

F.No.A-48-1/2016-Admn.III  
Government of India  
Ministry of Communications & IT  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi- 110 001.

Dated: 02.03.2016.

**OFFICE MEMORANDUM**

**Sub:** Training Programme on Establishment Rules (ER) from 23<sup>rd</sup> May to 27<sup>th</sup> May, 2016 at ISTM, New Delhi.

The undersigned is directed to forward herewith a copy of ISTM's letter No. A-33056/1/2016-ISTM dated 19.02.2016 on the above mentioned subject. **The course is intended for Assistant Section officers in the Central Secretariat and officials of equivalent level in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies and Autonomous Bodies etc. dealing with Vigilance matters.**

2 Nomination form for the course may be filled online at [http://www.istm.gov.in/home/online nomination form](http://www.istm.gov.in/home/online%20nomination%20form). It is mandatory to fill the nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her Cadre Controlling Authority (immediate officer) before applying online. Nomination form of the eligible persons duly countersigned by the Cadre Controlling Authority complete in all respect should reach **ISTM latest by 18.04.2016. The sponsoring authority for training in the Department of Telecom is Shri P.P. Saha, US(Admn.III), Tele No.011-23036757 and Fax No. 011-23372041.**

3. **It is, requested that before forwarding the nominations to Admn.III Section, DoT with due approval of Competent Authority, the nominees have to verify their service particulars from the respective Administration Section and then forward the same to Admn.III Section, DoT by 08.04.2016 positively.**



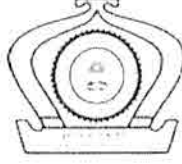
( P. P. Saha )

Under Secretary to the Government of India  
Tel.No.23036757

**Encl: As Above**

**To**

- 1 Wireless Advisor, DoT, Sanchar Bhavan, New Delhi
- 2 Sr.DDG(BW), DoT, Sanchar Bhavan, New Delhi
- 3 Sr.DDG(TEC), DoT, Sanchar Bhavan, New Delhi
- 4 DDG(Estt.), DoT, Sanchar Bhavan, New Delhi
- 5 DDG(E & F), DoT, Sanchar Bhavan, New Delhi
- 6 DDG(Security), DoT, Sanchar Bhavan, New Delhi
- 7 DDG (Training), DoT, Sanchar Bhavan, New Delhi.
- 8 Director (WMO), DoT, 3<sup>rd</sup> Floor, E-Wing, Pushpa Bhavan New Delhi- 110 062.
- 9 Director (Training Finance), DoT, New Delhi
- 10 Director (Training), NTIPRIT, ALT Campus, Ghaziabad.
- 11 Director General, NICF, Mehrauli Gurgaon Road, Ghitorni, New Delhi - 47
- 12 ADG(Admn), TEC, DoT.
- 13 All Section of Department of Telecom.
- 14 Director (IT-V), DoT for uploading on the website of DoT.
- 15 Notice Board.



फा.सं / FILE NO: A-33056/1/2016-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(आईएसओ 9001:2008 संस्था / AN ISO 9001:2008 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),

ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067

दूरभाष / TELEPHONE - 011-26185316; टेलीफैक्स / FAX - 011-26104183

Date: 19<sup>th</sup> Feb, 2016

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

**Subject:** - Training Programme on Establishment Rules (ER) from 23<sup>rd</sup> May - 27<sup>th</sup> May, 2016.

Sir / Madam,

A 5 days, Training Programme "Establishment Rules - 06" will be conducted in this institute during. Details of the objectives of programme, its content, eligible conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. Nomination form for the course may be filled online at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by post. Alternatively, the participants may also mail scanned copies of their nomination after getting signed by their sponsoring authority to the mail id provided below.

3. 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-I may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM should not be nominated for this programme. Nominations of eligible officers complete in all respect should reach the undersigned latest by 18<sup>th</sup> April, 2016.

4. Only such candidates, whose nominations are accepted for the Training Programme by the

Institute of Secretariat Training & Management, would be allowed to join the course. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) one month prior starting of the course and no separate communication by post would be issued.

Yours faithfully,

Sd/-

(Praveen Prakash Ambashta)

Assistant Director & Course Director

Email ID: [ambashta.pp@nic.in](mailto:ambashta.pp@nic.in)

Tel: 011-26185316

End: Annexure - I

ANNEXURE-I

### COURSE INFORMATION SHEET

**Title** : Establishment Rules (ER-06)

**Duration** : 5 days

#### AIM OF THE COURSE:

The aim of the course, is to impart knowledge and skill to process the cases relating to creation of a post (downgrading/upgrading or by cadre review), framing of Recruitment Rules (amendment/review), making appointment (by Direct Recruitment, promotion etc.), probation, confirmation, general principles of fixation of seniority (amongst Direct Recruits, promotees etc.), holding DPCs and implementation of its recommendations as per laid down Rules/Regulations.

#### BROAD CONTENTS OF THE COURSE:

- i) Creation of posts
- ii) Framing of Recruitment Rules
- iii) Pre and Post appointment formalities
- iv) Probation/Confirmation
- v) Performance Appraisal
- vi) Reservation in Services for SC/ST/OBC/Persons with disabilities
- vii) Fixation of Seniority
- viii) Various modes of Promotion (Selection & Non-selection)
- ix) Retirement benefits admissible to retiring government servants

#### METHODOLOGY

The programme will be organised on highly participative lines. The training methods will include, lecture, group discussion, Group Exercise, Presentations, Case study, role-play, etc.

**ELIGIBILITY CONDITIONS** : The programme is meant for Assistant Section Officers in the Central Secretariat and officials of equivalent level in other offices of Central Government, State Government, UT Administration, PSUs, Constitutional Bodies, and Autonomous Bodies etc. dealing with Vigilance matters.

**COURSE CAPACITY** : 25

**COURSE FEE & OTHER EXPENSES:**

Capitation fee of Rs. 2000/- (Rupees Two Thousand Only) per participants is charged from the trainees sponsored by organisations other than Central Government. Bank draft/cheque is to be drawn in favour of "Assistant Director", ISTM, New Delhi.

**OTHER:** Candidates whose nominations are accepted by Institute of Secretariat Training & Management shall be intimated through the website of [istm.gov.in](http://istm.gov.in).