac.in
		Smt. K Vijyalakshmi	Assistant Registrar (Recruitment)	9840674279	Kvl@iitm.ac.in
11	Patna	Shri Tripurari Sharan Sinha	Dy. Registrar (Admin)	8235576678	tripurari.sinha@iitp.ac.in
12-13	Guwahati	Mr. Pranab Borgohain	Asst. Registrar	8011320250	hosfa@iitg.ernet.in
		Dipon Lal Baishya	Asst. Registrar	9435300177	dlb@iitg.ernet.in
14	Roorkee	Mr. Raghuvir Singh	Junior Suprintendent, Recruitment Cell	9808312265	Rsing6467@rediffmail.com
15.	Ropar	Amrit Kaur	Jr. Assisant	9855449313	patoregisrar@iitrpr.ac.in
16.	Delhi	Shri Alan V. Sinate	Assistant Registrar	9873904598	A26923@admin.iitd.ac.in
17.	Goa	Shri Sarvesh R. Naik	Junior Suprintendent	8698038230	sarvesh@iitgoa.ac.in
18-19	Kanpur	Shri B.S Negi	Assistant Registrar (Store & Purchase)	9654112000	bsnegi@iitk.ac.in
		Shri Sandeep Singh	Assistant Registrar (Research & Development)	8972915446	sansingh@iitk.ac.in

20-21	Indore	Mr. S.P Hota	Deputy Registrar (Material Management)	07324-306949	drmm@iiti.ac.in
		Mr. T. Satyanarayana	Deputy Registrar (Administration)	07324-306950	dramin@iiti.ac.in
22-23	Gandhinagar	Ms. Twinkle Patel	Junior Account Officer	756759844	twinkle.patel@iitgn.ac.in
		Mr. Partha R Mehta	Junior Assistant	9408547932	Parth.mehta@iitgn.ac.in
24	Tirupati	Ms. Sheela Reddy T	Assistant Registrar	08772500349	sheela@iittp.ac.in

OTHER ORGANISATIONS					
25	Rashtriya Sanskrit Sansthan, Deemed University, Janakpuri	Dr. Mantha Srinivasu	Project Officer	07013532552	rskproject@gmail.com
26	National Institute of Educational Planning and Administration, New Delhi	Shri G. Veerbahu	Administrative Officer	9911961450	ao@nuepa.org
27	Motilal Nehru National Institute of Technology, Allahabad	Mr. Gyanendra Kumar Tiwari	Assistant Registrar (Establishment)	9453020885	gktiware@mnnit.ac.in
28	Dr. B.R Ambedkar National Institute of Technology, Jalandhar	Mr. Ramneek Kumar	Assistant Registrar (Establishment)	9736253718	areestablishment@nitj.ac.in
29	VNIT-Nagapur	Mr. Savio Lawrence	Sr. Asstt. (SG-II) (Stores)	9011940449	saviolawrence@vnit.ac.in
30		Mr. Harshad Ambedkar	Superintendent (Estt)	9623694427	supdtestt@vnit.ac.in

Public Financial Management System (PFMS)

Department of Controller General of Accounts (Ministry of Finance)

Type of organization : Institutional

Name of Organisation to which payment to be made : Director, Institute of Secretariat Training and Management (ISTM)

PAN Number : Not Applicable

TAN Number : DELI05506E

Address : Director, Institute of Secretariat Training and Management (ISTM)
(Department of Personnel & Training)
JNU Old Campus, Olof Palme Marg,
New Delhi-110067

City : New Delhi

Country : India

E-mail : coordunit-istm@gov.in

Phone No. : 011-26106269

Bank Name : State Bank of India, JNU Old Campus, New Delhi (01624)

Account no. : 10596547391 (Current Account)

IFSC Code : SBIN0001624

MICR Code of Bank : 110002056

Attended
Sulleyya A
28/8/17

(01.01.00.0000)
ISTM/ISTM
शुभाश्री. ए. / SUBHASHREE. A
सहायक निदेशक / Assistant Director
संशोधन विभाग / Research Department
Institute of Secretariat Training and Management
जुनू ओल्ड कैंपस, ओलोफ पाल्मे मार्ग, नई दिल्ली
JNU Old Campus, Olof Palme Marg, New Delhi