

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

LOK SABHA
UNSTARRED QUESTION NO. 2113
(ANSWERED ON 12.03.2025)

SANCTIONED OFFICERS/STAFF STRENGTH OF ISTM

2113. ADV. CHANDRA SHEKHAR:

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

- (a) the details of the sanctioned strength of the Officers and staff of Institute of Secretariat Training and Management (ISTM), group-wise and position-wise;
- (b) the current person in position of the Officers and staff of 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 there is any underutilisation of budgetary allocations by ISTM during the said period, year-wise, 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 details of sanctioned strength of the officers and staff of Institute of Secretariat Training and Management (ISTM), group-wise, position-wise and the current in position status of the officers and staff of ISTM is given below:-

Manpower	Sanctioned Strength	In Position	Vacant
Group A	22	18	04
Group B (Gazetted)	18	16	02
Group B (Non-Gazetted)	12	09	03
Group C	43	23	20
Total	95	66	29

POSITION WISE DETAIL

FACULTY POSITIONS				
S.No.	Name of the Post	Sanctioned Strength	In Position	Vacant Post
1.	Director	1	1	0
2.	Additional Director	1	0	1
3.	Joint Director	04	4	0
4.	Deputy Director	14	12	2
5.	Assistant Director	8	7	1
	Total	28	24	4

Further details are available on the following weblink- https://www.istm.gov.in/home/faculty				
NON-FACULTY POSITIONS				
6	Deputy Director (Official Language)	1	1	0
7	Under Secretary	0	1	0
8	Assistant Director (Official Language)	1	0	1
9	Section Officer	7	6	1
10	Private Secretary	2	3	0
11	Assistant Library Information Officer	1	1	0
12	Assistant Section Officer	4	4	0
13	Steno Gr 'C'	4	2	2
14	Steno Gr 'D'	9	4	5
15	Senior Secretariat Assistant	1	0	1
16	Junior Secretariat Assistant	1	1	0
17	Senior Translation Officer	1	1	0
18	Junior Translation Officer	1	1	0
19	Training Associate	1	1	0
20	Draftsman	1	0	1
21	Library Attendant	1	0	1
22	Training Equipment Operator	1	1	0
23	Staff Car Driver	3	1	2
24	Multi-Tasking Staff	27	16	11
	Total	67	44	25

(C) & (d): ISTM has consistently worked towards maximizing the utilization of its budgetary allocations. Efforts have been made to ensure appropriate use of funds under both Revenue and Capital heads for each account category. The institution has significantly ramped up efforts to fully utilize the funds in the aftermath of the COVID-19 pandemic when most of the trainings had shifted to offline mode, impacting expenditure. Since the pandemic, the rate of expenditure has significantly improved, and every effort has been made to fully utilize the allocated budget. The details of the expenditure are provided below:

Amount in Rupees (in thousands)		
Year	Budget Allocation	Budget Utilization
2019-20	323800	259212
2020-21	333810	279700
2021-22	547900	411466
2022-23	372000	243077
2023-24	335900	255184
