



**Third Party Evaluation of the
Institute of Secretariat Training & Management for the
Augmentation of Training Facilities**

Sponsored by



सत्यमेव जयते

**Institute of Secretariat Training and Management
Department of Personnel & Training
Government of India**

Conducted by

**Dr. Pawan Kumar Taneja
Dr. Roma Mitra Debnath**



**भारतीय लोक प्रशासन संस्थान
Indian Institute of Public Administration
2020**



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List of Abbreviation

Abbreviation	Description
AMC	Annual Maintenance Cost
ASO	Assistant Section Officer
CPWD	Central Public Works Department
CSS	Central Secretariat Service
CSSS	Central Secretariat Stenographers' Service
DGS&D	Directorate General of Supplies and Disposals
Dir	Director
DoPT	Department of Personnel & Training
DS	Deputy Secretary
eLMS	E-learning Management System
GBPS	Gigabits Per Second
GeM	Government e-Market Place
HDD	Hard Disk Drive
IAS	Indian Administrative Service
ICLS	Indian Corporate Law Service
IES	Indian Economic Service
IIPA	Indian Institute of Public Administration
ISTM	Institute of Secretariat Training & Management
LCD	Liquid Crystal Display
MDP	Management Development Programme
OHP	Over Head Projector
PA	Personal Assistant
PA System	Public Address system
PPS	Principal Private Secretaries
PS	Private Secretaries
RAM	Random-Access Memory
RCC	Reinforced Cement Concrete
SO	Section Officer
Sr PPS	Senior Principal Private Secretaries
SSA	Senior Secretariat Assistant
Steno	Stenographer
TB	Terabyte
TMIS	Training Management Information System
UFE	Utilization-Focused Evaluation
UPS	Uninterruptible Power Supply
US	Under Secretary

Acknowledgment

The study titled "Third Party Evaluation of Institute of Secretariat Training & Management for the Augmentation of Training Facilities" was successful due to assistance received and time devoted by many prestigious personalities. Words are inadequate to convey the appreciation for all the help provided.

First and foremost, we express our deepest gratitude to **Institute of Secretariat Training & Management** for engaging us in a unique and productive opportunity, giving us necessary information, simultaneously suggesting and encouraging throughout the study.

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Dr. Pawan Kumar Taneja
14/9/2020


Dr. Roma Mitra Debnath

Executive Summary

The primary findings of the study have been listed in the section:

- ❖ The key objective of the study is to draw a comprehensive list of public works executed, evaluation of the works completed vis a vis the proposed public works during financial year 2017-18, 2018-19 and 2019-2020 and enlist the challenges and strength faced during the period of augmentation of training facilities by the ISTM. The study has also recommended measures to make the installed facilities sustainable at ISTM.
- ❖ For the purpose of the study, qualitative and quantitative research approaches using in-depth discussions with key stakeholders and desk review was used as research methodology.
- ❖ With an objective to provide better infrastructure for the trainees visits for capacity building programmes at Institute of Secretarial Training and Management (ISTM), various equipments (electrical and electronics) were installed during 2017 to 2020 for augmentation of training facilities at ISTM.
- ❖ ISTM has installed various equipments (electrical and electronics) in the last three financial years i.e. 2017-2018, 2018-2019, 2019-2020. The complete details of installed equipments during the period of three financial years are being presented in Table 1.

Table 1- Quantity and description of equipments installed during 2017-2020

S. No.	Equipments description	Quantity	Year of Installation
1.	Wet Riser	65	Year 2017-2018
2.	Sprinklers system	270	
3.	Fire Extinguisher	99	
4.	PA-Fire fighting system	01	
5.	LED lights	254	
6.	Air Condition Machine (Split)	03	
7.	Desktop	35	
8.	20 KVA Online UPS	01	

9.	Heavy Duty Printer	01	Year 2018-2019
10.	Short Throw Projector	01	
11.	All-in-one Desktop	50	
12.	UPS	43	
13.	Multifunctional Printer	16	
14.	All-in-one Desktop	50	
15.	PA-Mike System	01	
16.	Electrical Panel	07	
17.	CCTV Camera	45	
18.	Laptop	35	Year 2019-2020
19.	All-in-One Desktop	47	

In addition to the above items, installation of 1 GBPS Internet connection (fiber line connectivity) and development of CSS/CSSS online registration module during the period of augmentation of training facilities.

Strength of the Existing Facilities at ISTM

- ❖ **Upgraded ICT Laboratory:** Prior to 2017, the number of installed computers at ICT laboratory of ISTM was not sufficient to fulfill the ever growing demand of the participants. As a part of capacity development programme at ISTM, participants were required to use the ICT Laboratory for preparation of projects reports. On an average, the participants of three to four training programmes use the laboratory daily. However, all the four ICT laboratories upgraded with latest technology all-in-one computers, laptops, and multifunctional printers and also installed 1GBPS fiber line for the better internet connectivity throughout the campus by the ISTM. The upgradation of ICT laboratory helped the ISTM to improve its academic infrastructure for effective learning for their participants.

- ❖ **Digitalization of registration process for trainings:** Earlier, the registration process for CSS/ CSSS officers training was manual and they were required to fill and submit the application form manually. This made the registration process of nomination needlessly lengthy and complicated. However, in 2017-18 the process of nomination was digitalized by ISTM. Now the participants can fill the form online, upload all required documents on the portal. Digitization of application

process has made application for the new participants simple, paper free and error free process and speedy.

- ❖ **Fire Protected Campus:** Prior to 2017, the campus of ISTM was not equipped with advanced fire fighting system. However, to make the entire campus protected from fire accidents, the fire fighting system has been installed by the ISTM. The institute is able to guard all its staff working with the organization, as well the participants who visit for various training programme and resides in the hostel of ISTM.

- ❖ **Surveillance of ISTM campus by CCTV:** The training institutions pose many unique challenges when it comes to security. Such an institution like ISTM, there's a lot to look after, viz. from administrative block premises to library building premise and training hall premises to hostel wing of the campus and ICT laboratory. However, to keep prevented from crime such as theft and break-ins CCTV installed in the campus by ISTM. The CCTV cameras can monitor campus activity and footage can be used to identify individuals who have committed crimes or violation of campus policies.

Issues and Challenges in the Existing Facilities at ISTM

- ❖ **Age of Building:** According to the report submit by ISTM personnel that multiple of cracks were observed in the façade of Reinforced Cement Concrete (RCC) beams and column of the library building in ISTM, which depicts the age of the building of ISTM campus. On the other hand, for the safety of the office employees, trainees and to increase the life of the building, the requirement of necessary repairing work has become mandatory on regular basis.

- ❖ **Uninterrupted Service of Internet Connection:** Online registration module is ineffective without Internet Service. In order to perform the latest technology, the desktops have been installed in different ICT laboratory of ISTM, also requires internet connection. During the physical survey by the study team, it was observed that the internet was not working in the ICT laboratory, while it was temporary fault as reported by the ISTM officials. Therefore, for uninterrupted service of internet, a fully equipped server room and technical staff are required all the time during office hours. ISTM has catered for this.

- ❖ **Computer Literacy:** Both the trainees and faculty must possess a minimum level of computer knowledge in order to function successfully on computer machine. To improve the effective learning, the participants must be literate of basic application such as MS Office and use of internet on desktop, laptop. If they do not possess these technology tools, they will not succeed in class room as well as in online learning program. However, age can be a barrier to the computer literacy.

- ❖ **Delay in Civil and Electrical work by CPWD:** it was noticed that, the delay in the completion of approved work by the CPWD is a major challenge for the organization and also the work executed by the CPWD show poor quality control. This could be a barrier to the any other future development related to the civil and electrical work at ISTM.

Recommendations

The following recommendations were drawn on basis of the analyses of the information. The identified challenges can be addressed by the following.

1. **Audit and Monitoring of CPWD Work:** Though, the major work related to civil and electrical is monitored and catered by the CPWD at ISTM, the deadline for completion of work should be set by the ISTM. Because the, timely completion of approved work together with proper quality control by the CPWD will facilitate ISTM to conduct training programme efficiently and effectively. To carry out the performance audit by CPWD on time to time, would ensure completion of work in time with proper quality control.

2. **Regular Maintenance of ICT Laboratory:** To having regular maintenance check done in ICT laboratory the small issues can be eradicate before they become big problems and helps in early detection of technical issues. Keeping computers well-maintained can keep both viruses and malware away. Regular maintenance can also help to keep the antivirus software up-to-date for smooth functioning. As ISTM currently have four ICT laboratories, the regular maintenance is required to keep the computers for the long run.

3. **Regular maintenance of CCTV cameras:** Regular maintenance of CCTV cameras ensures that the CCTV systems are working to their optimum performance and that images recorded and stored are fit for purpose and of evidence quality. Preventive maintenance is an essential part of

ensuring continuous surveillance and helps to deter break-in, theft and the overall security of the area.

4. **Hiring the service of third party of Civil and Electrical work:** It was noticed that for the execution of civil and electrical work at ISTM, CPWD is the main agency. As reported by ISTM official, works executed by CPWD is poor in quality and also delay in completion of approved work is a major challenge for the organization. However, ISTM can hire service from third party for civil and electrical works to avoid the delay by the CPWD.
5. Finally, it is suggested to have a regular monitoring and maintenance of the equipments to increase the life of the installed facilities, which would lead to a sustainable system.

Conclusion

Considering above findings, the existing scheme of Augmentation of Training Facilities at ISTM may be continued and above mentioned recommendation should be incorporated appropriately.

Chapter 1 Introduction

1.1 Introduction

The Institute of Secretariat Training and Management (ISTM) formally came into being in May, 1948, which was known at that time as the “Secretariat Training School”. The present title of the Institute as “Institute of Secretariat Training and Management” was awarded later with the motto “Efficiency and the Public Good”.

The mandate of the Institute is to impart training to officers of Central Secretariat Service (CSS), Central Secretariat Stenographers Service (CSSS) and officers of other organised/subsidiary services functioning in the Central Secretariat. CSS officers form the backbone of the Central Government Ministries/Departments and normally hold various positions up to the level of Joint Secretaries. The key responsibilities of the CSS officers include policy formulation, execution, monitoring and review.

The Institute also provides training support to the State Governments, Union Territory Administrations, Central Public Sector Enterprises, Central Autonomous Bodies and other organizations in specialised and general areas. The Institute is entrusted with the task of providing orientation training to the officers coming on deputation to the Central Government under the Central Staffing Scheme as Deputy Secretary and Director. The ISTM is the nodal institute for capacity building of Central Government officers for implementation of Right to Information Act, 2005. ISTM is the lead institute in the areas of Training of Trainers and conducts national and international Training of Trainers courses. Besides, probationers of various organised services, like that of the IAS, IES, IFS and ICLS attend the short duration training programmes on Office Management, Personnel Management and Financial Management as well as, Central Secretariat Practices at ISTM.

ISTM also conducts Management Development Programme (MDP) for officers of the level of Deputy Secretary and above of the Government of India. The areas covered are Financial Management, Management Principles, Good Governance, Knowledge Management, Behavioural Techniques and Cabinet Note Preparation in order to orient them towards effective service delivery in the Central Government. Some other activities of the Institute include undertaking research studies, providing consultancy services and development of trainers in training techniques. The Institute also organizes 4 workshops/seminars for SAARC and Commonwealth countries and conducts International Training of Trainers programme through ITEC programme of the Ministry of External Affairs.

1.2 Overview of the ISTM Campus

The Institute and its Hostel is housed in four different blocks which are Administrative Block, Hexagon Complex, Library Building, and Hostel Block. There are, at present eight Seminar Halls (classrooms), located in the Hexagon Complex, two Round Conference halls with a seating capacity of sixty delegates in each and two Auditoria with seating capacity of eighty persons in each, fitted with accessories like White Boards, LCD/OHP Multi-media Projectors. All of these Halls/Auditoriums/Conference Halls are fully air-conditioned. The Institute has also developed four more classrooms with a capacity of one hundred and thirty trainees at the Library Building. In addition to these, the Institute has a Committee Room located in the Administrative Block for conducting Faculty and Staff meetings which at times, is also utilized for imparting training. The Institute plans to construct a hundred seated fully equipped state-of-the-arts Conference Room for conducting International and National conferences on Training.

1.3 Objectives of Evaluation

The primary objective of the evaluation is to evaluate the scheme ‘Augmentation of the Training Facilities’ during financial year 2017-18, 2018-19 and 2019-2020 at ISTM. The specific objectives of the study are:

1. To draw a comprehensive list of public works executed during FY 2017-18, 2018-19 and 2019-2020 at ISTM under ‘Augmentation of the Training Facilities’ scheme in ISTM.
2. To physically verify the sample works executed during the study period.
3. To evaluate the works completed vis a vis the proposed public works during the study period.
4. To study the trend of public expenditure and the relevance of the same as per the scope of the study.
5. To study the process of implementation of the public works taken up during the study period.
6. To suggest the measures to improve the outcome of the scheme.

1.4 Summary of the Budget

The funds allocated to ISTM for the year 2017-2018, 2018-2019 and 2019-2020 is being presented in Table1. The table depicts the budget estimate and actual expenditure incurred during the mentioned year. The additional information of Rs. 30.77 Crore in the year 2017-2018 in budget estimate section was particularly allotted for construction of a new building for ISTM but later it was surrendered to DoPT at revised estimate stage due to non-availability of land mutation. Figure 1.1 exhibits the graphical representation of the figures mentioned in the Table 1.1. A contrast can be seen in the estimated budget for 2017-18 and other two years. The estimated budget for 2017-18 was exceptionally high as compared

to its revised estimate. However, in the next consecutive years, this abnormality was not observed. As being provided in the Annexure 1.

Table 1.1–Allocated expenditure for the year 2017-2018, 2018-2019 and 2019-2020
(In Crores)

Year	Budget Estimate	Revised Budget	Expenditure Incurred
2017-2018	# 33.77	4.13	1.37
2018-2019	2	1.6021	1.6019
2019-2020	3.02	1.6021	0.9638
Grand Total	5.02	7.3342	3.9357

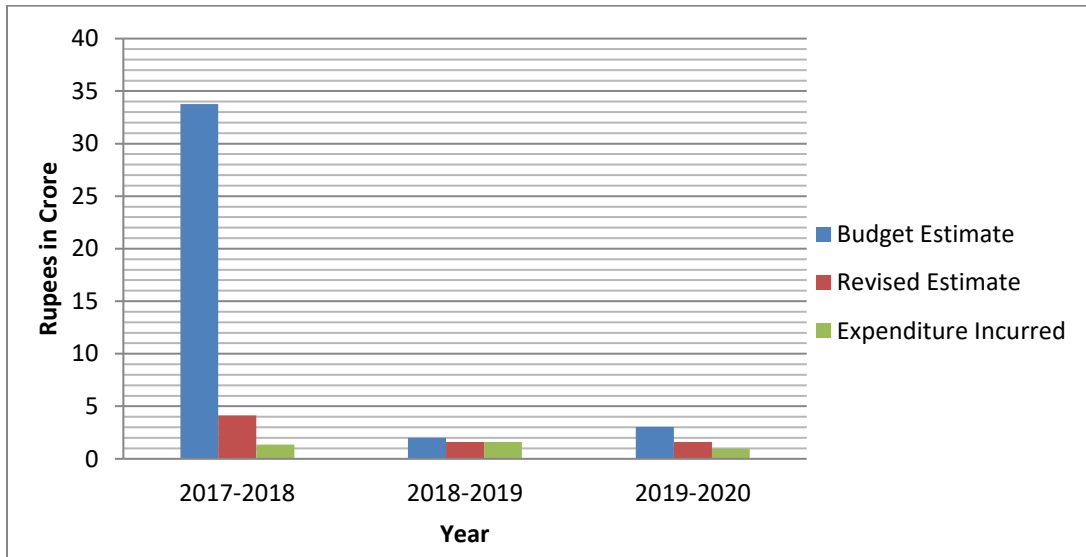


Figure 1.1-The distribution of budget and expenditure incurred during year 2017-2020

(Source: ISTM Budget estimate sheet for the year 2017-2020)

1.5 Rationale of the Study

To enhance the effectiveness of training there are need to acquire and utilize various trainings aids. Also special care is taken to provide high quality training materials to the trainees. To achieve this, the ISTM have equipped with various equipments for enhancement of the campus during the year 2017-2018, 2018-2019 and 2019-2020. ISTM has installed various equipments such as desktops, laptops, printers, fiber optical Internet, Online platform for e-Registration and classes called CSS module, LED lights and fire fighting systems in the campus premises.

Hence, the third party evaluation of the Institute of Secretariat Training & Management for augmentation of training facility at ISTM arose.

1.6 Organogram

ISTM is an “Attached Office” under the Department of Personnel & Training, Government of India. The Head of the Institute is “Director”, who is an officer of the level of Joint Secretary to the Government of India. Human Resources of the Institute can be broadly divided into two categories on the basis of the work they are engaged in, viz., Work relating to imparting of Training and Work relating to Administration. Figure 1.2 depicts partial organizational chart of ISTM. The full organogram is being provided in the Annexure 2.

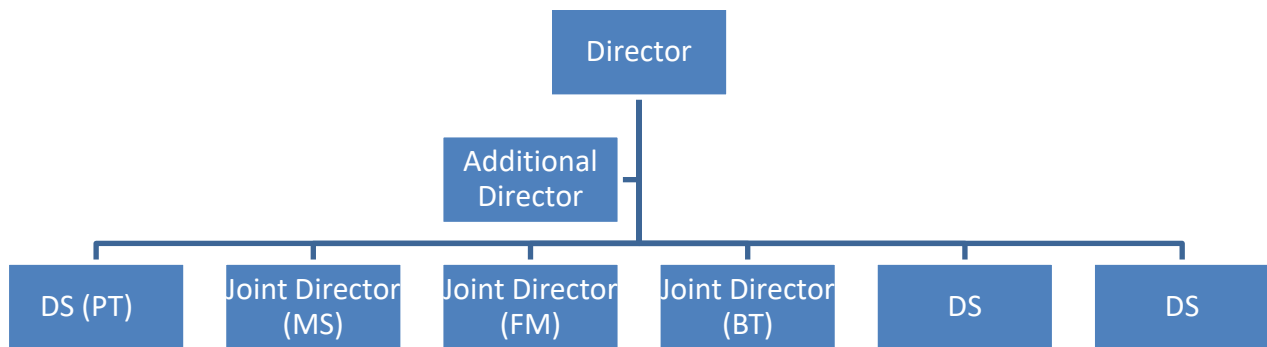


Figure 1.2-Partial Organogram of Institute of Secretariat Training and Management

(Source: ISTM Information Handbook 2019-20)

1.7 Conclusion

In this chapter, the brief introduction of ISTM, objectives of evaluation and the rationale of the study have been provided. To have a better understanding the functioning of the organization the structure of the ISTM and organizational chart has been presented in the chapter.

Chapter 2 Research Methodology and Data Collection

2.1 Introduction

To meet the objectives, the Utilization-Focused Evaluation (UFE), developed by Michael Quinn Patton (2013) has been used with data analysis. This is an approach based on the principle of its usefulness to its intended users. In the first stage, the focus was to Identify, organize, and engage primary intended users. This was followed by prioritizing the evaluation questions. After the data collected through the secondary sources, the same has been analyzed for the report. The significant findings have been reported to facilitate the conclusion and way forward in the evaluation report.

The study has used both qualitative and quantitative research approaches. Primary and Secondary data sources have been used for both quantitative and qualitative approaches.

For the qualitative study, primarily two methods have been used:

1. Desk review
2. In-depth interviews with ISTM officials which includes both the administrative and faculty members

Apart from data collected, a physical verification has been conducted to evaluate the current status of the infrastructure, that were installed during the study period.

2.2 Desk Review

Desk reviews of the existing documentation were done during the study. The list includes:

1. Guidelines for condemnation/scraping & disposal of IT products/Equipment. (Ministry of Communications and Information Technology, Dept. of Telecommunications (Information Technology Cell) *as being provided in the Annexure 3.*
2. Primarily estimate for installation of firefighting system at ISTM by CPWD as being provided in the Annexure4.
3. Procurement of computers through GeM portal by ISTM. GeM is a short form of one stop Government e-Market Place hosted by DGS&D where common user goods and services can be procured. GeM is dynamic, self sustaining and user friendly portal for making procurement by Government officers, which was launched on 9th August 2016 by the Commerce & Industry Minister.

2.3 In-Depth Interviews with ISTM officials

In-depth interviews and semi-structured discussions were conducted with the key stakeholders of the ISTM in two phases. The meetings have been conducted on dated 24 July, 2020 and on 07 August, 2020.

The details of ISTM officials are:

1. Shri Deepak Kumar Bist, Joint Director (Infrastructure)
2. Shri Dhanesh B, Joint Director (System Administration)
3. Shri U.S. Chattopadhyay, Deputy Secretary(Infrastructure) (Retired)
4. Shri R. K. Jha, Assistant Director (Infrastructure)
5. Shri R. N. Kulshastra, Section Officer
6. Shri Rohit Kumar, Technical Equipment Operator
7. Shri Arun Bharti, Data Base Administration Support
8. Shri Jagdish Singh, Consultant (Administration)
9. Shri Raj Kumar, Consultant (Infrastructure)

A series of one to one meeting were conducted with the officials of ISTM to have a better understanding of the process of augmentation of facilities installed during the year 2017-2018, 2018-2019 and 2019-2020 at ISTM. Meetings with officials of ISTM were also conducted to understand the process of augmentation of facilities as well as to clarify the role played by the ISTM. A detailed discussion on the challenges has been discussed too.

For the quantitative study two methods were used for collection of data. They are:

1. Development of Tool for collection of data
2. Physical Survey

2.4 Development of Tool

Apart from in-depth interview and desk review a classified tool has been developed to collect the data for the evaluation. The tool has been used to audit the quantity and quality of installed equipments, frequency of utilization of the equipments, user's feedback on installed equipments for the year 2017-2018, 2018-2019 and 2019-2020. The data collected through the developed tool helped us to understand the method and procedures used for augmentation of training facilities as per norms.

2.5 Physical Survey

A physical survey was conducted by the study team to verify the installed equipments at ISTM. The team visited the various locations at ISTM campus for verification of installed equipments which includes Information and Communication Technology (ICT) laboratories, library building, CCTV control room, fire fighting system control room, Internet server room. The data captured during the survey is being presented in the chapter 3 of the report.

2.6 Study Team

The study team was led by Principal Investigator Dr. Pawan Kumar Taneja, Sr. Faculty (Operations and Policy Research Analyst), IIPA and Co Principal Investigator, Dr. Roma Mitra Debnath, Associate Professor (Statistics and Decision Sciences), IIPA. The study team of the project was assisted by Mr. Hemant Chandra, Research Associate, IIPA.

2.7 Conclusion

This chapter provides a detailed overview of research process and methods. It describes the methodology adopted for the study. The details of the ISTM officials have also been mentioned in the chapter.

Chapter 3 Analyses and Results

3 Introduction

To achieve the objectives, during the study, in-depth discussions with different officials and faculty of ISTM and also physical survey has been conducted. Several critical indicatives have been captured in the tool, which has been presented in the next section.

The findings of the above process are presented in this chapter. The observations from the study have also been mentioned in the section.

3.1 Background of Analyses (year 2017 to 2020)

This section comprises the analyses of the three consecutive years i.e. 2017-2018, 2018-2019 and 2019-2020. The parameters that have been analysed have been presented in the following sections.

3.1.1 Procurement of Equipments

The machineries like desktop computers, laptops, UPS and printers were purchased through GeM portal. (Government e-Market Place hosted by DGS&D where common user goods and services can be procured). The installation of fire fighting systems, LED lights in Library building and repair of library building was done by the CPWD.

The repair work of library building was done under capital expenditure head and remaining installation of equipments was done under the revenue expenditure head. The ISTM Budget Estimate sheet for the year 2017-2020 is being provided in Annexure 1.

3.1.2 Annual Maintenance of Equipments

The questions for Annual Maintenance Cost (AMC) was captured in the tool while collecting the data and it has been found that the all equipments procured during the year 2017-2020 are under warranty period.

3.1.3 Performance Rating of Equipments

The year wise installation of equipments (electrical and electronics) at ISTM is being presented in Table 3.1 along with rating of equipments are on scale of 1 to 5, captured from tool developed for data collection. (1 being the lowest and 5 is the highest).

Table 3.1- Performance ratings of equipments installed for the year 2017-2020

S. No.	Equipments description	Year 2017-18	Year 2018-19	Year 2019-2020
20.	35 Desktop	4		
21.	01 Unit 20 KVA Online UPS	4		
22.	1 Heavy Duty Printer	4		
23.	1 Short Throw Projector	4		
24.	50 All-in-one Desktop		4	
25.	43 UPS		4	
26.	1 GBPS line Fiber Connectivity		4	4
27.	16 Multifunctional Printer		4	
28.	50 All-in-one Desktop		4	
29.	01 PA/Mike System		4	
30.	35 Laptops			4
31.	47 All-in-One Desktop			4

3.1.4 Feedback of Users

The average feedback received from the administrative staff, faculty and trainee regarding upgraded equipments are on scale of 1 to 5(1 being lowest and 5 is the highest).The detail is being presented in Table 3.2.Figure 3.2 exhibits the graphical representation of the figures mentioned in the Table 3.2.Since the feedback is lying between a range of 4 and 5, it can be observed that the users are highly satisfied with the upgradation of the equipments. A pictorial presentation is also being represented in Figure 3.2

Table 3.2- Feedback of users for the year 2017-2020

S. No.	Feedback	Year 2017-2018	Year 2018-2019	Year 2019-2020
1	Administrative Staff	4	4	4
2	Faculty	5	5	5
3	Trainee	5	5	5

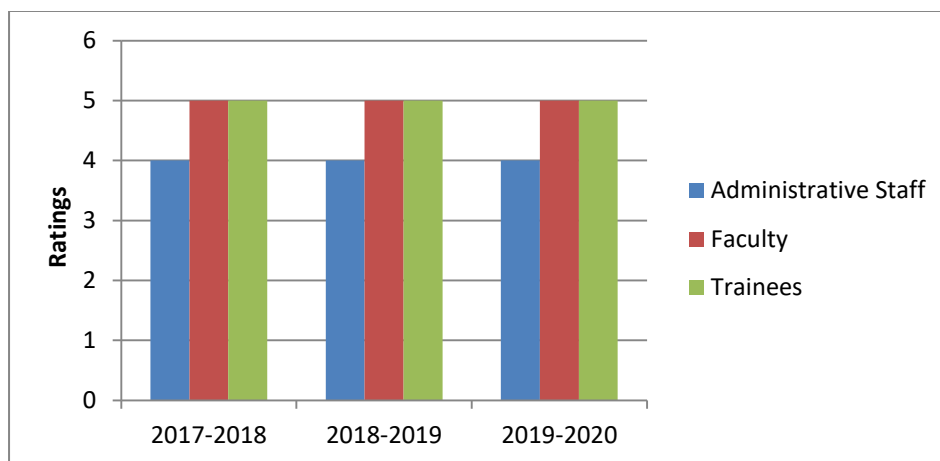


Figure 3.2 – Users Feedback for installed equipments

3.1.5 Utilization of Equipments

The equipments installed at ISTM during year 2017 to 2020 like desktops, laptops, UPS along with printer are being utilized extensively on daily basis. Electrical panels are also being utilized extensively on daily basis.

Further for a critical analysis of the augmentation of training facilities, this analyses has been divided in three sections like (i) Analyses (2017-2018), (ii) Analyses (2018-2019) and (iii) Analyses (2019-2020)

3.2 Analyses (2017-2018)

3.2.1 Fire Fighting System

The fire fighting systems were installed at ISTM during the year 2017-2018. The installation work was done by the Central Public Works Department (CPWD). The items which installed under fire fighting systems are wet riser, sprinklers system, fire extinguisher and Public Address (PA) system. All fire fighting systems found in working condition. A special demonstration was also given through PA system to the study team. In addition to the study it was found that training programmes were also conducted for the officials of the ISTM that how to use the fire fighting system at the time of emergency before the rescue team. The details of equipments installed under the firefighting systems are being presented in Table 3.3.

Table 3.3 - Description of equipments installed under Fire Fighting System

S. No.	Equipments	Quantity
1	Wet riser	65
2	Sprinklers system	270
3	Fire extinguisher	99
4	PA System	01

3.2.2 Replacement of electrical fittings with LED fixtures

Around two hundred and fifty four lights have been installed in the library building of the ISTM. The measurement of LED lights is two by two and during the physical verification it was found they were in working condition. Apart from that no other changes has been done in the library building in this year.

3.2.3 Upgradation of ICT Laboratory

Earlier there were only ninety six computers in the four ICT laboratories at ISTM campus. To fullfill the growing demand of large number of participants for training in the campus the previous infrastructure was inadequate to meet this growing demand. In the view of that requirement of additional lab arose. Therefore, a total thirty five desktops were procured for the new ICT laboratory. Apart from desktop other equipments also installed at new ICT lab. The details of equipments are being presented in Table 3.4.

During the physical verification it was found that the newly procured desktop and other peripherals installed at new ICT laboratory are in working condition. Randomly few machines were checked by the study team and it was found satisfactory. The laboratory is located on first floor which was not connected with elevator. The new lab is not accessible to the *Divyang*, which is one of the disadvantages of the ICT laboratory.

Table 3.4- Description of equipments installed for upgradation of ICT Laboratory

S. No.	Equipments	Quantity
1	Desktop	35
2	20 KVA Online UPS	01
3	Heavy duty printer	01
4	White board	01
5	Short Throw Projector	01
6	Air-conditioners (Split AC)	03

3.2.4 Development of CSS/CSSS online Registration Module

The Central Secretariat Service and Central Secretariat Stenographers' Service module is an integrated part of Training Management Information System (TMIS). TMIS is an online based application which manages documents related to trainings like training guidelines, training manuals, course content, training calendars, and the dynamic database which would capture all real time trainings, nominations, certificate generation, post training evaluation and post training deployment.

ISTM has hired senior software developer and data base administrator for the development of CSS and CSSS online registration module especially for the CSS and CSSS Officers training programmes through National Informatics Centre Services Incorporated (NICSI) for registration of participants, online processing of application forms, sharing of material, management of courses and collection of feedback from participants. The user interface of CSS module is user friendly and also accessible on smart mobile phones. With help of this module ISTM collect requisite information in digital form and also feedback from participants.

3.3 Analyses (2018-2019)

3.3.1 Replacement of Electrical Panel in Library Building

To provide the uninterrupted power supply in the library building of ISTM, seven new electrical panels have been installed and replaced with old one. During the physical verification was found that the electrical panels were installed in the basement of library building and was under working condition. The details of electrical panel are being presented in Table 3.5.

Table 3.5- Description Electrical Panel installed in Library Building of ISTM

S. No.	Electric Panels	Quantity
1	Electric panel (basement)	02 (200 Amp)
	Library Building	02 (400 Amp)
2	Electric panel (3 rd Floor)	02 (200 Amp)
	Library Building	01 (100 Amp)

3.3.2 Repair of the Library building

In the developed tool for data collection, ISTM personnel submitted the report that lot of cracks were observed in the façade of Reinforced Cement Concrete (RCC) beams and column of the library building in ISTM. Hence, it was decided to make necessary repairing work for the safety of the office employees, and also to increase the life of the building. The repair work was done by the CPWD. The total expenditure incurred on repair of library building was around 21.49 Lakh. This work was done under the capital expenditure head.

3.3.3 Installation of CCTV

There CCTV camera installed in ISTM campus in different locations for the surveillance. There is one technical personnel deputed to monitor the CCTV footage. ISTM keeps the records of CCTV footage for minimum thirty days. Total forty-five CCTV cameras installed at ISTM campus.

In the physical survey it was found that most of the CCTV cameras were working except the hostel premises. The location wise installation of CCTV camera is being presented in Table 3.6.

Table 3.6- Description of quantity and location of CCTV installed

S. No.	Location of CCTV Installed	Quantity
1.	Entry/Exit Gates of Campus	13
2.	Reception Area	3
3.	Corridors in the Hostel Block	8
4.	Library Building	11
5.	Administrative Building- Lounge Area	4
6.	Cafeteria	3
7.	Corridor of Seminar Hall area	3

3.3.4 Upgradation of ICT Lab

The data captured through the developed tool, mentioned that around hundred and forty-seven condemned computers which were purchased during the year 2007-08 for the ICT lab. Against the fifty condemned desktop, hundred all-in-one desktop have been purchased in the year 2018-2019 for upgradation of ICT lab. Here, all-in-one desktop described as inbuilt CPU with monitor and with external keyboard and mouse. The fifty desktops are of Lenovo product and rests fifty are of Dell product. The specifications for

Lenovo and Dell are same as data captured in the study i.e. Intel core i7, 8thGeneration, 8 GB RAM, 1TB HDD with 23.8 inch screen.

The forty three UPS (Uninterruptible Power Supply) machine have been purchased against the seventy nine condemned UPS which were purchased during the year 2002-2010. The sixteen new multifunctional printers purchased against the thirty two condemned printers which were purchased during the year 2007-2010.

The desktops along with UPS and printer are being utilized extensively on daily basis. The details of equipments are being presented in Table 3.7.

Table 3.7 Description of equipments installed for upgradation of ICT Laboratory

S. No.	Equipments	Quantity
1	All-in-one Desktop	100
2	UPS	43
3	Multifunctional printer	16
4	PA/Mike system	01

3.3.5 Development of CSS/CSSS online Registration Module

The CSS module was modified in the year 2018-2019 for effective use of the participants for online registration. At present one lakh one thousand four hundred and eighty three users are registered on this platform.

3.3.6 Installation of 1 GBPS Fiber Line

The work related to Installation of 1 GBPS fiber line at ISTM campus was started during year 2017-18 and it was completed in year 2018-19. Power Grid Corporation of India Limited (PGCIL) was bring into operation for direct Internet connectivity of 1 GBPS lease line. The optical fiber cable is being used for supply of internet line. There is dedicated Server Room for distribution and monitoring of 1 GBPS line. One Sr. Technical Support Engineer is deputed to monitor and responsible for uninterrupted internet connectivity in the campus.

3.4 Analyses (2019-2020)

3.4.1 Procurement of Active Hardware Items

Active Hardware means that hardware equipments which were used to route the internet connectivity through 1 GBPS fiber Optical Line. The hardware used for installation of 1 GBPS line is CISCO ASR1001-HX with 2 10GE ports license which is being utilized extensively on daily basis.

3.4.2 Procurement of Laptop

As a part of Cadre Training Programme of ISTM, the participants of Level D are sent to various State/Districts for a period of ten weeks for on-the-job training State Attachment with Governments at Village level. The assessments of participants are based on their reports and presentation. Hence, the provision for purchase of laptop created.

In order to fulfill the requirements, total thirty five laptops procured during 2019-20. The specifications of the laptops are i5, 8th Generation. The laptops were procured against the seventy one condemned/obsolete laptops.

3.4.3 Procurement of Desktop

Total forty seven all-in-one desktop has been purchased during the year 2019-20. The specifications of all-in-one desktop are i7, 8th generation with inbuilt Window 10 Professional software.

3.4.4 Development of CSS/CSSS online Registration Module

The work of development and modification is a continuing process on year to year basis. The non CSS/CSSS officers are also getting registered through this platform.

3.5 Conclusion

This chapter presents critical analyses of the augmentation of training facilities at ISTM. The strength and weakness have been identified. The installation work of equipments revived critically and the feedback collected from users has been highlighted in this chapter.

Chapter 4 Conclusion and Suggestion

4 Introduction

On the basis of detailed analyses of in-depth discussions with various stakeholders and critical analyses of the data captured from developed tool, the strength and weakness after the installed equipments have been provided in this chapter.

The suggestions have been drawn from the outcome of the study to address the challenges of existing system for augmentation of training facilities.

The strength of the organization has been divided in two sections. They are:

- i. Academic Strength**
- ii. Administrative Strength**

4.1 Academic Strength

4.1.1 Upgraded ICT Laboratory

Prior to 2017, the number of installed computers at ICT laboratory of ISTM was not sufficient to fulfill the ever growing demand of the participants. As a part of capacity development programme at ISTM, participants were required to use the ICT Laboratory for preparation of projects reports and further they need to refer to the various websites for the preparation of reports, for which a high band internet quality was obligatory. The participants are also required to print their reports in the computer laboratory. On an average, the participants of three to four training programmes use the laboratory daily. However, to upgrade the infrastructure and to meet this growing demand, all the four ICT laboratories of ISTM upgraded with latest technology all-in-one computers, laptops, multifunctional printers and also installed 1GBPS fiber line for the better internet connectivity throughout the campus.

Thus, the upgradation of ICT laboratory helped the ISTM to improve its academic infrastructure for effective learning for their participants.

4.1.2 CSS/CSSS online registration module

Earlier, the registration process for CSS/ CSSS officers training was manual and they were required to fill and submit the application form manually. This made the registration process of nomination needlessly lengthy and complicated. However, in 2017-18 the process of nomination was changed. ISTM has created CSS and CSSS online registration module especially for the CSS and CSSS Officers training programmes

through National Informatics Centre Services Incorporated (NICSI). Post the facility, now the participants can fill the form online, upload all required documents on the portal. Digitization of application process has made application for the new participants simple, paper free and error free process and speedy. It also avoids risk of losing documents and minimizes the storing space.

Due to digitalization of the application process, the time to process the application has also been reduced significantly. The user interface of CSS/CSSS online registration module is user friendly and also accessible on smart mobile phones. With help of this module ISTM can collect requisite information in digital form as well as feedback from participants.

Presently ISTM is utilizing the online registration module for all the training programmes being conducted by ISTM. This includes the following categories:-

- CSS/CSSS
- Non-calendar courses: Organisation Specific Programmes
- Non-calendar courses: Cadre Specific Courses
- Other specialised training courses mentioned in annual training programmes
- E-learning Management System (eLMS) courses meant for CSS/CSSS participants

4.2 Administrative Strength

4.2.1 Fire Protected Campus

Prior to 2017, the campus of ISTM was not equipped with advanced fire fighting system. However, to make the entire campus protected from fire accidents, the installation of fire fighting system has been done. The installation work of fire fighting system was completed by the CPWD. The institute is able to guard all its staff working with the organization, as well the participants who visit for various training programme and resides in the hostel of ISTM.

4.2.2 Surveillance of ISTM campus by CCTV

The training institutions pose many unique challenges when it comes to security. Such an institution like ISTM, there's a lot to look after, viz. from administrative block premises to library building premise and training hall premises to hostel wing of the campus and ICT laboratory. A system of properly installed CCTV cameras ensures the safety of participants, faculty, staff and facilities on campus.

Due to the CCTV installed in the campus of the ISTM, it has been prevented from crime such as theft and break-ins. The CCTV cameras can monitor campus activity and footage can be used to identify individuals who have committed crimes or violation of campus policies.

4.3 Challenges in the existing facilities of ISTM

4.3.1 Age of Building

In the developed tool for data collection, ISTM personnel submitted the report that multiple of cracks were observed in the façade of Reinforced Cement Concrete (RCC) beams and column of the library building in ISTM, which depicts the age of the building of ISTM campus. However, for the safety of the office employees, trainees and to increase the life of the building, the requirement of necessary repairing work has become mandatory on regular basis.

4.3.2 Uninterrupted Service of Internet Connection

Online registration module is ineffective without Internet Service. Lack of internet is the only weakness of this module. In order to perform the latest technology, the desktops have been installed in different ICT laboratory of ISTM, also requires internet connection. Uninterrupted service of internet is basic need for function of the CSS/CSSS module and ICT laboratory. ISTM has catered for this.

4.3.4 Computer Literacy

Both the trainees and faculty must possess a minimum level of computer knowledge in order to function successfully on computer machine. To improve the effective learning, the participants must be literate of basic application such as MS Office and use of internet on desktop, laptop. If they do not possess these technology tools, they will not succeed in class room as well as in online learning program. However, age can be a barrier to the computer literacy.

4.3.5 Delay in Civil and Electrical work by CPWD

In the developed tool for data collection, ISTM personnel submitted the report that the delay in completion of approved work by the executing agency i.e. CPWD is a major challenge for the organization. The works executed by CPWD show poor quality control/poor workmanship. The work completion certificate should be issued on time by CPWD.

4.3.6 Utilisation of fund by ISTM

In the developed tool for data collection, ISTM personnel submitted the report that the fund of Rs. 0.81 Crore allocated to ISTM in the year 2017-2018 under the capital head, for implementation of the various works by the main executing agency i.e. CPWD. And as reported by ISTM official that due to late receipt of approval/appraisal of the Scheme by the Competent Authority and past experience with CPWD, fund of Rs. 30.00 lakh was surrendered to DoPT. And therefore, the budget provision of Revised Estimate reduced to Rs. 51.00 lakh in the year 2017-2018.

4.4 Suggestions

4.4.1 Audit and Monitoring of CPWD Work

Though, the major work related to civil and electrical is monitored and catered by the CPWD at ISTM, the deadline for completion of work should be set by the ISTM. Because the, timely completion of approved work together with proper quality control by the CPWD will facilitate ISTM to conduct training programme efficiently and effectively. To carry out the performance audit by CPWD on time to time, would ensure completion of work in time with proper quality control.

4.4.2 Regular Maintenance of ICT Laboratory

To having regular maintenance check done in ICT laboratory the small issues can be eradicate before they become big problems and helps in early detection of technical issues. Keeping computers well-maintained can keep both viruses and malware away. Regular maintenance can also help to keep the antivirus software up-to-date for smooth functioning.

As ISTM currently have four ICT laboratories, the regular maintenance is required to keep the computers for the long run.

4.4.3 Regular maintenance of CCTV cameras

Regular maintenance of CCTV cameras ensures that the CCTV systems are working to their optimum performance and that images recorded and stored are fit for purpose and of evidence quality. Preventive maintenance is an essential part of ensuring continuous surveillance and helps to deter break-in, theft and the overall security of the area.

4.4.4 Hiring the service of third party of Civil and Electrical work:

It was noticed that for the execution of civil and electrical work at ISTM, CPWD is the main agency. As reported by ISTM official, works executed by CPWD is poor in quality and also delay in completion of approved work which is a major challenge for the organization. However, ISTM can hire service from third party for civil and electrical work to avoid the delay by the CPWD.

4.5 Conclusion

This chapter suggests a number of recommendations to make the installed facilities sustainable. To have a sustainable installed facilities, monitoring and regular maintenance of the equipments is mandatory. Considering overall findings, the existing scheme of Augmentation of Training Facilities at ISTM may be continued and above mentioned recommendation should be incorporated appropriately.

Annexure 1- ISTM Budget Estimate Sheet for the year 2017-2020

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

Scheme: **Augmentation of Training Facilities in ISTM- Status of various works viz-a-viz Expenditure incurred in 2019-20 regarding.**

The summary of funds allocated under Budget Estimate, Revised Estimate expenditure incurred so far and anticipated expenditure/funds likely to be surrendered in the Scheme - Augmentation of Training Facilities in ISTM during the year 2019-20 are as under.:-

(Rupees in Crore)

Sl. No.	Head of the Scheme	BE 2019-20	R.E. 2019-20	Expenditure incurred	Surrendered to DoPT	Remarks
1	Revenue 04.04.50	3.00	2.97	1.37	1.60	Detail of works at Annex A
2	Capital 42.01.53	# 30.77	1.16	0.00	1.16	Detail of works at Annex B
	Total	33.77	4.13	1.37	2.76	

Rs. 30.77 crore was allotted mainly for construction of a new building for ISTM/DoPT and was surrendered to DoPT at RE stage due to non-availability of land mutation in favour of DoPT/ISTM from L&DO, M/o Housing and Urban Affairs.

Annexure 1(A)

The status on each item of works proposed to be implemented/completed under the Scheme (**Revenue Head**) during the year 2019-20 is as under:

(Rupees in lakh)

Sl. No	Name of the work	Fund allotted (Rupees)	RE 2019-20	Expenditure incurred (Rupees)	Surrendered to DoPT	Status/Remarks
1	Procurement of Active hardware items for installation of 1(one) 1Gbps line in ISTM	60,23,500		59,99,101	24,149	Work completed. File No : D-14011/12/2011-ISTM(Vol I & II)
2	Replacement of Laptops	21,00,000		18,18,075	2,81,925	Work completed. File No : D
3	Replacement of existing three old passenger lifts installed and also replacement of	88,93,500		16,70,000	72,23,500	AE (Electrical), CPWD confirmed that an amount of Rs. 20.00 lakh will be utilized on account of installation of DG Set during this financial year. The remaining amount may be

	existing DG set 250 KVA					withdrawn and re-allotted in the next financial year i.e. 2020-21. File No : D-11029/7/2018-ISTM
4	Upgradation of ICT Laboratories	50,00,000		42,45,983	0	Work completed File No : D-19014/7/2019-SA(ISTM)
5.	Overhaul of Hostel Kitchen, wash basins to clean utensil	9,83,000		0	9,83,000	EE (Civil), CPWD confirmed that Tender for both the items of works will be called after Delhi Election on 13.02.2020. He further mentioned that fund is unlikely to be incurred during CFY and may, therefore be surrendered.
	Upgradation of hostel rooms (minor civil repair, work to stop seepage etc& electrical works, furniture, curtains etc	50,00,000		0	50,00,000	File No : D-11029/7/2019-ISTM
6	Upgradation of class rooms (furniture, audio-video system, smart board)	20,00,000		0	20,00,000	Proposal approved. The amount could not be utilized during the year 2019-20 and surrendered to DoPT. File No : D-11029/12/2019-ISTM
7	Third Party Evaluation of Scheme-Augmentation of Training Facilities in ISTM	-		0	3,98,000	IFD concurred the proposal for third party evaluation of the Scheme of ISTM by IIPA at a total cost of Rs. 3.98 lakh. Administrative approval of the Competent Authority is received. File No : D-11029/6/2019-ISTM
	Total	3,00,00,000 or 3.00 crore	2.97 crore	1,37,33,159 or 1.37 crore	1,59,10,574 or 1.60crore	

Annexure 1(B)

The status on each item of works proposed to be implemented under the Scheme (**Capital Head**) during the year 2019-20 is as under:

(Rupees in lakh)

		Fund approved/ Earmarked (Rupees)	R.E. 2019-20	Expenditure incurred (Rupees)	Fund surrendered (Rupees)	Remarks
1	Provision of lift (to facilitate differently abled persons barrier free access in Administrative Block of ISTM)	87,79,000 (-) <u>50,00,000</u> <u>37,79,000</u>	37,79,000	0	37,79,000	AE(Civil), CPWD confirmed that Composite Tender for Civil and Electrical work will be called on 13.02.2020 after Delhi Election. Funds are unlikely to be utilized during 2019-20 and may, therefore, be surrendered. Rs. 50.00 lakh was already surrendered to DoPT at RE stage. File No : D-11029/1/2017-ISTM(Part-V)
2	Renovation of conference room	50,00,000 (-) <u>22,00,000</u> <u>28,00,000</u>	28,00,000	0	28,00,000	The estimate in respect of electrical works has not been received. The fund is unlikely to be utilized during 2019-20 and therefore may be surrendered. Rs. 22.00 lakh was already surrendered to DoPT at RE stage. File No : D-11029/10/2015-ISTM
3	Setting up a Video/Audio Studio in ISTM;	2,30,00,000 (-) <u>1,80,00,000</u> <u>50,00,000</u>	50,00,000	0	50,00,000	The proposal is in nascent stage and fund is unlikely to be utilized and therefore may be surrendered Rs. 180.00 lakh was already surrendered to DoPT at RE stage File No :D-11029/13/2018-ISTM.
	Total	1,15,79,000 or 1.16 crore	1.16 crore	0	1.16 crore	

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

Scheme: **Augmentation of Training Facilities in ISTM- Status of various works viz-a-viz Expenditure 2018-19 regarding.**

The summary of funds allocated under Budget Estimate, Revised Estimate expenditure incurred so far and anticipated expenditure/funds likely to be surrendered in the Scheme - Augmentation of Training Facilities in ISTM during the year 2018-19 are as under:-

(Rupees in crore)

Sl. No.	Head of the Scheme	BE 2018-19	R.E. 2018-19	Expenditure incurred	Surrendered to DoPT	Remarks
1	Revenue	1.00	1.5372	1.5370	-	Detail of works at Annex A
2	Capital	1.00	0.0649	0.0649	-	Detail of works at Annex B
	Total	2.00	1.6021	1.6019	-	

Annexure 1(C)

The status on each item of works proposed to be implemented/completed under the Scheme (**Revenue Head**) during the year 2018-19 is as under:

(Rupees in lakhs)

Sl. No	Name of the work	Fund allotted (Rupees)	RE 2018-19	Expenditure incurred (Rupees)	Surrendered to DoPT	Status/Remarks
1	Replacement of electrical panels in the Library Building	6.07		5.02	-	Work completed. File No : D-11029/1/2017-ISTM(part-VII)
2	Installation of Security System(CCTV at all the entry/exit gates, Reception, Corridors in the Hostel Block, Library Building, Administrative Block, Cafeteria, Dinning Hall etc of ISTM	23.00		21.33	-	Work completed. File No : D-11029/1/2017-ISTM(Part-IV)
3	Replacement of existing three old passenger lifts installed and also replacement of existing DG set	88.93		0	88.93	The approved works could not be started by CPWD during the year 2018-19 & expressed their inability to utilise the fund for the purpose and requested ISTM to surrender the same.

	250 KVA					File No : D-11029/7/2018-ISTM
4	Upgradation of ICT Laboratories with latest systems including replacement of furniture/minor civil works					
	(i) Purchase of computer systems and other IT hardware	40.00		40.14		Work completed File No : D-15015/06/2017-ISTM
	(ii) Replacement of various IT equipment declared obsolete and condemned	83.00		63.86		Work completed File No : G-20015/1/2018-System Admn-ISTM
	(iii) Installation of 1Gbps line in ISTM	92.00		23.35		Work commenced and not completed. Spilled over from 2018-19 to 2019-20 File No : D-19014/15/2018-System Admn-ISTM
	Total	283.00	153.72	153.70		

Annexure 1(D)

The status on each item of works proposed to be implemented under the Scheme (**Capital Head**) during the year 2018-19 is as under:

(Rupees in lakh)

		Fund approved/ Earmarked (Rupees)	R.E. 22018-19	Expenditure incurred (Rupees)	Fund surrendered (Rupees)	Remarks
1	Repair, Rehabilitation and sprucing up of library building in ISTM Campus	15.00	6.49	6.49	0	Work completed File No : D-11029/1/2017-ISTM
2	Renovation of conference room	50.41	-	0	50.41	Plan and estimate had been obtained from NPCC after field survey and discussions.
3	Installation of Bio-Gas plant in Hostel block with associated facilities for	12.48	-	0	12.48	Training Division, DoPT advised for obtaining quotations from other eligible PSUs in accordance with GFRs. Accordingly, Tenders

	use in Hostel Kitchen					<p>floated but no responses were received. It was therefore decided to call rates through CPPP after consultation with Training Division. The entire fund of Rs. 70.00 earmarked for the purpose was surrendered.</p> <p>File No : D-11029/10/2015-ISTM & File No : D-11029/3/2018-ISTM</p>

INSTITUTE OF SECRETARIAT TRAINING AND MANAGEMENT

Scheme: **Augmentation of Training Facilities in ISTM- Status of various works viz-a-viz Expenditure 2017-18 regarding.**

The summary of funds allocated under Budget Estimate, Revised Estimate expenditure incurred so far and anticipated expenditure/funds likely to be surrendered in the Scheme - Augmentation of Training Facilities in ISTM during the year 2017-18 are as under.:-

(Rupees in crore)

Sl. No.	Head of the Scheme	BE 2017-18	R.E. 2017-18	Expenditure incurred	Surrendered to DoPT	Remarks
1	Revenue	2.21	0.6653	0.6485	-	Detail of works at Annex A
2	Capital	0.81	0.3075	0.3153	-	Detail of works at Annex B
	Total	3.02	0.9728	0.9638	-	

Annexure 1(E)

The status on each item of works proposed to be implemented/completed under the Scheme (**Capital Head**) during the year 2017-18 is as under:

Rupees in lakhs

Sl. No	Name of the work	Fund allotted (Rupees)	RE 2017-18	Expenditure incurred (Rupees)	Surrendered to DoPT	Status/Remarks
1	Renovation of four guest rooms in the ground floor of Hostel Block	10.00		15.71	-	Work completed. File No : D-11029/1/2017-ISTM(part-III)
2	Procurement of Billiards Table in Gymnasium	3.50			-	Work completed. File No : D-11029/1/2017-ISTM(part-III)
3	Upgradation of Class Room furniture & Fixtures	10.32			-	Work completed File No : D-11029/1/2017-ISTM(part-III)
4	Repair, Rehabilitation and sprucing up of library building in ISTM Campus	27.18		15.82		Work not completed and spilled over from 2018-19 to 2019-20. File No : D-11029/1/2017-ISTM
	Total	51.00	30.75	31.53		

Annexure 1(F)

The status on each item of works proposed to be implemented under the Scheme (**Revenue Head**) during the year 2017-18 is as under:

		Fund approved/ Earmarked (Rupees)	R.E. 2017-18	Expenditure incurred (Rupees)	Fund surrendered (Rupees)	Remarks
1	Installation of Fire Fighting System i.e. wet riser and sprinklers system in the campus of ISTM	8.00		17.24	0.76	Work completed File No : D-11029/1/2017-ISTM (part-III)
2	Installation of Fire Alarm system and PA system in the campus of	10.00				Work completed File No : D-11029/1/2017-ISTM (part-III)

	ISTM					Work completed
3	Promoting Energy conservation at ISTM- Replacement of conventional electrical fitting with LED fixtures in the Library Building	4.00		2.14	1.84	File No : D-11029/1/2017-ISTM (part-III)
4	Replacement of electrical panels in the Library Building	13.07		6.44	6.63	Work not completed thus spilled over from 2017-18 to 2018-19 File No : D-11029/1/2017-ISTM (part-VII)
5	Installation of Security System (CCTV at all the entry/exit gates, Reception, Corridors in the Hostel Block, Library Building, Administrative Block, Cafeteria, Dinning Hall etc of ISTM	25.00		0	25.00	The entire amount was surrendered. Work spilled over from 2017-18 to 2018-19 File No : D-11029/1/2017-ISTM (part-IV)
6	Upgradation of ICT Laboratories with latest systems including replacement of furniture/minor civil works	39.93		39.03	0.90	Work completed File No : D-1102901/2017(part-III)
	Total	100.00	66.53	64.85	35.13	

Annexure 2 - Organogram of Institute of Secretariat Training and Management



भारत सरकार

GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान
**INSTITUTE OF SECRETARIAT TRAINING &
MANAGEMENT**

(आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF PERSONNEL & TRAINING

INFORMATION HANDBOOK

(As per provisions contained in the Right to Information Act, 2005)

2019-20

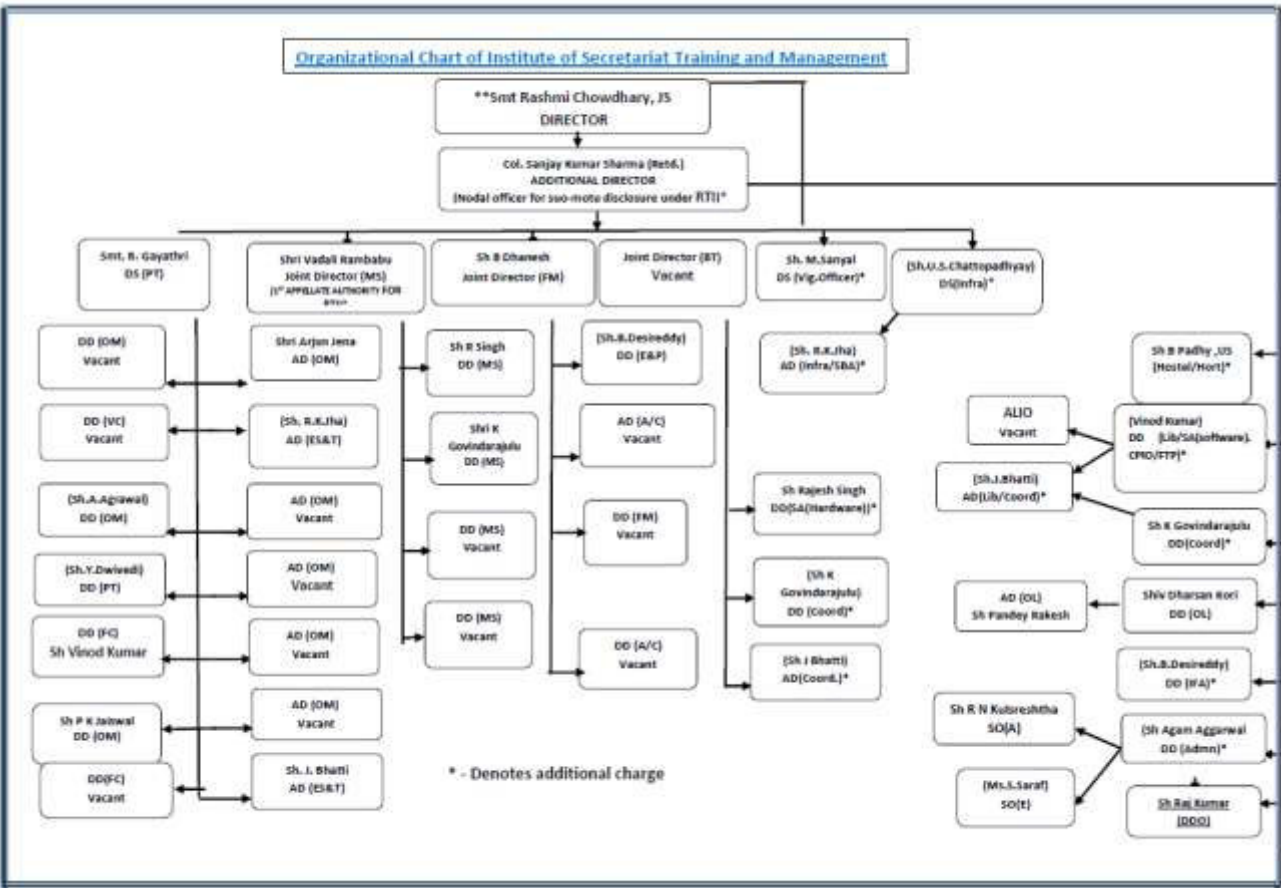
प्रशासनिक ब्लॉक, जे एन यू परिसर (पुराना)

ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD)

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Annexure 3- Guidelines for condemnation/scraping & disposal of IT products/Equipment

No: 8-11/2012-13/IT-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Information Technology Cell)

Annexure 3
IT/C

Dated: 09-01-2015

Subject: Guidelines for condemnation/Scraping & disposal of IT products/Equipment.

Kindly find enclosed a copy of the circular No. 8-11/2012-13/IT-I dated 26/12/2014 regarding guidelines for condemnation/scraping & disposal of IT products/equipment which has been approved by Secretary (T).

2. Further, your kind attention is invited to Para No. 4.b and 4.c of the circular wherein the action to be initiated by each unit of the department is mentioned. It may kindly be ensured that the action is initiated and the condemnation note so prepared is received in IT section within three weeks from the date of issue of this OM.

3. The condemnation notes may be forwarded to ADG(IT-III) for compilation and further processing of the same.

(A K Tripathi)
(A K Tripathi)
Director (IT-III)

11 8901/2015/IT-I
13/1
Encl. as above.

To,

- Div (IT) from 16/1/15*
IT Policies may be get updated.
ADG (IT-III)
Pls. comply and keep the data ready.
17/01/15
- 1) PS to MOC&IT
 - 2) PPS to Secretary (T) Department of Telecom. DoT Hq.
 - 3) PPS to SS(T)/Sr PPS to Administrator(USO Fund)/ PPS to CVO/ Department of Telecom. . DoT Hq
 - 4) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F) . DoT Hq
 - 5) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom. . DoT Hq
 - 6) JS(T)/JS(A)/Jt. Admin(USOF), Department of Telecom. . DoT Hq
 - 7) All DDG's, Department of Telecom. . DoT Hq
 - 8) This circular along with annexure is also available in Knowledge Management System (KMS).

No.: 8-11/2012-13/IT-I
Government of India
Ministry of Communications & IT
Department of Telecommunications
(Information Technology Cell)

Dated: 26-12-2014

Subject: Guidelines for condemnation & disposal of IT Equipment.

1. Applicability

These guidelines will be applicable to all IT equipments installed in DoT Head Qtrs. and include the following items:

- Servers
- PCs
- Dumb Terminals
- Printers
- UPS
- Laptop/Note-book/tablet
- Data Communication Equipment/LAN switches/routers/data cables.

Note:

- i) Consumable items related to IT like used printer cartridges etc. are not included in the scope of scrapping on account of the fact of its nature as consumable.
- ii) IT items like pen drives/floppies, which are petty valued and are not capitalized, are not qualified for the detailed scrapping procedure.

2. Grounds for condemnation:

The IT equipment can be condemned on following grounds:

- a) Equipment outlived its prescribed life and certified by IT Wing as unfit for its useful contribution. The prescribed life of various IT equipment is as following
 - 1) Servers/PC's/dumb terminals/printers- 5 years

RP

- 2) Laptop/Note-book- 4 years or till the fitness of such device is certified by NIC of the ministry/department, whichever is later.
 - 3) UPS excluding battery- 5 years
 - 4) Battery of UPS- 1 year after warranty period.
 - 5) Printers - 5 years
 - 6) Softwares do not require any physical scrapping.
 - 7) Data Communication Equipment/LAN switches/routers/data cables 5 years.
- b) Equipment which have become obsolete technology-wise and can't be upgraded and support from vendor either paid or unpaid does not exist and their use may result in security threat/ unauthorized access to data.
 - c) Beyond economical repair: When repair cost is considered too high (exceeding 50% of residual value of equipment taking depreciation into account), and the age of the equipment. Such cases should be dealt on case to case basis and should have concurrence of finance. In case of IT equipments, a depreciation of 20% per year may be taken for calculation of residual value.
 - d) Equipment that has been damaged due to fire or any other unforeseen reason and have been certified as beyond repair by the authorized service agency and agreed upon by the IT Wing of DoT.

3. Disposal:

Such equipment shall be disposed strictly following the procedure as laid down in Rule 196 to 201 of GFR 2005(copy attached as Annexure II for ready reference) and notification regarding disposal of E-Waste issued by Ministry of environment and forests (copy attached as Annexure III for ready reference). Once the equipment has been condemned it should be removed from office use and kept in the area allocated for scrapped equipment. Department will also ensure removal of service and inventory labels from such equipment. AMC, if any, for such equipments/instruments should be stopped with the effective date of scrapping. All data including operating system must be removed after taking proper backup and preserved by user of the equipment.



4. Procedure

- a) IT wing will be the nodal section for all the IT equipments procured. It will prepare and maintain assets' register for the same. However, individual section will also be provided with all the basic information.
- b) Scrapping proposal will be initiated by the user section which will be compiled by IT wing for further processing for scrapping.
- c) Each unit of department will prepare "IT equipment condemnation note" in the pro-forma attached as Annexure-I.
- d) Department will constitute a condemnation committee which will review the condemnation notes and recommend about the condemnation of equipment as per approved guidelines. The committee should have at least one member from IT section and one from the finance wing.
- e) All procedure and rules of the government on maintenance of records for condemnation of non-consumable items will be adhered to in these cases.
- f) The condemnation report so prepared shall be put up for approval. The condemnation will be done only after approval is obtained from competent authority having such powers to approve condemnation. It is suggested that such Scrapping Committee will meet twice in a year during the months of May-June and Nov. - Dec. in order to avoid piling up of unusable IT items.


A K Tripathi
Director(IT-III)
DoT, HQ

Copy to

- 1) PPS to Secretary (T) Department of Telecom.
- 2) PPS to SS(T)/Sr PPS to Administrator(USO Fund), Department of Telecom.
- 3) PS to Member(S)/ Sr PPS to Member(T)/ Sr PPS to Member(F)
- 4) All Advisors/Sr. DDG's/Wireless Advisor, Department of Telecom.
- 5) JS(T)/JS(A), Department of Telecom.
- 6) All DDG's, Department of Telecom.

**Performa for Preparation of Information for Scrapping of IT Equipment
(To be filled by user)**

Part - A

Name of user:

Designation:

Section:

Room no.: Tel. no.:

Sr. No.	Item	Make & Model	Sr. No. of Item	Reason for Scrapping
1				
2				
3				
4				

(Signature of Concern user)

(Recommendation of Concerned DDG/JS)

Part - B**(To be filled by Procurement Section)**

Sr. No.	Name of the Item with Serial no.	Date of Purchase as per Record	Purchase Cost as per Record	Asset/Stock Reg. Entry Page No.
1				
2				
3				
4				

(Signature of concern ADG)

Part - C**(To be filled by Scrapping/condemnation Section)**

Sr. No.	Name of the Item	Reason for scrapping	Residual Value	Any other Information/Remarks
1				
2				
3				
4				

(Signature of Scrapping In-charge)

Annexure 4-Primarily Estimate for Installation of Fire Fighting System at ISTM by CPWD

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CENTRAL PUBLIC WORKS DEPARTMENT

Preliminary Estimate

State : New Delhi
Branch : E & M
Division : ED- XII
Sub Division : V

Name of Work : - Providing and installing fire fighting system (i.e wet riser and sprinklers system) in Admn block, seminar halls and library of ISTM at JNU Old campus, New Delhi.

This preliminary estimate has been prepared by Er. S. P. Sakarwal S.E (E), DCEC V, CPWD, R.K. Puram New Delhi of probable cost of Rs.11094636 (Rs. One crore ten Lac ninety four thousand six hundred thirty six only) i/c Contingencies.

REPORT

History:- This preliminary estimate amounting to Rs. 11094636/- (Rs. One crore ten Lac ninety four thousand six hundred thirty six Only) i/c contingencies has been framed to cover the probable cost for above noted work for accord of administrative approval and expenditure sanction of the competent authority. The necessity of work has been desired by ISTM (Department of personnel and training (JNU Old campus) vide their No. D-14011/1/2013/ISTM/1408 dated 19th March 2013. In this estimate provision of the fire fighting wet riser system has been made for the Admn block, Seminar halls, class rooms and library building of ISTM, by connected with existing fire pumps /jockey pumps in the fire pump room of fire fighting system for other 4 buildings.

Design & Scope:- Library building is ground + 4 storied building with basement and Admn block building is a ground + 2 storied building. All the Seminar halls and class rooms are single storied connected through corridors with Admn block and library building. Two nos. risers have been proposed (1 no. for Admn block and 1 no. for library building). In library, sprinkler system in the basement as well as in the other floors of the building has been provided. One no. independent 150 dia MS pipe from the existing fire pump house will be laid as main pipe (for giving the supply to ring main of 150 mm dia MS pipe proposed for the above stated ISTM buildings) which will be connected from the exiting main line of the pump house header. Existing fire pump house (comprising of one no. jockey pump, one no. main electric pump one diesel pump) will be used for the fire fighting system i.e wet riser and sprinkler system for all the buildings mentioned above. The sprinkler system will also be connected from the ring main of the wet riser system. External yard hydrant have been provided as per CPWD specification. On top of every rise all vessels complete with all accessories have been provided. The scope of work above includes the cost of cut outs to be made in slabs and shafts to be constructed by civil side.

Rate:- Prevailing market rate & DSR 2012
Method:- Through contract by call of tenders.
Cost:- Rs. 11094636/- i/c Contingencies
Time:- 6 Months

सहायक अभियंता (वि.) (सो.)
 दिल्ली केन्द्रीय वेदुता परिमंडल-5
 के.सो.नि.वि., रामा कृष्ण पुरम
 नयी दिल्ली-110066

सहायक अभियंता (वि.) (सो.)
 दिल्ली केन्द्रीय वेदुता परिमंडल 5
 के.सो.नि.वि., रामा कृष्ण पुरम
 नयी दिल्ली 110066

75 168

Schedule of Work

Name of Work:- Providing and installing fire fighting system (i.e wet riser and sprinklers system) in Admn block, seminar halls and library of ISTM at JNU Old campus, New Delhi.

S.No.	Description of item	Qty	Rate	Unit	Amount
1	Supplying, installation, testing and commissioning monoblock type self priming drainage pump of 90 Lpm discharge of water at 14 m head complete with base plate and all accessories suitable for operation on 230 V, single phase/415 V 3 phase, 50 Hz. AC supply complete with starter for automatic operation including water level sensing device, inter connection with submersible cable etc. as required.	1	49,500.00	Set.	49,500.00
2	Supplying, installation, testing and commissioning of annunciation panel made out of not less 1.6 mm thick CRCA sheet powder coated in approved colour with ticking arrangement, audio and visual indication of fault and operation of automatic sprinkler, system monitoring including providing and fixing the following, connections interconnections etc. complete as required. The panel shall be micro processor based/with data base (a) Monitoring 22 Nos. of flow switches. (b) Monitoring the open circuit, short circuit & earth fault in control cable between panel and flow switches. (c) Battery charger trickle cum boost to take complete load of annunciation panel complete with indication of low battery voltage, means failure and other accessories including providing and fixing of 2 Nos. 12 V/15 24 AH each sealed maintenance free batteries. (d) Audible alarm	1	25,000.00	job	25,000.00
3	Supplying and laying of XLPE insulated, PVC sheathed aluminium conductor 11 KV grade armoured U. G. cable of following sizes on surface/ in existing cable tray suitable clamped as required. (a) 3 x 25 sq.mm (b) 2 x 8 sq.mm	50	280.00	Mtr.	14,000.00
4	Supplying and laying control wiring with multicore copper stranded conductor of following sizes PVC insulated, PVC sheathed armoured under ground cable between various sensors and system controller/starter etc. in pump house & out side on surface/existing cable tray complete with connections at both end with glands etc. as required. (a) 4 x 2.5 sq.mm (b) 2 x 2.5 sq.mm	20	150.00	Mtr.	3,000.00
		300	450.00	Mtr.	135,000.00
		250	170.00		42,500.00

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5	Supplying and making end termination with brass compression gland & Al lugs for following sizes of PVC insulated, PVC sheathed, XLPE Al conductor cables of 1.1 KV grade as required.				
(a)	1 x 25 sq.mm.	2	200.00	Set.	400.00
(b)	2 x 6 sq.mm.	2	110.00	Set.	220.00
(c)	4 x 2.5 sq.mm.	4	110.00	Set.	440.00
(d)	2 x 2.5 sq.mm.	24	110.00	Set.	2,640.00
6	Supplying, installation and testing of earthing station with G.I. plate of size 600mm x 600mm x 6mm including accessories and providing masonry enclosure with cover plater having locking arrangement and watering pipe including charcoal/coke and salt complete as per specification.				
7	Providing and fixing 25mm x 5mm GI strip in 40mm dia G.I. pipe from earth electrode as required.	2	3,063.00	Mtr.	6,126.00
8	Providing and fixing 25mm x 3mm GI strip on surface or in recess for earth connections as per specifications complete as required.	15	364.00	Mtr.	5,460.00
9	Providing laying, testing & commissioning of 'C' class heavy duty MS pipe conforming to IS 1239/3589 i/c fittings like elbows, tees, flanges, tapers, nuts bolts, gaskets etc. in ground including excavation & providing cement concrete blocks as supports, anticorrosive treatment with coaltar/asphalt tape as per IS 10221, refilling the trench etc. of following sizes complete as required.				
(a)	150mm dia.	900	2,850.00	Mtr.	2,565,000.00
(b)	100mm dia.	110	1,850.00	Mtr.	203,500.00
(c)	80mm dia.	450	1,100.00	Mtr.	495,000.00
10	Providing, laying, testing & commissioning of class 'C' heavy duty MS pipe conforming to IS 1139/3589 including fittings like elbows, tees, flanges, tapers, nuts bolts, gaskets etc. on surface and providing cement concrete block supports and painting with two or more coats of synthetic enamel paint of required shade complete as required.				
(a)	150mm dia.	50	2,550.00	Mtr.	127,500.00
11	Providing, laying, testing & commissioning of 'C' class heavy duty MS pipe conforming to IS 3589 and 1239 including fittings like elbows, tees, flanges, tapers, nuts bolts, gaskets etc. fixing the pipe on the wall/ceiling with suitable clamps and painting with two or more coats of synthetic enamel paint of required shade complete as required.				

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(a)	150mm dia.				
(b)	100mm dia.	50	2,550.00	Mtr.	127,500.00
(c)	80mm dia.	100	1,800.00	Mtr.	180,000.00
(d)	65mm dia.	140	1,060.00	Mtr.	148,400.00
(e)	50mm dia.	150	800.00	Mtr.	120,000.00
(f)	40mm dia.	150	650.00	Mtr.	97,500.00
(g)	32mm dia.	200	480.00	Mtr.	96,000.00
(h)	25mm dia.	350	400.00	Mtr.	140,000.00
		800	300.00	Mtr.	240,000.00
12	Providing, laying, testing & commissioning of 'B' class medium duty GI pipe conforming to IS 1239 including fittings like elbows, tees, flanges, tapers, nuts bolts, gaskets etc. fixing the pipe on the wall/ceiling with suitable clamps and painting with two or more coats of synthetic enamel paint of required shade complete as required.				
(a)	80mm dia.	60	1,120.00	Mtr.	67,200.00
(b)	40mm dia.	30	450.00	Mtr.	13,500.00
13	Supplying and fixing single headed internal hydrant valve with instantaneous gun metal couplings of 63 mm dia with cast iron wheel ISI marked conforming to IS 5290 (Type-A) with blank Gunmetal cap and chain as required.				
		22	6,650.00	Each	146,300.00
14	Supplying and fixing single headed external yard hydrant valve with 1 No. 63 mm dia instantaneous FM gun metal coupling and cast iron wheel, ISI marked, conforming to IS 5290 (Type-A) with blank gunmetal cap and chain as required.				
		15	6,650.00	Each	99,750.00
15	Supplying and fixing, testing & commissioning of double flanged sluice valve of rating PN 1.6 with non rising spindle, bronze/gun metal seat, ISI marked complete with nuts, bolts, washers, gaskets, conforming to IS 780 of following sizes as required.				
(a)	150mm dia.	10	34,000.00	Each	340,000.00
(b)	100mm dia.	12	20,000.00	Each	240,000.00
(c)	80mm dia.	21	15,000.00	Each	315,000.00
16	Supplying and fixing orifice plate made of 6mm thick stainless steel with orifice of required size in between flange & landing valve of external and internal hydrant to reduce pressure to working pressure of 3.5 kg/cm ² complete as per specifications as required.				
		22	300.00	Each	6,600.00
17	Providing, installation, testing and commissioning of dual plate non return valve of following sizes conforming to IS 5312 complete with rubber gasket, GI bolts, nuts, washers etc as required.				
(a)	150mm dia.	3	33,000.00	Each	99,000.00
(b)	100mm dia.	6	17,000.00	Each	102,000.00
(c)	80mm dia.	6	12,500.00	Each	75,000.00

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	Providing, installation, testing and commissioning of gun metal valves of following sizes as required.				
(a)	30mm dia.	4	800.00	Each	3,200.00
(b)	40mm dia	6	600.00	Each	3,600.00
19	Supplying and fixing 63 mm dia, 15 mtr. Long RRL hose pipe with 63mm dia male and female gun metal couplings duly binded with GI wire, rivets etc conforming to IS 636 (Type-A) as required.	74	5,200.00	Each	384,800.00
20	Supplying and fixing first aid hose reel with MS construction spray painted in post office red, conforming to IS 884 with upto date amendments, complete with the following as required.				
(a)	20/30/40m Long 20mm (nominal internal) dia water hose thermoplastic (Textile reinforced) Type-2 as per IS 12585				
(b)	20mm (nominal internal) dia gun metal globe valve & nozzle.				
(c)	Drum and brackets for fixing the equipments on wall.				
(d)	Connections from riser with 40mm dia stop valve (gun metal) & M.S. pipe.				
21	Supplying and fixing of hose cabinet of size 900mm x 600mm x 500mm made of 2 mm thick MS sheet with 6mm thick glazed glass doors i.e necessary locking arrangement suitable to accommodate external hydrant with butterfly valve, 2 Nos. 15 mtr. Long hose pipe, brick platform & duly painted with post office red externally and white internally with synthetic enamel paint complete in all respect, for external hydrant, as required.	22	14,600.00	Each	321,200.00
22	Supplying & fixing 63mm dia gun metal branch pipe with 20mm (nominal internal diameter) size gun metal nozzle conforming to IS 903, suitable for instantaneous connection to interconnect hose pipe coupling as required.	25	7,550.00	Each	188,750.00
23	Supplying and fixing 4 way fire brigade connection of cast iron body with 4 Nos. gun metal male instantaneous inlet couplings complete with cap and chain as required for 150mm dia MS pipe connection, conforming to IS 904 as required.	37	4,500.00	Each	166,500.00
24	Supplying and fixing one set of 100mm dia instantaneous fire brigade draw out connections comprising of brass gunmetal instantaneous inlet coupling with plug and 6 mtr. Long heavy duty MS pipe 100 mm dia and gun metal foot valve and other accessories etc. as required. (Main FBC for taking out water by fire brigade).	1	21,600.00	Each	21,600.00
25	Supplying and fixing 3 way FBC of CI body with 3 No. gun metal male instantaneous inlet couplings complete with cap and chain as require. For 150mm dia M.S. pipe connection conforming to IS 904 as required.	1	13,800.00	Each	13,800.00
26	Supplying and fixing 2 way FBC of CI body with 2 No. gun metal male instantaneous inlet coupling complete with cap and chain as require. For 100mm dia M.S pipe connection conforming to IS 904 as required.	2	7,000.00	Each	14,000.00
		6	5,500.00	Each	33,000.00

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27	Supplying and fixing air vessel made of 250 mm dia 3mm thick MS sheet 1700mm in height with air release valve on top and flanged connection to riser, drain arrangement with 25mm dia gun metal wheel valve, with required accessories, pressure gauge and painting with synthetic enamel paint of approved shade as required.	6	13,600.00	Each	81,600.00
28	Providing, fixing testing & commissioning of 15mm size quartzoid bulb type sprinklers, of rating 68 degree C. pendent with required accessories.	360	575.00	Each	207,000.00
29	Providing & fixing pressure transducer in M.S. pipe line including connection etc. as required.	6	1,725.00	Each	10,350.00
30	Providing & fixing pressure transducer in M.S. pipe line (pressure range 0-10 kg/cm ²) suitable for 12 volts/ 24 volt DC. Including connection etc. as required.	6	1,200.00	Each	7,200.00
31	Providing & fixing flow switches in 100/150mm dia M.S. pipe.	6	9,700.00	Each	58,200.00
32	Providing & fixing testing & commissioning of installation control valve of cast iron body and brass/bronze working parts comprising of water motor alarm, bronze seat clapper, and clapper arm, hydraulically driven mechanical gong bell to sound continuous alarm when the wet riser/ sprinkler system activates, pressure switch, cock valve complete with drain valve and cock valve complete with drain valve and bypass, test control box, ball valves, MS pipe of required size, flanges, office plate, gasket etc. of size 150mm dia as required.	1	32,400.00	Each	32,400.00
33	Providing & fixing angle iron (40mm x 40mm x 5mm) door frame and M.S. sheet (2mm thick) cum glass shutter of size 2.1mtr. X 1.2 mtr (NS) with 25mm x 25mm x 3mm angle frame all around & stiffened in between i/c hinges, handle, locking arrangement, painting with approved synthetic enamel paint i/c sign writing on glass at internal hydrant including providing & fixing M.S. sheet 2mm thick on remaining portion above door to close opening i/c painting etc. as required.	18	12,000.00	Each	216,000.00
34	Execution of civil works (As intimated by EE(C), 'V' Divn.)	1	25,00,000.00	Each	25,00,000.00
Total:-					5,00,000.00
					1,05,94,636.00

Add Contingencies

G.Total 1,10,94,636.00
Say Rs 1,10,94,636.00

[Signature]
... 3.
के.लो.नि.वि. रामा कृष्ण पुरम
नयी दिल्ली

[Signature]
... (वि.)
के.लो.नि.वि. रामा कृष्ण पुरम
नयी दिल्ली

[Signature]
अधीक्षक अभियंता (डो) (यो)
दिल्ली केंद्रीय वैद्युत परिमंडल-5
के.लो.नि.वि. रामा कृष्ण पुरम
नयी दिल्ली-110086

[Signature]
कार्यपालक अभियंता (वि.) (यो)
दिल्ली केंद्रीय वैद्युत परिमंडल 5
के.लो.नि.वि. रामा कृष्ण पुरम
नयी दिल्ली 110086

[Signature]
अधीक्षक अभियंता (वि.)
दिल्ली केंद्रीय वैद्युत परिमंडल 5
के.लो.नि.वि. रामा कृष्ण पुरम
नयी दिल्ली 110085.

Ministry of India
Chief Executive Engineer (E.)
Level 5
New Delhi 110066
CPWD (Tel: 26162217, 26160413, 26176164)
cpwd@nic.in



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भारत सरकार

कार्यालय अधीक्षण अभियंता (वै०)
दि०के०ए०परि० 5, को०लो०नि०वि०
ईस्ट ब्लॉक 3, लेवल 5
राम कृष्ण पुरम, नयी दिल्ली 110066
(टेलीफोन नं० 26162217, 26160413, 26176164)
td@cdcees.cpwd@nic.in

23 (2) का०ए०/वै०मं०13/दि०के०ए०परि० 5/ 1332

14 JUN 2013

Sh. Chandan Mukharjee,
Duputy Director (Infra),
ISTM, Old. JNU,
Campus, New Delhi.

विषय:- Providing and installing fire alarm & Public address system in Admn block, seminar hall and library of ISTM at JNU Old campus, New Delhi.

उपरोक्त विषय कार्य का प्रारम्भिक अनुमान लागत रू० 68,70,780/- (छपत्तर लाख अठार हजार सात सौ असी मात्र) (दो प्रतियों में) आपको सक्षम प्राधिकारी द्वारा प्रशासनिक अनुमोदन एवं व्यय स्वीकृति की सन्तुष्टि प्रदान करने कि लिए प्रेषित किए जाते है । अनुमान तैयार करने की आवश्यकता अनुमान के इतिवृत (History) में उल्लेखित है तथा इस प्रारम्भिक अनुमान में विभागीय प्रभासों (Charges) को नही लगाया गया है ।

आपके कार्यालय से प्रशासनिक अनुमोदन एवं व्यय स्वीकृति की प्राप्ति होने तथा आपके द्वारा पूरा फंड कार्यपालक अभियंता (वै०), को०लो०नि०वि०, वैद्युत मंडल - 13, पुष्पा भवन, नयी दिल्ली के पास जमा करवाने के पश्चात ही कार्य का निष्पादन प्रारम्भ किया जाएगा ।

संलग्न:- प्रारम्भिक अनुमान
रू० 68,70,780/-

21/06/13 SHK

अधीक्षण अभियंता (वै०)

प्रतिलिपि:- कार्यपालक अभियंता (वै०), को०लो०नि०वि०, वैद्युत मंडल - 13, पुष्पा भवन, नयी दिल्ली। अनुमान की प्रतियों सहित सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित ।

अधीक्षण अभियंता (वै०)

आइये हिन्दी में अधिकाधिक कार्य कर इसे एक आन्दोलन का स्वरूप दें ।

CPWD\New Delhi\istmapproval\13

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CENTRAL PUBLIC WORKS DEPARTMENT
Preliminary Estimate

State : New Delhi
Branch : E & M

Division : ED- XIII
Sub Division : V

Name of Work: - Providing and installing fire alarm & Public address system in Admn block, seminar halls and library of ISTM at JNU Old campus, New Delhi.

This preliminary estimate has been prepared by Er. S. P. Sakarwal S.E. (E), DCEC V, CPWD, R.K. Puram New Delhi of probable cost of Rs. 6870780/- (Rs. Sixty eight Lac seventy Thousand seven hundred eighty Only) i/c 5% Contingencies.

REPORT

History:- This preliminary estimate amounting to Rs. 6870780/- ((Rs. Sixty eight Lac seventy Thousand seven hundred eighty Only) i/c 5% contingencies has been framed to cover the probable cost for above noted work for accord of administrative approval and expenditure sanction of the competent authority. The necessity of work has been desired by ISTM (Department of personnel and training (JNU Old campus) vide their No. D-14011/1/2013/ISTM/1408 dated 19th March 2013. In this estimate provision of the fire alarm and PA system has been made for the Admn block, Seminar halls, class rooms and library building of ISTM.

Design & Scope:- Addressable type fire alarm system has been proposed in the above stated buildings of ISTM. Fire control room for these buildings will be near to the Admn block.

Rate:- Prevailing market rate & DSR 2012
Method:- Through contract by call of tenders.
Cost:- Rs. 6870780/- i/c 5% Contingencies.
Time:- 4 Months.

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Assistant Engineer (E)
Sub division-V, ED-XIII, CPWD
JNU Old Campus, New Delhi.
06/06/2013

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Preliminary Estimate

Name of Work- Providing and Installing fire alarm & Public address system in Admn block, seminar halls and library of ISTM at JNU Old campus. New Delhi.

S. NO.	DESCRIPTION	UNIT	QTY.	RATE (RS)	AMOUNT (RS)
1	Providing conventional type fire alarm & public address system in Admn block, seminar halls and class rooms including connecting corridors of the buildings.				
	Approximate area 7790 sq mtr				
	add extra for false ceiling area approximate 20% of the buildings and corridors 1558 sq mtr				
	Total area 9348 sq mtr				
	Add extra for addressable type system @ 200 per sq mtr	Sq mtr	9348	500	4674000
	Total	Sq mtr	9348	200	1869600

Total 6543600
 Contingendes @5% 327180
 Grand Total 6870780.00

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 10/6/06/2011
 (A)(E)(E)

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