

Elevate your Team's Performance: Proven HR &amp; Training Solutions from HRDC

E-MAIL

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Fri, 20 Mar 2026 12:09:12 PM +0530

To "Secy Par Bil" &lt;secy-par-bih@nic.in&gt;

Tags Main Contacts

7 8 MAR 2026

Greetings from HRDC Private Limited!

We, HRDC Private Limited, specialize in Training & HR Solutions for the last 27 years, having conducted 372000+ Mandays of Training for 745+ companies across 28 States.

During these years, we have specialized in delivering **Indianized, highly interactive, and results - oriented Training & HR Solutions** designed to drive genuine Behavioural change and measurable improvement across your organization.

Our programmes go beyond just skills—they are designed to inject the right values and beliefs, leading to **emotional maturity, positive thought process change, and sustainable Behavioural modification** in your employees. Our Trainings are Highly Interactive based on Discovery Learning Techniques with Measurable Results.

Brief list of On-site Training Programmes  
(Available in Hindi / English / Bilingual)

Below is a theme-wise catalogue of training programmes for different categories of employees:

Categories	Training Name	Training Theme	Training Duration (per batch)
I. All Employees	1. अनेकता में एकता : Unity in Diversity	• POSH Awareness & Sensitization Drive • Diversity & Inclusion & Gender Sensitivity at Workplace	One Day
	2. 5S के साथ सफलता भी सुरक्षा भी	Importance of 5S & Behaviour Based Safety	One Day
	3. War Against Wastages	Attacking the Losses through KAIZEN & Small Group Activity	One Day
	4. उन्नति की पाठशाला	Awareness & Implementation of Quality Circle	Three Days
	5. Game Changers	Outbound Training: Team Building, Building Trust & Conflict Management	Two Days
II. Senior Managers & HODs	1. Prism	Leadership Attributes & Business Acumen	One Day
	2. सारथी	Manager as a Coach & Mentor & Feedback Skills	One Day
	3. दक्ष	Building IR Capability & maintaining Shop - floor Discipline	One Day
III. Managers & Shop-floor Engineers	1. Quality Ninjas	Quality Improvement through Problem Solving Teams	Two Days
	2. iLeap	Productivity Improvement	Two Days
IV. Supervisors	1. सक्षम	Self - management, Time Management, Self-motivation	One Day
	2. सार्थक	People Management, Building ER / IR Capability, Interpersonal Skills	Two Days
V. Union Leaders & Opinion Leaders	आओ, मिलकर साथ चलें	Enhancing Business along with Union through better Industrial Relations.	Two Days
VI. Blue Collar Employees / Workers / Associates / Technicians	1. सफलता की उड़ान	Self - development, Positive Attitude, Commitment for Work, Team Work.	One Day
	2. सामर्थ्य	Improving Personal Productivity, Zero Defect.	One Day
	3. जिम्मेदारी की शक्ति	Self - motivation, Ownership, Initiative & Result Orientation	One Day
	4. सेवा भाव	Customer Focus & Customer Delight	One Day
VII. Drivers	कुशल वाहक	Developing Professional Grooming & Etiquettes, Customer Service(internal & external customers), Road Safety Awareness, Upkeeping of Vehicle	One Day
VIII. Office Boy, Pantry Boys, Peon, Housekeeping Staff	नवचेतना	Importance of their Role in Business (direct & indirect) Enhancing Professional Grooming & Etiquettes while attending / greeting Internal or external Customers	One Day
IX. Security Staff	जोश	Understanding that "We are the First & most Important Line of Defense" for the Company through	One Day

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बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सांसाध्य प्रशासन विभाग  
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Elevate your Team's Performance: Proven HR & Training Solutions from HRDC

			developing their sense of responsibilities while attending visitors & vendors.	
X.	New Employees	नई राहें	Company's Core Values, Code of Conduct, Professional Etiquettes, Self-development, Overcoming Gender Biasness, Diversity & Inclusion, Aligning with Team and Team Leader, Saving Habits	Two Days
XI.	Young Engineers	विश्वास	Managing Self, Building Trust, Ownership & Initiatives, Interpersonal Relations, Managing Others (Boss & Peers)	One Day
XII.	Female Leaders	Sheroes	Women Leadership, Work-Life Balance, Key to Happy Personal & Satisfied Professional Life, Financial Planning	Two Days
XIII.	Employees' Spouse (Any Level)	1. सामंजस्य	Better relationship with Husband, Children & Family, your contribution in financial stability of family	One Day
		2. अवलोकन	Insights on what, why & how to follow Passion & Purpose for a Happy Life	One Day
		3. स्पर्श	Sensitizing Employees' spouse about physical & mental condition and challenges facing by their husband at workplace by visiting their shopfloor/work area	One Day
XIV.	Parents of Children upto 16 Years of Age (Any Level)	परवरिश	Successful Parenting, Injecting Right Sanskar, Importance of Nutrition & dealing with Behavioral Disorders in Children	One Day
XV.	POSH	1. Developing POSH Ambassadors	Awareness on POSH, Gender Sensitivity, Diversity & Inclusion, Role as Ambassadors in creating a safe & inclusive culture	One Day
		2. Comrades	Genesis, Provisions & Judicial interventions of POSH Act, Case Study based Enquiry Process, Report preparation	Two Days

You may choose the Training Programmes from the above Training Topics according to your organizational needs. We also customize the Training Programmes accordingly to your requirements.

Other than Training, we also cater following HR Solutions :

1. Assessment Centre
2. POSH (Start to End Solutions), Diversity & Inclusion, Gender Sensitivity
3. Outbound Training (OBT)
4. Operational Excellence Training & Implementation (Op. Ex)
5. Designing & Implementing HR Policies & Systems
6. Content & SOP Development
7. OD Intervention
8. e – Distance Learning Programmes (e-DLP)
9. Sale of Posters and 6S Implementation Materials
10. Ready to use Hard Copy HR Tools

We enthusiastically await confirmation of Training assignments from your esteemed Organization.

If you are not satisfied with the Quality and Impact of our Training, we would refund you the Fee.

Thanking you,

Yours faithfully,

Pragya RKS Maurya  
Director, Chief Consultant & Trainer  
Mobile: +91- 7827633469 / WhatsApp: +91 – 9818300668



HRDC Private Limited

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E-mail: pragya@hrdc.in • hrdc@hrdc.in • hrdc.delhi@gmail.com Website: www.hrdc.in  
Our Social Media Handles:



Celebrating 28 years

of Transforming People & Organizations with 382000+ Mandays Training across 28 States for 766 + Clients through

- 1 Worker Development Programme (WDP)
2. Union Leader Development Programme (UDP)
3. Supervisor Development Programme (SDP)
4. Management Development Programme (MDP)
5. New Joinees Foundation Programme
6. Leadership Development Programme (LDP)
7. Family Development Programme (FDP)
8. HR Team Development Programme (HRDP)
9. Assessment Centre
10. POSH (Start to End Solutions), Diversity & Inclusion, Gender Sensitivity
11. Outbound Training (OBT)
12. Operational Excellence Training & Implementation (Op. Ex)
13. Designing & Implementing HR Policies & Systems
14. Content & SOP Development
15. OD Intervention
16. e – Distance Learning Programmes (e-DLP)
17. Sale of Posters and 6S Implementation Materials
18. Ready to use Hard Copy HR Tools

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Some of our Clients:



Subject: In-Company Training Programs in Ergonomics - regarding

# E-Mail

ACC, GAD

< nitin.a@npcindia.gov.in >

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मुख्य सचिव कोषांग, बिहार  
19 MAR 2026

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To "cp"<cp@ncte-india.org>,"cpc"<cpc@mahagenco.in>,"cpcb"<cpcb@alpha.nic.in>,"cpdmhwd-hp"<cpdmhwd-hp@nic.in>,"cpexcise"<cpexcise@md5.vsnl.net.in>,"cpfnpsc"<cpf.npsc@nic.in>,"cpgoyal"<cpgoyal@nic.in>,"cpio"<cpio@irel.co.in>,"cplt-ced"<cplt-ced@gujarat.gov.in>,"cpm2rvnlbbsr17"<cpm2rvnlbbsr17@gmail.com>,"cpmg\_pun"<cpmg\_pun@indiapost.gov.in>,"cprsecl"<cpr.secl@coalindia.in>,"cpro"<cpro@chennaiport.gov.in>,"cpsingh51296"<cpsingh51296@gmail.com>,"cpsrivastava"<cpsrivastava@dfcc.co.in>,"cptiwari cil"<cptiwari.cil@coalindia.in>,"cpvknaier"<cpvknaier@gmail.com>,"cqamear-dgqa"<cqamear-dgqa@nic.in>,"crpani"<cr.pani@tat.nic.in>,"cranjan"<cranjan@dfcc.co.in>,"crb"<crb@rb.railnet.gov.in>,"rcell"<rcell@stc.gov.in>,"cr-comm"<cr-comm@gujarat.gov.in>,"crddes"<crddes@mp.gov.in>,"creddyofb"<creddy.ofb@gov.in>,"crmchennai"<crmchennai@nicindia.in>,"crudge"<cru.dge@kerala.gov.in>,"csbbl"<cs.bbl@nic.in>,"csbhatia"<cs.bhatia@nic.in>,"cscoordination"<cs.coordination@hry.nic.in>,"cshghqrj"<cs.hghq.rj@RAJASTHAN.GOV.IN>,"cshpl"<cs.hpl@gov.in>,"cskumar"<cs.kumar@nic.in>,"csmcl"<cs.mcl@nic.in>,"csncl"<cs.ncl@coalindia.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@ap.gov.in>,"cs"<cs@ccl.gov.in>,"cs"<cs@ecgc.in>,"cs"<cs@hoclindia.com>,"cs"<cs@hry.nic.in>,"cs"<cs@indiaseeds.com>,"cs"<cs@ircon.org>,"cs"<cs@irel.gov.in>,"cs"<cs@jharkhand.gov.in>,"cs"<cs@kaplindia.com>,"cs"<cs@karnataka.gov.in>,"cs"<cs@mahagenco.in>,"cs"<cs@maharashtra.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@punjab.gov.in>,"CS"<CS@punjabmail.gov.in>,"cs"<cs@rrvun.com>,"cs"<cs@stc.gov.in>,"cs"<cs@telangana.gov.in>,"cs"<cs@tn.gov.in>,"cs\_hsccltd"<cs\_hsccltd@hsccltd.co.in>,"cs809089"<cs809089@gmail.com>,"csa"<csa@incometax.gov.in>,"csamitabhudubey"<csamitabhudubey@gmail.com>,"cs-andaman"<cs-andaman@nic.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"cscerl secl"<cscerl.secl@coalindia.in>,"csdelhi"<csdelhi@nic.in>,"csdinakar"<csdinakar@dfcc.co.in>,"cse"<cse@cseindia.org>,"csepiuidl"<csepiuidl@gmail.com>,"csercsecg"<cserc.sec.cg@nic.in>,"csglpl"<csglpl@rvun.in>,"cs-goat"<cs-goat@nic.in>,"csguj"<csguj@gujarat.gov.in>,"cs-haryana"<cs-haryana@nic.in>,"cs-hp"<cs-hp@nic.in>,"cshscl"<cshscl@nbccindia.com>,"cshukla"<cshukla@fiuindia.gov.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cskar"<cskar@crijaf.org.in>,"cskonwarrrmcne"<cskonwar.rmcne@gov.in>,"cs-lak"<cs-lak@nic.in>,"cs-manipur"<cs-manipur@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"csoffice"<csoffice@nic.in>,"cso-meg"<cso-meg@nic.in>,"csori"<csori@nic.in>,"csr"<csr@hudco.org>,"csr"<csr@sugenlife.com>,"csraj"<csraj@rajasthan.gov.in>,"cs-rajasthan"<cs-rajasthan@nic.in>,"csrajseeds"<csrajseeds@gmail.com>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"csup"<csup@nic.in>,"csurgeondammp"<csurgeondammp@nic.in>,"csurgeonujjimp"<csurgeonujjimp@nic.in>,"cs-uttarakhand"<cs-uttarakhand@nic.in>

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बिहार  
दि. 19.03.2026

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**NATIONAL PRODUCTIVITY COUNCIL**

(Under DPIIT, Ministry of Commerce & Industry, Government of India)  
Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003  
☎ Tel: +91-11-24607303 | 🌐 www.npcindia.gov.in

**Ref. No.: ES-12011(15)/1/2025-ES\_HQ\_NPC/2501-2600**

**Date: 19th March, 2026**

**Subject: In-Company Training Programs in Ergonomics - regarding**

Dear Sir/Madam,

Greetings from the **National Productivity Council (NPC)**!

NPC, an autonomous organization under the **Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India**, has been consistently working to enhance **productivity, operational resilience, and institutional capacity** across public and private sector organizations.

2. In alignment with these objectives, NPC is pleased to offer **In-Company Training Programs on Ergonomics**, recognizing its growing importance in modern workplaces. With increased computer-based tasks and repetitive work patterns, employees are more susceptible to physical strain and musculoskeletal disorders. Ergonomic training equips them with knowledge of **correct posture, workstation design, and safe work practices**, thereby minimizing discomfort, preventing injuries, and enhancing overall efficiency.

3. From an organizational perspective, the adoption of ergonomic practices contributes to **higher productivity, reduced absenteeism, and improved compliance** with occupational safety frameworks such as the **Factories Act and ISO 45001**. By promoting comfort, safety, and efficiency, ergonomics serves as a cornerstone for a **healthier and more productive workforce**.

4. To address both the physical and psychological aspects of employee well-being, NPC has developed the following training modules:

- (a) **Ergonomics for Physical Well-being:** Focuses on posture correction, workplace design optimization, and physical activity management to enhance employee comfort and organizational productivity.
- (b) **Psycho-Analysis & Capacity Building:** Aims to strengthen mental resilience, adaptability, and motivation through evidence-based practices—promoting holistic personal and organizational growth.

5. We invite your esteemed organization to **express interest in hosting these programs**, which can be **customized** to meet specific departmental or location-based requirements. These initiatives are designed to foster a **safer, healthier, and more resilient workforce**, contributing directly to sustainable productivity improvement.

For scheduling and further discussions, you may contact the undersigned.

We look forward to your proactive participation and continued collaboration in building a resilient and productive workforce.

Warm regards,

AM

**DR. NITIN AGRAWAL**  
**DY. DIRECTOR**

✉ [nitin.a@npcindia.gov.in](mailto:nitin.a@npcindia.gov.in)  
Tel: +91 98715 83751

ACS, GAD/Finance

Kartavya Bhavan-I, New Delhi,

Dated the 11<sup>th</sup> March, 2026.

17 MAR 2026

**TRAINING CIRCULAR**

**Subject: In-person Singapore Cooperation Programme on "Smart Nation : Digital Transformation in Public Healthcare" from 24th to 28th August, 2026 in Singapore.**

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The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Smart Nation : Digital Transformation in Public Healthcare"** from 24th to 28th August, 2026 in Singapore under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in public health. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

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Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. The course is sponsored by **Government of Singapore**, who will provide accommodation, local transport, medical insurance and daily allowance. The **nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses**. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/dtiph26>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. **Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 12.06.2026 positively at the following address:-**

**Shri Pankaj Gangwar,**  
**Under Secretary (BPC&T),**  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.  
Ph:- 011 - 2401 2878,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

मुख्य सचिव कार्यालय  
डायरी सं. 1655  
दिनांक 18.03.2026

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6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website [www.dea.gov.in](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



( Pankaj Gangwar )

Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

भारत सरकार  
वित्त मंत्रालय  
आर्थिक कार्य विभाग  
(बीपीसी एंड टी अनुभाग)

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नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 11 मार्च, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 24 से 28 अगस्त, 2026 तक " स्मार्ट राष्ट्र: सार्वजनिक स्वास्थ्य सेवा में डिजिटल परिवर्तन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 24 से 28 अगस्त, 2026 तक " स्मार्ट राष्ट्र: सार्वजनिक स्वास्थ्य सेवा में डिजिटल परिवर्तन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो सार्वजनिक स्वास्थ्य में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/dtiph26>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 12.06.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसी एंड टी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।  
पीएच:- 011 - 2401 2878,  
ईमेल- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), स्वास्थ्य और परिवार कल्याणकारी मंत्रालय, निर्माण भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://dea.gov.in/foreign-training-and-employee-corner>]

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## SMART NATION: DIGITAL TRANSFORMATION IN PUBLIC HEALTHCARE

24 TO 28 AUGUST 2026

Sponsored by the

### SINGAPORE COOPERATION PROGRAMME

under the

### SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

#### Singapore Cooperation Programme

Singapore has provided development assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

#### Course Objectives

This course will share best practices and technologies in the healthcare industry's digital wave to enable the delivery of better patient experiences and improved health outcomes.

#### Synopsis

Topics to be covered include:

- Telemedicine and Artificial intelligence-enabled medical devices;
- Blockchain electronic health records;
- Data sharing among healthcare providers; and
- Use of technology in decision-making on treatment plans and health outcomes.

#### Methodology

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

#### Course Duration and Venue

The course will be held over five (5) days from 24 to 28 August 2026 in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in public health;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### **Note:**

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and

- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

## Application Procedure

(Closing date for nomination: **19 June 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/dtiph26> by **19 June 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

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**Note:**

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

**Follow us at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

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## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

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CHECK LIST

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

OR

PART-B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

In-person Singapore Cooperation Programme on "Smart Nation : Digital Transformation Public Healthcare" from 24th to 28th August, 2026 in Singapore

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,  
Min. Of Finance

<  
chourasia.anil@nic.in  
>

Mon, 16 Mar 2026 10:49:34 AM +0530

To "Arti Ahuja"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd"<jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale"<d.jagdale@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"eaap-dfs"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Raj Kumar"<ddgestt@indiapost.gov.in>,"anandsunita"<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"<information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goa"<cs-goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

(40) Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person Singapore Cooperation Programme on "Smart Nation : Digital Transformation in Public Healthcare" from 24th to 28th August, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-12-26-final.pdf

3.1 MB

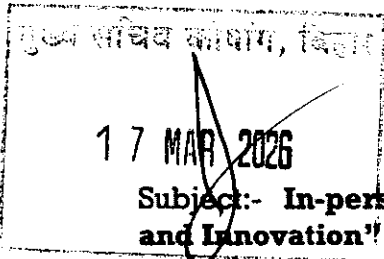
E-Mail

E-5354116

400

Acc. GAD/Finance

Kartavya Bhavan-I, New Delhi,  
Dated the 11<sup>th</sup> March, 2026.

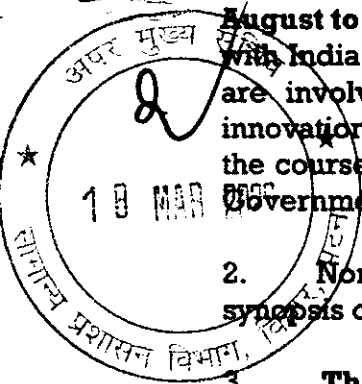


**TRAINING CIRCULAR**

Subject:- In-person Singapore Cooperation Programme on "Fintech Governance and Innovation" from 3rd August to 7th August, 2026 in Singapore.

55(18)

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Fintech Governance and Innovation" from 3rd August to 7th August, 2026 in Singapore under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in the management and/or regulatory function of finance, digital innovation and cybersecurity. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.



2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

3. The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (Annex-III).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/fgfi26>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 22.05.2026 positively at the following address:-

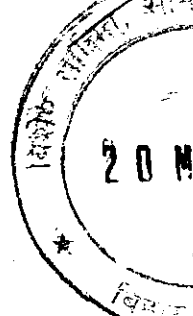
20 MAR 2026  
Shri Pankaj Gangwar,  
Under Secretary (BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.  
Ph:- 011 - 2401 2878,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

1415/2116-18  
30/3/26

Contd.....2/-

मुख्य सचिव कार्यालय  
चयरी सं० 16.5.6  
दिनांक 18.03.2026

057-18



S.O-18

Handwritten signatures and initials at the bottom of the page.

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website [www.dea.gov.in](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



( Pankaj Gangwar )

Under Secretary to the Govt. of India

1. Joint Secretary (Admn. ), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn. ), Ministry of Home Affairs, North Block, New Delhi.
3. Adviser(FS&CS), Department of Economic Affairs, North Block, New Delhi.
4. Joint Secretary (Admn.), Deptt. Of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 11 मार्च, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 3 अगस्त से 7 अगस्त, 2026 तक " फिनटेक गवर्नेंस एंड इनोवेशन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 3 अगस्त से 7 अगस्त, 2026 तक " फिनटेक गवर्नेंस एंड इनोवेशन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। पाठ्यक्रम मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो वित्त, डिजिटल नवाचार और साइबर सुरक्षा के प्रबंधन और / या नियामक कार्य में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/fgfi26>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 22.05.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,  
अवर सचिव (बीपीसी एंड टी),  
आर्थिक कार्य विभाग, वित्त मंत्रालय,  
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।  
पीएच:- 011 - 2401 2878,  
ईमेल- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट [www.dea.gov.in](http://www.dea.gov.in) पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://dea.gov.in/foreign-training-and-employee-corner>] लिंक के तहत अपलोड किया जाता है।

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव ( एडीएमएन ), इलेक्ट्रॉनिक और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, नई दिल्ली ।
2. संयुक्त सचिव ( एडीएमएन ), गृह मंत्रालय, उत्तर ब्लॉक, नई दिल्ली ।
3. सलाहकार ( एफएस एंड सीएस ), आर्थिक मामलों का विभाग, उत्तरी ब्लॉक, नई दिल्ली ।
4. संयुक्त सचिव ( एडीएमएन ), वित्तीय सेवाओं का विभाग, जीवन दीप बिल्डिंग ।
5. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
6. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा  
[<https://dea.gov.in/foreign-training-and-employee-corner>]

**FINTECH GOVERNANCE AND INNOVATION****3 TO 7 AUGUST 2026**

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD****Singapore Cooperation Programme**

Singapore has provided development assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

**Course Objectives**

This course will provide insights on the developments of Fintech and its adoption, and how to meet the regulatory challenges for sustaining a Fintech environment that balances Fintech benefits with risks management.

**Synopsis**

Topics to be covered include:

- Overview of Fintech innovation and applications;
- Building an ideal ecosystem for supporting Fintech adoption;
- Economic benefits and challenges of Fintech adoptions; and
- Fintech governance and regulatory response.

**Methodology**

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

**Course Duration and Venue**

The course will be held over five (5) days from 3 to 7 August 2026 in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in the management and/or regulatory function of finance, digital innovation and cybersecurity;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;

- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

## Application Procedure

(Closing date for nomination: **29 May 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/fqfi26> by **29 May 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

**Note:**

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

**Follow us at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](http://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](http://www.instagram.com/SCPFriends)

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## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

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**ANNEX-IV**

**CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

**To be filled only in case the Training Programme is not fully sponsored**

**PART-A**

**UNDERTAKING**

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

**PART- B**

**UNDERTAKING FOR SELF FINANCING**

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

**Inter-person Singapore Cooperation Programme on "Fintech Governance and Innovation" from 3rd August to 7th August, 2026 in Singapore**

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,  
Min. Of Finance**

<  
chourasia.anil@nic.in  
>

Mon, 16 Mar 2026 10:45:20 AM +0530

To "Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"RAJEEV KUMAR"  
<jsadmin-mha@nic.in>,"Aparna Sinha"<aparna.sinha@nic.in>,"eaap-dfs"<eaap-  
dfs@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"rohitmathur"  
<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-  
cpc@gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"  
<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-  
mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-  
moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-  
ship"<js-ship@nic.in>,"sureshkumar1972"  
<suresh.kumar1972@gov.in>,"jsdpiitbd"<jsdpiit.bd@gov.in>,"jssme"  
<js.sme@nic.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-  
mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"  
<crb@rb.railnet.gov.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"  
<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale"  
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<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-  
dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"  
<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"  
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"  
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"  
<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-  
ca@nic.in>,"Raj Kumar"<ddgestt@indiapost.gov.in>,"anandsunita"  
<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-  
mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"  
<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"  
<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"  
<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"  
<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"  
<information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1"  
<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13"  
<gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"  
<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-  
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jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"  
<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"  
<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-  
meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"  
<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-  
skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-  
uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

388  
westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"  
<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person Singapore Cooperation Programme on "Fintech Governance and Innovation" from 3rd August to 7th August, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-11-26-final.pdf  
3.2 MB

www.digitalhealth.ac.in



office@digitalacademy.health

ACC, GAD

मुख्य सचिव कोषांग, बिहार  
To 6 MAR 2026  
Shri Pratyaya Amrit, IAS  
Chief Secretary  
Government of Bihar

Ref. No: DHA/2026/ADHS/PP\_4

Date: 11<sup>th</sup> March 2026

**Subject: Nomination of Officers for the Public Policy Leaders' Programme | 25-26 April 2026 | India International Centre, New Delhi**

S(18)

अपर मुख्य सचिव  
19 MAR 2026  
K. J. Alphon, IAS  
मुख्य सचिव कोषांग, बिहार

To strengthen the policy design and governance capabilities of public officials, the Academy of Digital Health Sciences, in collaboration with Health Parliament, is convening the *Public Policy Leaders' Programme* from 25-26 April 2026 at the India International Centre, New Delhi.

This two-day, non-residential executive programme is designed specifically for mid-career and senior government officers engaged in policy formulation, programme implementation, regulatory oversight, and inter-sectoral coordination. Key faculty includes; **Dr. Rajiv Kumar**, former Vice Chairman, NITI Aayog; **Shri. K. J. Alphon**, IAS (Retired), former Union Minister of State for Tourism (Independent Charge); Culture; and Electronics and Information Technology, Government of India; **Shri. Bharat Lal**, Secretary General, National Human Rights Commission (NHRC); **Dr. Santhosh Mathew**, IAS (Retired), former Joint Secretary (Skills, Policy & IT) at the Ministry of Rural Development, Government of India; former Chairperson of the National Council for Teacher Education, Government of India, and former Additional Chief Secretary, Government of Bihar.

In today's governance environment, effective policy leadership requires more than subject expertise. It demands a clear understanding of the architecture of public policy including agenda setting, stakeholder alignment, financing frameworks, institutional accountability, and measurable outcomes. The programme is designed to equip officers with structured tools and perspectives to navigate these complexities.

मुख्य सचिव कोषांग, बिहार  
420  
18/03/26

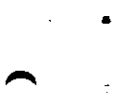
OSD-18  
विशेष सचिव, बिहार  
20 MAR 2026

S.O-18  
गुंतवले

1412/2110-18  
30-3-26

Address: C-6, Dhawandeep Building, 6, Jantar Mantar Road, New Delhi-110001, India Ph. No: +91-9911100776







Through this programme, participating officers will gain the ability to:

- Deconstruct complex policy ecosystems using structured analytical frameworks
- Anticipate regulatory risks and political economy dynamics
- Translate policy intent into implementation-ready programme design
- Navigate stakeholder pressures while maintaining institutional integrity
- Design fiscally responsible, scalable, and outcome-oriented policy interventions

**Programme Details:**

**Dates:** 25–26 April 2026

**Venue:** India International Centre, New Delhi

**Programme Fee:** INR 15,000 + GST per participant

**Batch Size:** Limited to 40 participants to ensure depth of engagement and peer learning.

India’s demographic dividend represents not only an opportunity but also a significant policy responsibility. As governance systems confront increasing complexity driven by digital transformation, regulatory acceleration, fiscal prudence, and heightened public accountability strengthening policy capability within institutions becomes imperative.

We would be grateful if your office could nominate suitable officers currently handling key policy and programme responsibilities to participate in this programme. We look forward to the participation of officers from your esteemed department.

*With best regards*

**Dr. Rajendra Pratap Gupta, PhD**  
**Chair, Public Policy Leaders’ Programme**  
**Chair Emeritus- Center for Health, Innovation, Policy & Digital Health- IIM Raipur**  
**Member, National Education Policy Committee 2020;**  
**Former Advisor to the Union Health Minister, Government of India**  
**Email: [office@digitalhealth.ac.in](mailto:office@digitalhealth.ac.in)**  
**Website: [www.digitalhealth.ac.in](http://www.digitalhealth.ac.in)**  
**Phone: +91-9911100776 / +91-9911100774**

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

385

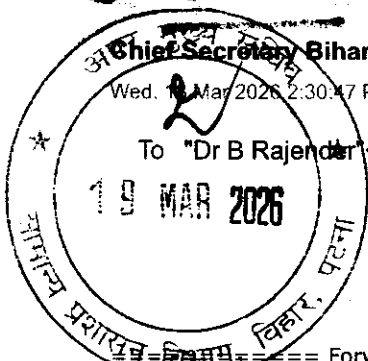
E-1532

Chief Secretary Bihar < cs-bihar@nic.in >

Wed, 18 Mar 2026 2:30:47 PM +0530

To "Dr B Rajendra" <secy-par-bih@nic.in>

19 MAR 2026



==== Forwarded message =====

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

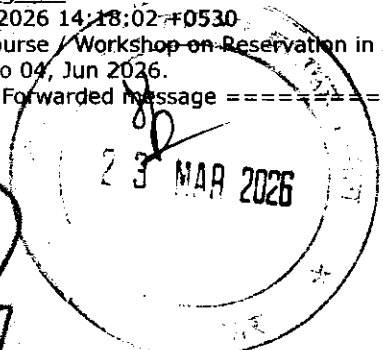
To: <jsns@ddpmdd.gov.in>

Date: Wed, 18 Mar 2026 14:18:02 +0530

Subject: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

==== Forwarded message =====

05/18



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-44

Date : 01 Jun 2026 to 04 Jun 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1447/का०-18  
30.3.26

विभाग प्रमुख  
विभाग  
7754  
19.3.26

S.O-18

Handwritten signature and text: 'अतिरिक्त सचिव' and 'प्र. विभाग'.

3/18/26, 3:54 PM

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun ...

फा.सं / FILE NO: Y-14013/3/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

दिनांक / Date: 17.03.2026

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 Course / Workshop on **Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44)** to be conducted from **01, Jun 2026 to 04, Jun 2026**.

Sir/Madam,

I am directed to say that a training course / workshop "**Reservation in Services for SC/ST/OBC/ExSM/PWDs**" will be conducted at this Institute from **01, Jun 2026 to 04, Jun 2026 (4 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop 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 approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this 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 training course / workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **22, May 2025**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

- Sd-

Yours faithfully,

(Biswajit Banerjee)

Deputy Director & Course Director

Email ID: biswajitbanerjee [dot] edu [at] nic [dot] in

Tel: 26737607

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),  
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067  
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफैक्स / FAX - 011-26104183; ई-मेल / E-Mail - [istm@nic.in](mailto:istm@nic.in)



ANNEXURE-1

## COURSE INFORMATION SHEET

Code : RIS-44

Title : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Duration : 4 Days (01 June 2026 to 04 June 2026)

283

## Aim of the Course

The aim of the course is to:

- Develop a broad understanding of the constitutional provisions relating to reservation in services for SC/ST/OBC/ExSM/PWDs, procedures for implementing the reservation orders and instructions of the Government of India on reservation rosters, procedures involved in de-reservation of reserved vacancies, and filling of carry forward/backlog reserved vacancies.
- Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

## Course Content

- Constitutional provisions
- Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts
- Verification of claims of SCs/STs/OBCs/EWS
- Reservation in Direct Recruitment and Promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS
- De-reservation and carry-forward of vacancies in Direct Recruitment and Promotion
- Preparation, operation and maintenance of Rosters
- Role and functions of Liaison Officer
- Reservation in services for Persons with Disabilities

## Methodology

- Lecture / PPTs / Handouts / Reading Material
- Discussions
- Group Discussions
- Case Studies, Q & A / Doubt clearing sessions
- Practical Exercises

## Nominations for the Course

The course is designed for officials dealing with matters of reservation in services for **SCs/STs/OBCs/ExSM/PWDs** working at the level of **Section Officer and Assistant Section Officers (of CSS)** or equivalent level in other offices of **Central Government, State Governments, UT Administrations, PSUs, Constitutional Bodies and Autonomous Bodies**, etc.

## Acceptance of Nomination

Officers whose nominations are sponsored by their organizations and accepted by **ISTM** shall be intimated through **ISTM's website**. Acceptance of nomination of candidates by ISTM will also be conveyed through **email / SMS**. Participants may be relieved only after receipt of confirmation from ISTM.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in) <svg xmlns="http://www.w3.org/2000/svg" width="20" height="20" aria-hidden="true" data-rtl-flip="" class="block h-[0.75em] w-[0.75em] stroke-current stroke-[0.75]"></svg>.

## Course Fee

- No course fee** is required for **Central Government, State Government and UT Government servants**.
- A **course fee of Rs. 4,000/- (Rupees Four Thousand only)** per participant will be charged in advance in respect of employees of **Public Sector Undertakings / Autonomous Bodies**, etc., who may be granted admission to the course. The course fee is required to be paid through **online mode** as follows:

**Procedure:**

**Website – Bharatkosh.gov.in**

382

3/18/26, 3:54 PM

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun ...

**Ministry – Personnel, P.G. & Pensions**

**Purpose – Course Fee in ISTM**

**Deposit the amount through online mode only.**

**Note:** The course fee should be paid **only after receipt of confirmation from ISTM through email/SMS or when the name of the participant appears in the approved list on the ISTM website ([www.istm.gov.in](http://www.istm.gov.in)).**

## **Note**

Names of candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). Participants may be relieved only after the display of their names on the website.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website regularly.

381

Fwd: Creative and Positive Thinking by ISTM

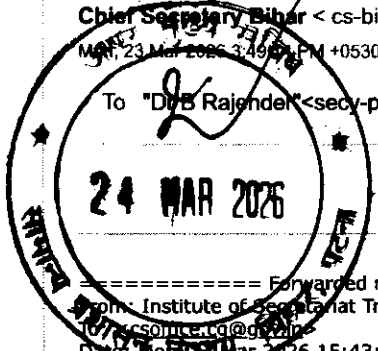
E-MAIL

STUB

Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 23 Mar 2026 3:49:07 PM +0530

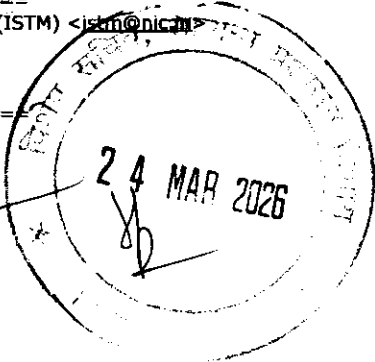
To "D B Rajender" <secy-par-bih@nic.in>



Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
Date: Mon, 23 Mar 2026 15:43:58 +0530  
Subject: Creative and Positive Thinking by ISTM  
Forwarded message



OSD-18



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

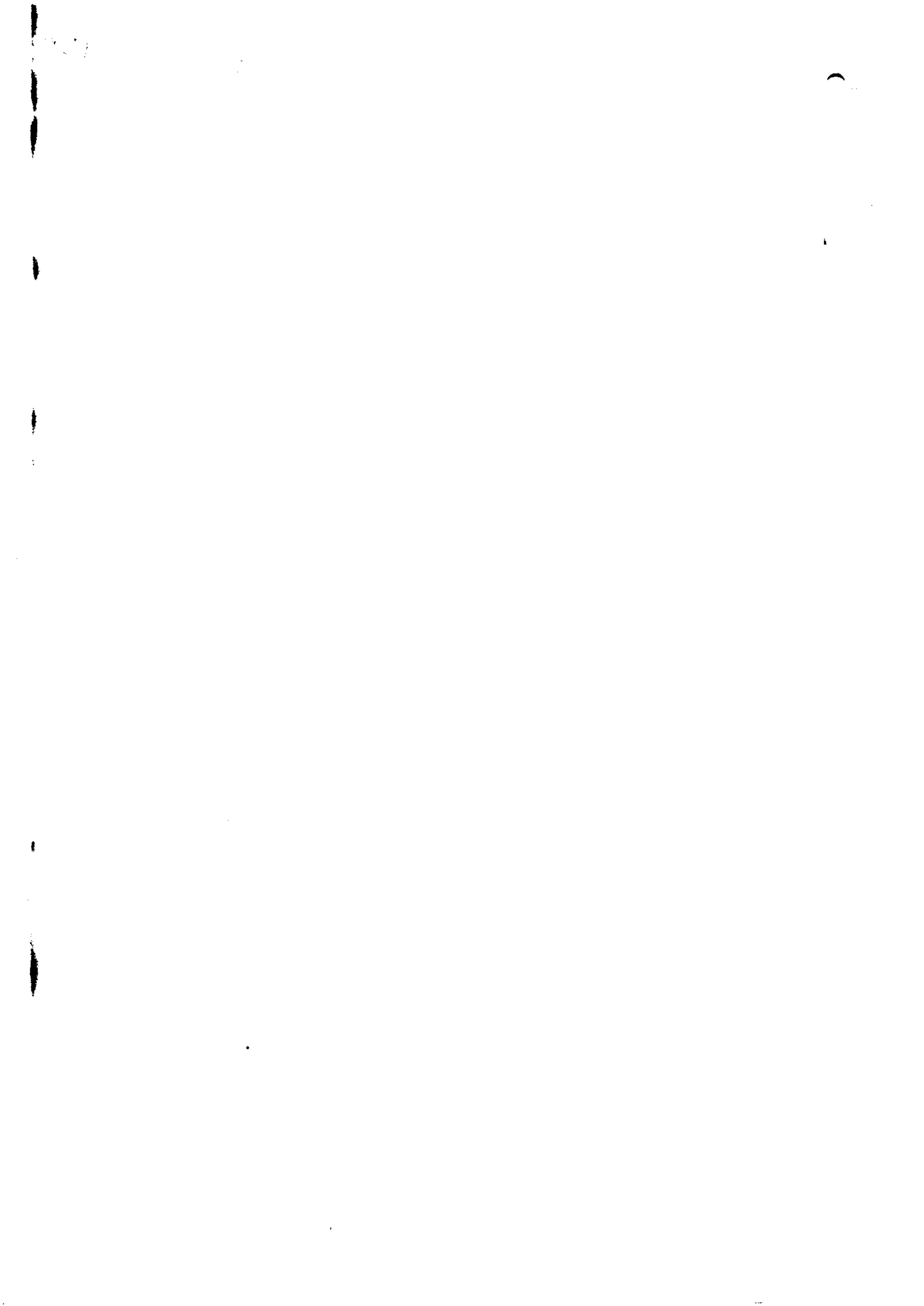
New Delhi - 110067

बिहार सरकार  
अपना मुख्य सचिव कोषांग  
सचिवालय, पटना  
दस्तावेज संख्या 8266  
दिनांक 23.03.26

1462 / वता-18  
30.3.26

S.O-18

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280

Fwd: Responsible use of AI in Workplace by ISTM

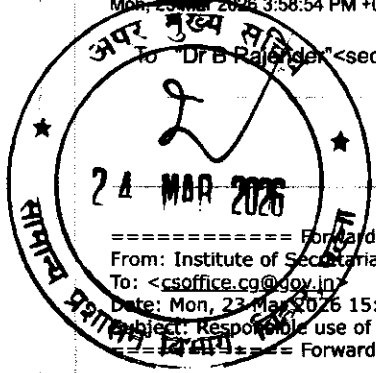
E-MAIL

17118

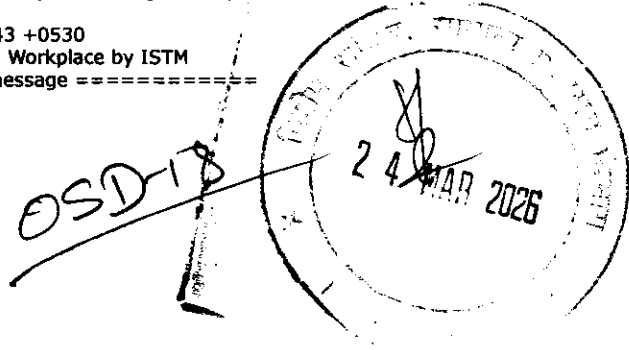
Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 23 Mar 2026 3:58:54 PM +0530

To: "Dr B Rajender" <secy-par-bih@nic.in>



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Mon, 23 Mar 2026 15:51:43 +0530  
Subject: Responsible use of AI in Workplace by ISTM  
==== Forwarded message =====



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Responsible use of AI in Workplace

Course Code : RU-AI-W-08

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 8272  
दिनांक- 24.3.26

1463 / एन.ए. - 18  
30.3.26

S.O-18

Handwritten signatures and initials, including 'S.O-18' and 'अ. प्रशासन'.

329

Fwd: Training Programme for CVOs/VOs by ISTM

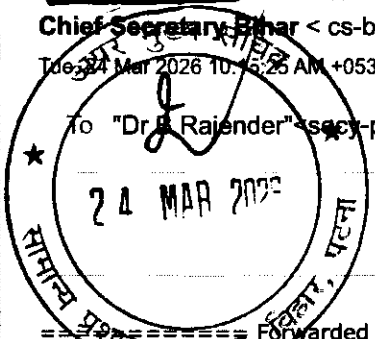
SJ (18)

E-MAIL

Chief Secretary, Bihar < cs-bihar@nic.in >

Tue, 24 Mar 2026 10:51:25 AM +0530

To "Dr. Rajender" < sacy-par-bih@nic.in >



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >  
To: < jsns@ddpmod.gov.in >  
Date: Tue, 24 Mar 2026 09:34:02 +0530  
Subject: Training Programme for CVOs/VOs by ISTM  
===== Forwarded message =====

OSD-18

FILE NO:Y-19045/7/2026-O/oDY. DIRECTOR(BB)

Date: 17<sup>th</sup> February, 2026

To

All Ministries & Departments of the Govt. of India  
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

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-8333  
दिनांक.....24.3.26

Subject: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

Madam/Sir,

The Training Programme for CVOs/VOs (CVOs/VOs-07) in OFFLINE MODE is scheduled to be conducted on 20.04.2026 to 24.04.2026. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

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 or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by 05<sup>th</sup> April, 2026.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. 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) will also be communicated to the participants and Sponsoring Authorities through email.  
Encl: Annexure-I

Yours faithfully

1467/शा-18  
30-3-26

S.O-18  
श्री विशाल

**Sd/-**  
**(Biswajit Banerjee)**  
**Deputy Director & Course Coordinator**

**Tel: 011-26737607**

**ANNEXURE-I**

**COURSE INFORMATION SHEET**

- 1. COURSE TITLE: Training Programme for CVOs/VOs**
- 2. COURSE CODE: (CVOs/VOs-07)**
- 3. DURATION: Five days (20<sup>th</sup> April, 2026 to 24<sup>th</sup> April, 2026)**
- 4. AIM OF THE COURSE: To develop the skills required for functioning as Chief Vigilance officer's/Vigilance officer's**
- 5. BROAD CONTENT OF THE COURSE: -**
  1. Describe related constitutional provisions.
  2. State principles of natural justice.
  3. Explain provisions relating to preliminary investigation.
  4. Describe procedure relating to sanction for prosecution.
  5. List out duties of CVO
  6. Role of CVO in vigilance
  7. List out major steps in conduct of departmental enquiry.
- 6. METHODOLOGY: The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, mock inquiry etc.**
- 7. PARTICIPANTS (Eligibility Conditions)**  
The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.
- 8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 25-30.**
- 9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him/her before 05<sup>th</sup> April, 2026.**
- 10. ACCEPTANCE OF NOMINATION: Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.**
- 11. COURSE FEE & OTHER EXPENSES:**
  - There is no course fee for Central Govt. & State Govt. officers. A course fee of Rs. 5,000/- (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.
  - **Course fee can be paid through following methods.**

**Procedure of Bharatkosh.gov.in**

**Website - Bharatkosh.gov.in**  
**Ministry - Personnel, P.G. & P**  
**Purpose - Course fee in ISTM**

**Deposit amount through online mode and forward the receipt to ISTM.**

After payment, send the screenshot/transaction details through email and bring a copy at the time of reporting at ISTM.

**NOTE:**

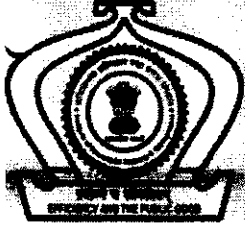
- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

**12. Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: [www.istm.gov.in](http://www.istm.gov.in) -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

(377)

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring aut



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting Training Programme, highlights of which is as under:

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

276

Fwd: Workshop on e-Office by ISTM

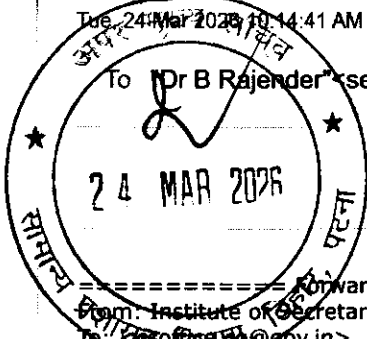
551181

E-MAIL

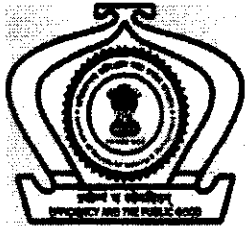
Chief Secretary Bihar <cs-bihar@nic.in >

Tue, 24 Mar 2026 10:14:41 AM +0530

To: Dr B Rajender <secy-par-bih@nic.in>



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: cs@bihar.gov.in  
Date: Tue, 24 Mar 2026 09:30:15 +0530  
Subject: Workshop on e-Office by ISTM  
==== Forwarded message =====



OSD-18

Sir/Madam,

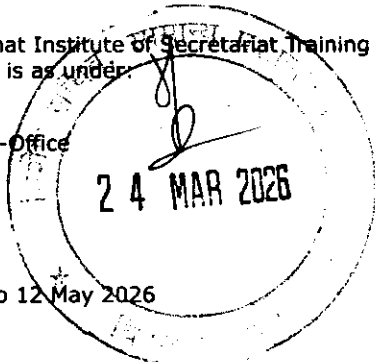
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on e-Office

Course Code : WEO-24

Date : 11 May 2026 to 12 May 2026

Mode : Offline



For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव (कोषांग)  
सामान्य प्रशासन विभाग  
ई-मेल नं. 8332  
दिनांक 24.3.26

1468/शां-18  
30.3.26

S.O-18

Handwritten signature and date 25/3/26

श्री निशाम

275

Fwd: Introduction to Artificial Intelligence by ISTM

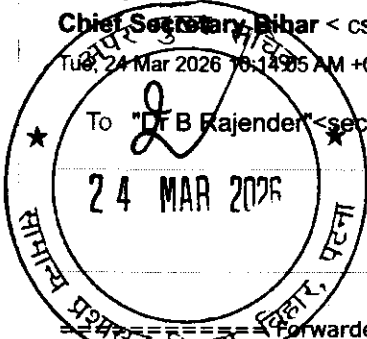
S.O (18)

E.MAIL

Chief Secretary, Bihar <cs-bihar@nic.in>

Tue, 24 Mar 2026 10:14:05 AM +0530

To "Dr B Rajender" <secy-par-bih@nic.in>



Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 24 Mar 2026 09:26:19 +0530  
Subject: Introduction to Artificial Intelligence by ISTM  
Forwarded message

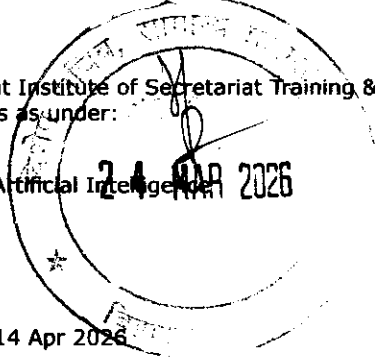


OSD-18

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

- Course Name : Introduction to Artificial Intelligence
- Course Code : AI-1
- Date : 13 Apr 2026 to 14 Apr 2026
- Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad  
Assistant Director  
Institute of Secretariat Training & Management  
Department of Personnel and Training (DoP&T)  
JNU Campus (OLD), Olof Palme Marg,  
New Delhi - 110067

1470 / का-18  
30.3.26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-... 8330  
दिनांक... 24.3.26  
श्री विशाल

S.O-18  
*[Handwritten Signature]*

274

Fwd: Litigation Management by ISTM

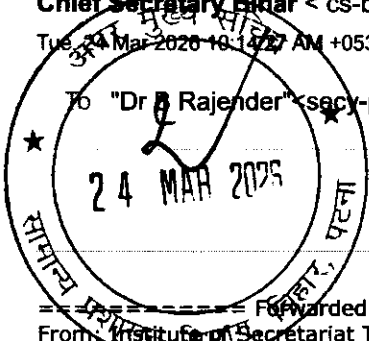
E-MAIL

55 (18)

Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 24 Mar 2026 10:14:27 AM +0530

To "Dr Rajender" <sacy-par-bih@nic.in>



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.eg@gov.in>  
Date: Tue, 24 Mar 2026 09:29:14 +0530  
Subject: Litigation Management by ISTM  
==== Forwarded message =====



OSD-18

Sir/Madam,

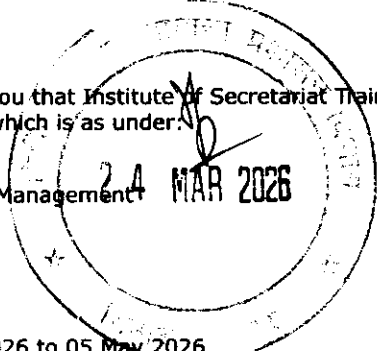
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Litigation Management

Course Code : LTM-12

Date : 04 May 2026 to 05 May 2026

Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad  
Assistant Director  
Institute of Secretariat Training & Management  
Department of Personnel and Training (DoP&T)  
JNU Campus (OLD), Olof Palme Marg,  
New Delhi - 110067

S.O-18

Handwritten signature and initials.

श्री विशाल

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या: 8328  
दिनांक: 24.3.26

1471 / 274-18  
30.3.26

373

Fwd: Big Data Analytics in Government - Basic by ISTM

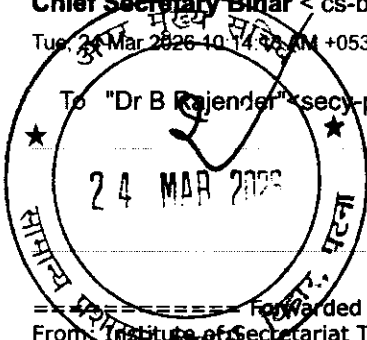
E-MAIL

S.O (18)

Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 24 Mar 2026 10:14:53 AM +0530

To "Dr B Rajender" <xsecy-par-bih@nic.in>



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cb@gov.in>  
Date: Tue, 24 Mar 2026 09:27:10 +0530  
Subject: Big Data Analytics in Government - Basic by ISTM  
==== Forwarded message =====



OSD-18

Sir/Madam,

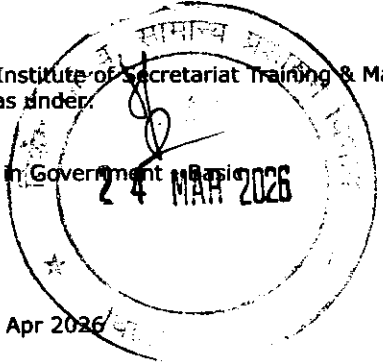
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under.

Course Name : Big Data Analytics in Government Basic

Course Code : BDAB-13

Date : 27 Apr 2026 to 29 Apr 2026

Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad  
Assistant Director  
Institute of Secretariat Training & Management  
Department of Personnel and Training (DoP&T)  
JNU Campus (OLD), Olof Palme Marg,  
New Delhi - 110067

S.O-18  
*[Handwritten signature]*

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...8327  
दिनांक...24.3.26

1473/शां-18

30.3.26

327

Fwd: Workshop on e-Office by ISTM

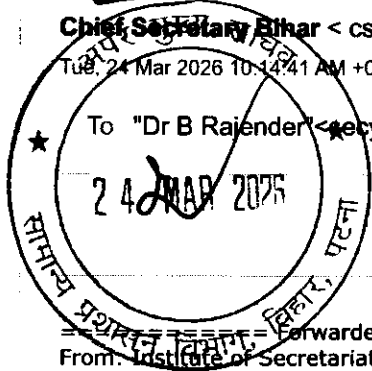
E-MAIL

25/187

Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 24 Mar 2026 10:14:41 AM +0530

To "Dr B Rajender" <secy-par-bih@nic.in>



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 24 Mar 2026 09:30:15 +0530  
Subject: Workshop on e-Office by ISTM  
==== Forwarded message =====



OSD-18

Sir/Madam,

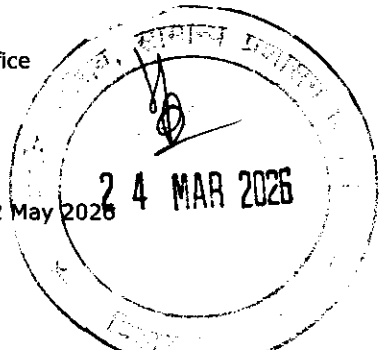
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on e-Office

Course Code : WEO-24

Date : 11 May 2026 to 12 May 2026

Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1472/एग-18  
30.3.26

S.O-18  
[Handwritten signature]  
[Handwritten initials]  
श्री किशोराम

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...8326  
दिनांक.....24.3.26

371

Fwd: MS-Power Point by ISTM

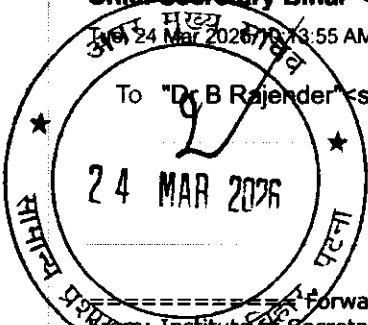
55 (18)

E-MAIL

Chief Secretary Bihar <cs-bihar@nic.in>

24 Mar 2026 09:53 AM +0530

To "Dr B Rajender" <secy-par-bih@nic.in>



=====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <cs@office.cg.gov.in>  
Date: Tue, 24 Mar 2026 09:25:17 +0530  
Subject: MS-Power Point by ISTM  
===== Forwarded message =====



OSD-18

Sir/Madam,

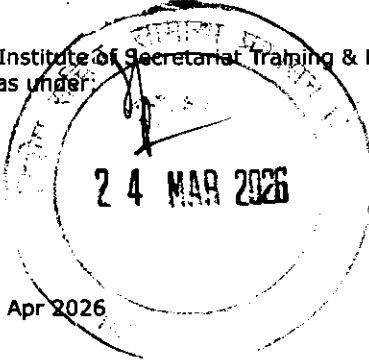
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : MS-Power Point

Course Code : MS-PP-19

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1479/2110-18  
30.3.26

S.O-18

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-.....8229

दिनांक.....24.3.26

about:blank

Handwritten signature and initials in blue ink.

370

Fwd: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

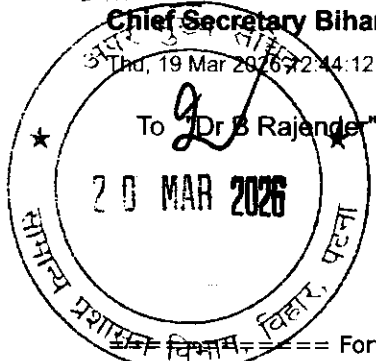
E-MAIL

S.S. (18)

Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 19 Mar 2026 12:44:12 PM +0530

To Dr B Rajender <secy-par-bih@nic.in>



==== Forwarded message =====

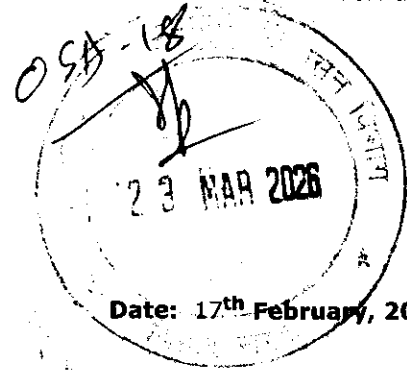
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 19 Mar 2026 09:34:57 +0530

Subject: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

==== Forwarded message =====



FILE NO:Y-19045/7/2026-O/oDY. DIRECTOR(BB)

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सांख्यिक प्रशासन विभाग  
ई-मेल संख्या-7847  
दिनांक-19.3.26

Date: 17<sup>th</sup> February, 2026

To

All Ministries / Departments of the Govt. of India  
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

1452/शां-8  
30.3.26

Subject: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

Madam/Sir,

The Training Programme for CVOs/VOs (CVOs/VOs-07) in OFFLINE MODE is scheduled to be conducted on 20.04.2026 to 24.04.2026. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

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 or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by 05<sup>th</sup> April, 2026.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that

S.O-18  
*[Handwritten signature]*

3/19/26, 2:50 PM

Fwd: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in .M.

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) will also be communicated to the participants and Sponsoring Authorities through email.**  
**Encl: Annexure-I**

Yours faithfully

Sd/-  
(Biswajit Banerjee)  
Deputy Director & Course Coordinator

Tel: 011-26737607

## ANNEXURE-I

### COURSE INFORMATION SHEET

1. **COURSE TITLE: Training Programme for CVOs/VOs**
2. **COURSE CODE: (CVOs/VOs-07)**
3. **DURATION: Five days (20<sup>th</sup> April, 2026 to 24<sup>th</sup> April, 2026)**
4. **AIM OF THE COURSE: To develop the skills required for functioning as Chief Vigilance officer's/Vigilance officer's**
5. **BROAD CONTENT OF THE COURSE: -**
  1. Describe related constitutional provisions.
  2. State principles of natural justice.
  3. Explain provisions relating to preliminary investigation.
  4. Describe procedure relating to sanction for prosecution.
  5. List out duties of CVO
  6. Role of CVO in vigilance
  7. List out major steps in conduct of departmental enquiry.
6. **METHODOLOGY: The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, mock inquiry etc.**
7. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.
8. **COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 25-30.**
9. **NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him/her before 05<sup>th</sup> April, 2026.**
10. **ACCEPTANCE OF NOMINATION: Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.**
11. **COURSE FEE & OTHER EXPENSES:**

There is no course fee for Central Govt. & State Govt. officers. A course fee of Rs. 5,000/- (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

**Course fee can be paid through following methods.**

**Procedure of Bharatkosh.gov.in**

**Website - [Bharatkosh.gov.in](http://Bharatkosh.gov.in)  
Ministry - Personnel, P.G. & P  
Purpose - Course fee in ISTM**

**Deposit amount through online mode and forward the receipt to ISTM.**

After payment, send the screenshot/transaction details through email and bring a copy at the time of reporting at ISTM.

**NOTE:**

- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in).
- ii. They may be relieved only after display of their names on the website of ISTM.

iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM [www.istm.gov.in](http://www.istm.gov.in) regularly.

368

### Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: [www.istm.gov.in](http://www.istm.gov.in) -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring



authorities.

Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

E-MAIL 367  
E-MAIL

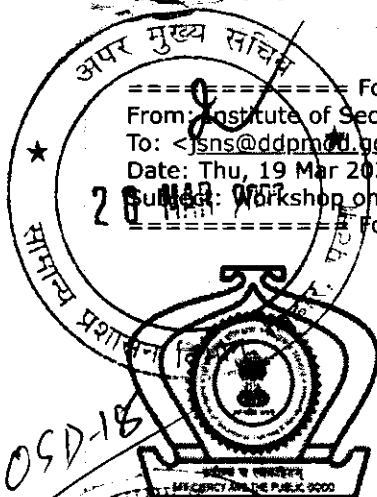
Fwd: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM

Chief Secretary Bihar <cs-bihar@nic.in >

Thu, 19 Mar 2026 5:31:35 PM +0530

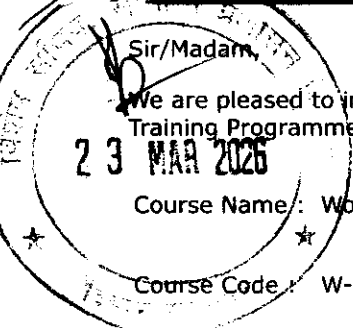
To "Dr B Rajender"<secy-par-bih@nic.in>

55 (181)



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <jsns@ddpmo.gov.in>  
Date: Thu, 19 Mar 2026 10:03:49 +0530  
Subject: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM  
==== Forwarded message =====

OSD-18



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Unified Pension Scheme/New Pension Scheme

Course Code : W-UPS/NPS-08

Date : 15 Jun 2026 to 15 Jun 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Jitender Bhatti  
Deputy Director  
Institute of Secretariat Training & Management  
Department of Personnel and Training (DoP&T)  
JNU Campus (OLD), Olof Palme Marg,  
New Delhi - 110067

S.O-18  
3-9-2026

1433/2110-18  
30-3-26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
7879  
19-3-26

366

Fwd: Monitoring & Evaluation of Government Schemes by ISTM

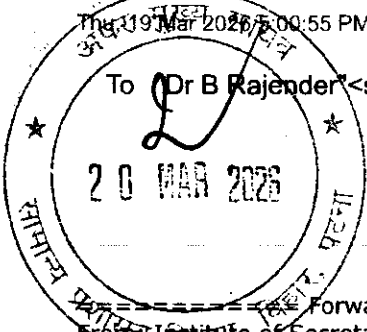
S.O. (18)

E-MAIL

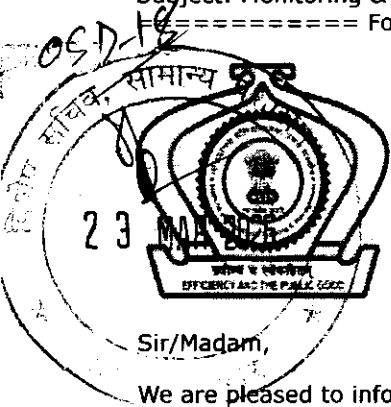
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 19 Mar 2026 5:00:55 PM +0530

To: Dr B Rajender <secy-par-bih@nic.in>



----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <jsns@dopmod.gov.in>  
Date: Thu, 19 Mar 2026 17:00:10 +0530  
Subject: Monitoring & Evaluation of Government Schemes by ISTM  
----- Forwarded message -----



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Monitoring & Evaluation of Government Schemes

Course Code : MEGS-13

Date : 22 Jun 2026 to 22 Jun 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O. 18  
[Handwritten signature]

1434/2110-18  
30.3.26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-... 7895  
दिनांक... 20.3.26

265

Fwd: National Training Policy by ISTM

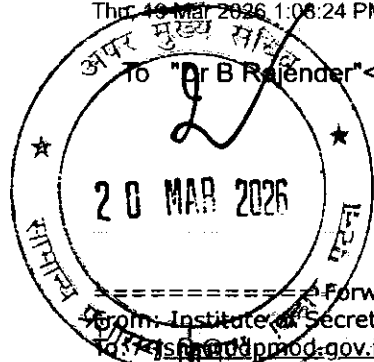
E-MAIL

5/1/18

Chief Secretary Bihar < cs-bihar@nic.in >

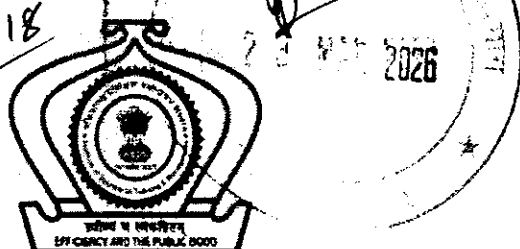
Thu, 19 Mar 2026 1:06:24 PM +0530

To "Dr B Rajender" <secy-par-bih@nic.in>



----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: [istm@nic.in](mailto:istm@nic.in)  
Date: Thu, 19 Mar 2026 11:46:37 +0530  
Subject: National Training Policy by ISTM  
----- Forwarded message -----

OSD-18



Sir/Madam,

We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : National Training Policy

Course Code : NTP-1

Date : 03 Aug 2026 to 04 Aug 2026

Mode : Offline

बिहार सरकार  
आर्य मुख्य सचिव कोषांग  
सामान्य परामर्श विभाग  
ई-मेल संख्या-... 7855  
दिनांक..... 19.3.26

For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Anit Shishir Kerketta

Deputy Director

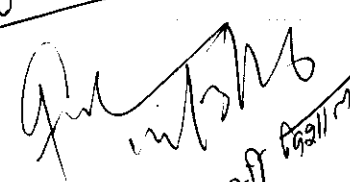
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1430 / 2110-18  
30.3.26

S.O-18  
  
19/3/26