

GOVERNMENT OF INDIA
MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES AND PENSIONS
(DEPARTMENT OF PERSONNEL & TRAINING)

LOK SABHA
UNSTARRED QUESTION NO. 3783
(TO BE ANSWERED ON 18.12.2024)

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

3783. ADV. CHANDRA SHEKHAR:

Will the **PRIME MINISTER** be pleased to state:

- (a) the details of sanctioned strength of the Officers and staff of Institute of Secretariat Training and Management (ISTM), group and position-wise;
- (b) the details of the officers and staff in position in ISTM;
- (c) the details of Budgetary allocations and utilisation made by the Government for ISTM during the last five years, year-wise; and
- (d) whether the budget allocated have been under utilised by ISTM during the said period and if so, the details thereof and the reasons therefor?

ANSWER

**MINISTER OF STATE IN THE MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES
AND PENSIONS AND MINISTER OF STATE IN THE PRIME MINISTER'S OFFICE
(DR. JITENDRA SINGH)**

(a & b): The detail is as per **Annexure-A**.

(c): The information is as per **Annexure-B**.

(d): The expenditure vis-a-vis allocation details has been low mainly due to fewer number of trainings, freezing of DA during Covid period and reduced activities in the Institute on account of outbreak of COVID-19 during 2019-2022 which resulted in postponement of scheduled trainings, civil works and resorting to online modes of trainings etc.

Annexure-A

The sanctioned strength of officers and staff of Institute of Secretariat Training and Management (ISTM), group wise and position wise is as follows:

Group-wise and Position-wise sanctioned strength					
Manpower	Group-A	Group-B		Group-C	Total
		Gazetted	Non-Gazetted		
Sanctioned Strength	22	18	12	43	95
	<ul style="list-style-type: none"> • Director-1 • Additional Director-1 • Joint Director-4 • Deputy Director-14 • Deputy Director (Official Language)-1 • Assistant Director (Official Language)-1 	<ul style="list-style-type: none"> • Section Officer-7 • Assistant Director-8 • Private Secretary-2 • Assistant Library & Information Officer-1 	<ul style="list-style-type: none"> • Assistant Section Officer - 4 • Senior Translation Officer-1 • Junior Translation Officer-1 • Stenographer Grade 'C'-4 • Draftsman-1 • Training Associate-1 	<ul style="list-style-type: none"> • Stenographer Grade 'D'- 9 • Senior Secretariat Assistant-1 • Junior Secretariat Assistant-1 • Library Attendant-1 • Training Equipment Operator-1 • Staff Car Driver-3 • Multi Tasking Staff-27 	

Details of Officers and Staff position in ISTM as on 13.12.2024 is as below:-

	Sanctioned Strength	In Position
Faculty Members	28	25+2*
Non Faculty Members Officials	67	44+1**

Note: * 2 Faculty members are on attachment basis
 ** 1 Official is on attachment basis

Annexure-B

Statement of Budget Allocation and utilization in r/o ISTM for last five financial years is as below: -

Amount in Rupee (in Cr.)		
Year	Budget Allocation	Budget Utilization
2019-20	32.38	25.92
2020-21	33.38	27.97
2021-22	54.79	41.15
2022-23	37.20	24.31
2023-24	33.59	25.52