



Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India
Ph. +9111-22158852, +9111-22158851, +9111-22158850, +91-120- 2682110, +91-120-2682111,
Fax No: +91-120-2682109, WhatsApp No +91-9811094923
E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

E-5342503

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Ref No:-KCP/VIS/63-33-3969

New Delhi, Dated 28th February, 2026

To,

Shri B. Rajender, IAS
Principal Secretary
General Administration Department
Old Secretariat, Patna - 800015

सामान्य प्रशासन विभाग
प्राप्ति
17 MAR 2026
BY Registered Speed Post

55(18)

आपर मुख्यालय राखिव
17 MAR 2026

OSD-18

18 MAR 2026

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute of Secretariat Training & Development (DSISTD) serves as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

DSISTD has planned to organise the international study tours on different topics in below mentioned cities:-

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost Per Participant (GST Exempted)
1.	Leadership & Managerial Skills, Management & Business Administration	London & Sheffield, (United Kingdom)	19 th April, 2026 To 26 th April, 2026	5,96,000.00 (INR)
2.	Social Sectors & Public Services	Paris (France) & Zurich (Switzerland) (Europe)	19 th April, 2026 To 26 th April, 2026	5,96,000.00 (INR)
3.	Health Systems Management and Hospital Administration	Cologne (Germany) & Barcelona (Spain) (Europe)	19 th April, 2026 To 26 th April, 2026	5,96,000.00 (INR)
4.	Education and Capacity Development in the Public Sector	London & Manchester (United Kingdom)	19 th April, 2026 To 26 th April, 2026	4,96,000.00 (INR)
5.	Human Resource Development (HRD) and Capacity Building	Sydney & Melbourne (Australia)	19 th April, 2026 To 26 th April, 2026	6,96,000.00 (INR)

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	Leadership, Management & Institutional Capacity	Cologne (Germany) & Barcelona (Spain) Europe	16 th May, 2026 To 23 rd May, 2026	5,96,000.00 (INR)
7.	Leadership and Change Management in Government	Paris (France) & Zurich (Switzerland) (Europe)	16 th May, 2026 To 23 rd May, 2026	5,96,000.00 (INR)
8.	Public Sector Leadership and Decision-Making	New York & Los Angeles, (United States)	16 th May, 2026 To 23 rd May, 2026	6,96,000.00 (INR)
9.	Capacity Building for Public Officials	Cologne (Germany) & Barcelona (Spain) Europe	16 th May, 2026 To 23 rd May, 2026	5,96,000.00 (INR)
10.	Institutional Strengthening and Organisational Development	Sydney & Melbourne (Australia)	19 th June,2026 To 26 th June,2026	6,96,000.00 (INR)
11.	International & Comparative Exposure Programmes	London & Manchester (United Kingdom)	19 th June,2026 To 26 th June,2026	5,96,000.00 (INR)
12.	Comparative Governance and Public Administration	Paris (France) & Zurich (Switzerland) (Europe)	19 th June,2026 To 26 th June,2026	5,96,000.00 (INR)
13.	International Study Tours on Governance and Public Management	Paris (France) & Zurich (Switzerland) (Europe)	06 th July,2026 To 13 th July,2026	5,96,000.00 (INR)
14.	Short-Term International Training for Government Officials	New York & Los Angeles (United States)	06 th July,2026 To 13 th July,2026	6,96,000.00 (INR)
15.	International Exposure Programmes for Elected Representatives	Paris (France) & Zurich (Switzerland) (Europe)	06 th July,2026 To 13 th July,2026	5,96,000.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona (Spain) Europe	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
17.	Public Policy & Governance Themes	Sydney & Melbourne (Australia)	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
18.	Urban Governance and City Management	New York & Los Angeles, (United States)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
19.	Rural Development and Local Governance	Cologne (Germany) & Barcelona (Spain) Europe	16 th August, 2026 To 23 rd August, 2026	5,96,000.00 (INR)
20.	Public Administration and Administrative Reforms	Tokyo & Hiroshima (Japan)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
21.	Public Sector Reforms and Performance Management	Sydney & Melbourne (Australia)	19 th September, 2026 To 26 th September, 2026	6,96,000.00 (INR)
22.	Infrastructure, Planning & Finance	London & Manchester (United Kingdom)	19 th September, 2026 To 26 th September, 2026	5,96,000.00 (INR)
23.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)
24.	Infrastructure Planning and Financing	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)

25.	Government Finance and Fiscal Management	New York & Los Angeles, (United States)	21 st September, 2026 To 28 th September, 2026	6,96,000.00 (INR)
26.	Public-Private Partnerships (PPP)	New York & Los Angeles, (United States)	09 th October, 2026 To 16 th October, 2026	6,96,000.00 (INR)
27.	Procurement and Contract Management	Paris (France) & Zurich (Switzerland) (Europe)	19 th October, 2026 To 26 th October, 2026	5,96,000.00 (INR)
28.	Project Planning, Monitoring, and Evaluation	London & Manchester (United Kingdom)	19 th October, 2026 To 26 th October, 2026	5,96,000.00 (INR)
29.	Risk Management in Public Projects	Switzerland & Netherlands (Europe)	19 th October, 2026 To 26 th October, 2026	5,96,000.00 (INR)
30.	Strategic Planning in the Public Sector	Sydney & Melbourne (Australia)	19 th October, 2026 To 26 th October, 2026	6,96,000.00 (INR)
31.	Urban Development & Spatial Planning	New York & Los Angeles, (United States)	19 th October, 2026 To 26 th October, 2026	6,96,000.00 (INR)
32.	Urban Planning and Land Use Management	Cologne (Germany) & Barcelona (Spain) (Europe)	09 th November, 2026 To 16 th November, 2026	5,96,000.00 (INR)
33.	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (United Kingdom)	09 th November, 2026 To 16 th November, 2026	5,96,000.00 (INR)
34.	Affordable Housing and Inclusive Urban Development	Sydney & Melbourne (Australia)	09 th November, 2026 To 16 th November, 2026	5,96,000.00 (INR)
35.	Urban Infrastructure and Service Delivery	Cologne (Germany) & Barcelona (Spain) Europe	09 th November, 2026 To 16 th November, 2026	5,96,000.00 (INR)
36.	Urban-Rural Linkages and Regional Development	Paris (France) & Zurich (Switzerland) (Europe)	09 th November, 2026 To 16 th November, 2026	5,96,000.00 (INR)
37.	Environment, Agriculture & Sustainability	New York & Los Angeles, (United States)	16 th November, 2026 To 23 rd November, 2026	6,96,000.00 (INR)
38.	Environmental Governance and Sustainability	Cologne (Germany) & Barcelona (Spain) Europe	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)
39.	Climate and Environmental Management	Sydney & Melbourne (Australia)	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)
40.	Agriculture Policy and Rural Livelihoods	London & Manchester (United Kingdom)	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)
41.	Sustainable Development Practices	Paris (France) & Zurich (Switzerland) (Europe)	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)
42.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)
43.	Good Governance and Institutional Effectiveness	New York & Los Angeles, (United States)	16 th November, 2026 To 23 rd November, 2026	6,96,000.00 (INR)
44.	Parliamentary Practice and Legislative Procedures	Paris (France) & Zurich (Switzerland) (Europe)	16 th November, 2026 To 23 rd November, 2026	5,96,000.00 (INR)

Local Government Systems and
Decentralisation

New York
&
Los Angeles,
(United States)

16th November, 2026
To
23rd November, 2026

6,96,000.00
(INR)

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the (DSISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00. Per Participant.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance.

Inclusions

1. **Program Management Charges:** This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. **Travel Arrangements:** It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. **Visa and Clearances:** The fee incorporates the expenses associated with visa procurement and related clearances.
4. **Accommodation:** Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. **Meals:** Daily breakfast provided throughout the study tour.
6. **Insurance:** Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- Senior Government Officials from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

For Delhi State Institute Of Secretariat Training & Development



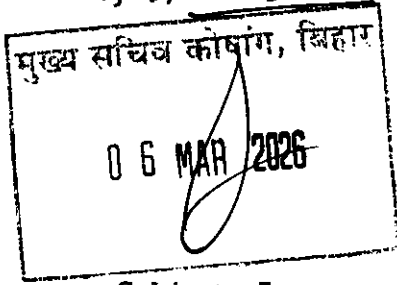
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Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Accs, GAD



Kartavya Bhavan-I, New Delhi,
Dated the 3rd March, 2026.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Environmental Public Health Management" from 27th July to 31st July, 2026 in Singapore.

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The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Environmental Public Health Management" from 27th July to 31st July, 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 policymaking for the environment and 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**.

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/environmentalpublichealth2026>). 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 15.05.2026 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Kartavya Bhavan-I, New Delhi-110001.
Ph:- 011 - 2401 2878,
Email- pankaj.gangwar@gov.in
chourasia.anil@nic.in

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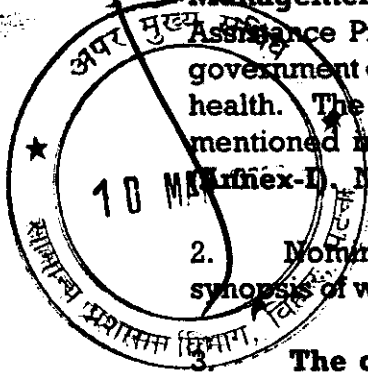
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6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed 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 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 Environment, Forest and Climate Change, Indira Paryavaran Bhavan, Jor Bagh, New Delhi.
2. Joint Secretary(Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. 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>].

ENVIRONMENTAL PUBLIC HEALTH MANAGEMENT

27 TO 31 JULY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SCP TRAINING AWARD

Singapore Cooperation Programme

Singapore has provided technical 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 Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course will provide insights into Singapore's integrated approach to environmental public health management. It will evaluate strategies for pollution control, vector management and infectious disease prevention.

Synopsis

Topics to be covered include:

- Singapore's environmental and public health landscape
- Environmental health policies and regulations
- Environmental public health research
- Surveillance and collection of disease data and pandemic preparedness
- Vector surveillance and control
- Sanitation control and management
- Public cleanliness and sanitation
- Public health engagement and partnership programmes

Methodology

This course will be conducted in-person in Singapore and in a variety of formats which may include, but not limited to, seminar-style sharing sessions, site visits, and group discussions.

Course Duration and Venue

The course will be held over 5 days from 27 to 31 July 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking for the environment and 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.

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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;
- 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: **22 May 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **1 (ONE)** 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/environmentalpublichealth2026> by **22 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:

- 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.
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- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- 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
- Facebook: www.facebook.com/SCPFriends
- Instagram: 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

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
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.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

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ANNEX-IV

CHECK LIST

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

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 "Environmental Public Health Management" from 27th July to 31st July, 2026 in Singapore

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

<
chourasia.anil@nic.in
>

Thu, 05 Mar 2026 3:15:07 PM +0530

To "Mr Mishra"<satyajit.mishra@nic.in>,"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>,"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>,"Shalini Pandit"<jsbo@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jssk.m.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>

336
Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Environmental Public Health Management**" from **27th July to 31st July, 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)

12-10-26-final.pdf
2.6 MB

222
333

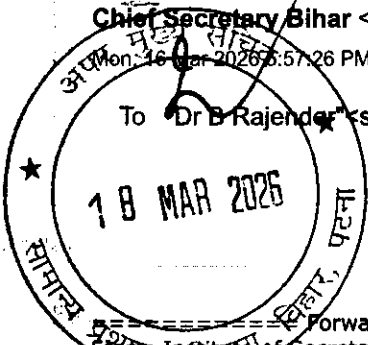
Fwd: Change Management by ISTM

57 (18)

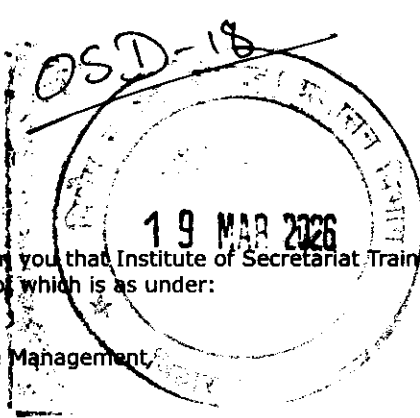
Chief Secretary Bihar < cs-bihar@nic.in >

Mon, 16 Mar 2026 5:57:26 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: Mon, 16 Mar 2026 13:01:56 +0530
Subject: Change Management by ISTM
=====



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 : Change Management

Course Code : CM-04

Date : 22 Jul 2026 to 22 Jul 2026

Mode : Online

For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विद्यालाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....7.6.21
दिनांक.....17.3.26

1385/सा 0-18
23.3.26

Fwd: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM

Handwritten scribbles in the top right corner.

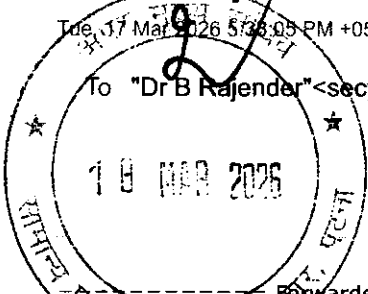
Handwritten number: 58 (18)

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

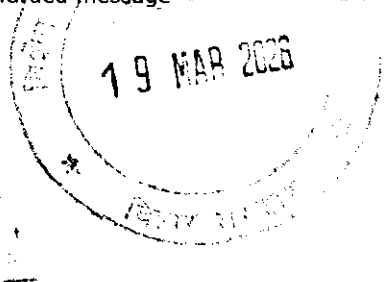
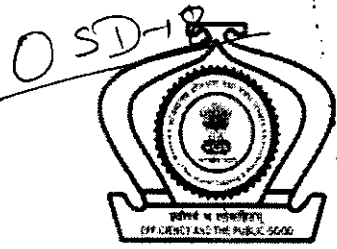
Tue, 17 Mar 2026 5:38:03 PM +0530

E-MAIL

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



Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddprrd.gov.in>
Date: Tue, 17 Mar 2026 17:15:34 +0530
Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM



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 Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-12

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.

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

बिहार सरकार
अपर सचिव (पीएचडी)
सामान्य प्रशासन विभाग
ई-पेल नं. 7690
दिनांक 18.3.26

श्री विनायक

1378/श्री 0-18
23.3.26

Fwd: Workshop for Liaison Officers (SC/ST) by ISTM

E-MAIL

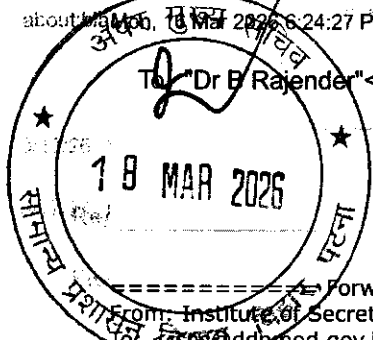
331

55(18)

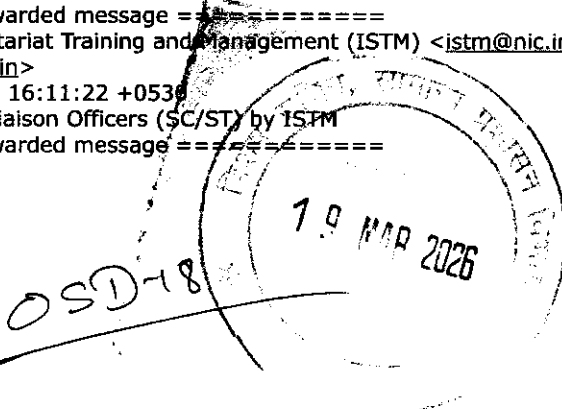
Chief Secretary Bihar < cs-bihar@nic.in >

about:blank, 16 Mar 2026 6:24:27 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: <csb@ddmod.gov.in>
Date: Mon, 16 Mar 2026 16:11:22 +0530
Subject: Workshop for Liaison Officers (SC/ST) 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 : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-33

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at 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

1380/2110-18
23.3.26

श्री विशाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-7631
दिनांक-18.3.26

227
230

Fwd: Creative and Positive Thinking by ISTM

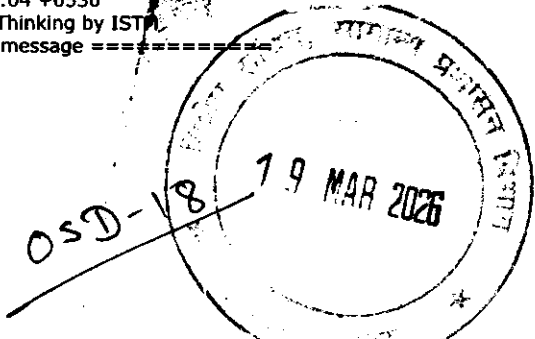
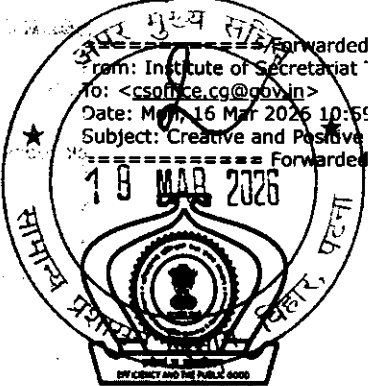
about:bia

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

Mon, 16 Mar 2026 5:32:27 PM +0530

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

58187



Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <cs@office.cg@gov.in>
Date: Mon, 16 Mar 2026 10:59:04 +0530
Subject: Creative and Positive Thinking 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 : 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.

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

NU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री अशोक

अवर सचिव (आर.डी.ओ.)
सचिवालय, विभाग
ई-पते: 7616
दिनांक: 17.3.26

1383/2110-18
23/3/26

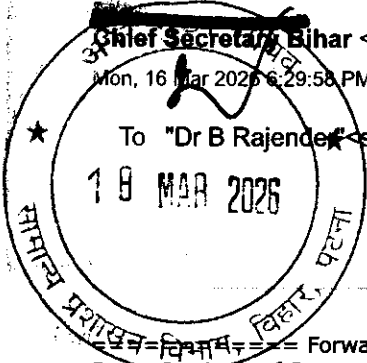
Thank

1378

Fwd: Ethics and Value in Public Governance by ISTM

55 (18)

E-MAIL

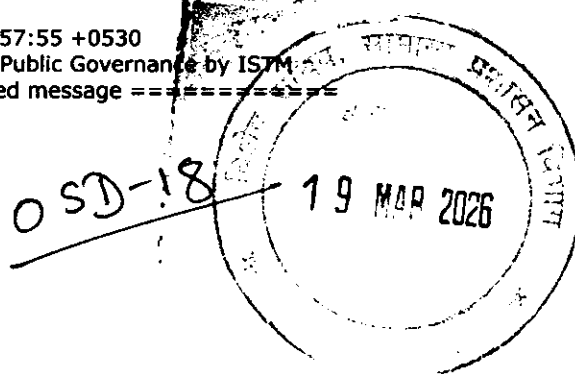


Chief Secretary Bihar <cs-bihar@nic.in>
Mon, 16 Mar 2026 6:29:58 PM +0530

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

19 MAR 2026

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 16 Mar 2026 16:57:55 +0530
Subject: Ethics and Value in Public Governance 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 : Ethics and Value in Public Governance

Course Code : EVPG-26

Date : 29 Jun 2026 to 30 Jun 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

INU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

13841/18 or 18
23.3.26

श्री जिज्ञासा

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या.....7.632
दिनांक.....18.3.26

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

29
328

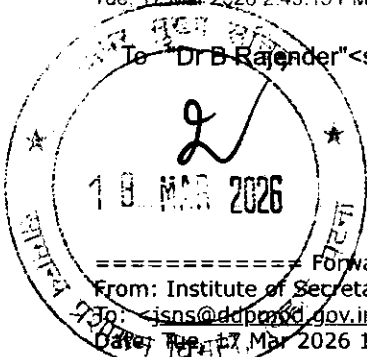
SJ (18)

E-MAIL

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

Tue, 17 Mar 2026 2:43:15 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@ddprrd.gov.in>

Date: Tue, 17 Mar 2026 13:39:49 +0530

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

===== Forwarded message =====



File No.: Y-17024/2/2026-ISTM

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/
All Public Sector Undertakings / All Autonomous Bodies

बिहार सरकार

Date: 12th January, 2026

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल नं. 7729

उपसचिव नं. 18326

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on e-Procurement & GeM (WEP&GeM-07) will be conducted in ISTM from 20.04.2026 to 22.04.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

- Nomination form for the course may be filled online at ISTM website 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.
- Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** 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 **06th April, 2026**.
- Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. 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).** This will also be communicated to the participants and Sponsoring Authorities through email only.

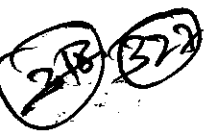
Enclosure: Annexure

श्री विद्याम

1379 / 2110-18

23.3.26

Yours faithfully,



3/18/26, 10:31 AM

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in
Tele No. : 011-26737611

ANNEXTURE

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on e-Procurement & GeM
2. **COURSE CODE:** WEP&GeM-07
3. **DURATION:** Three days (20.04.2026 to 22.04.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **AIM OF THE COURSE:** To develop skills required for the work in the area of e-procurement.
6. **METHODOLOGY:** The Workshop shall be conducted through offline mode, including lecture and discussion.
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 have login ID on GeM Portal.
8. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 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 Coordinator so as to reach him/her before **06th 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:**
 - (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
 - (ii) A course fee of Rs. 3000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM.
Course fee is required to be paid through Online Payment Mode as per details given below.
 - (iii) This course fee should be paid only after confirmation of nomination from ISTM.
 - (iv) Course fee is required to be paid through Online Payment Mode as per details given below.
 - (v) Please share the copy of payment receipt on email vkbhargava.84[at]gov.in.

Website - Bharatkosh.gov.in
Ministry - Personnel. P.G & P
Course Fee - ISTM

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 confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.8076072465/ 26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.

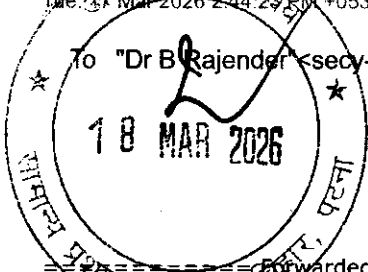
Fwd: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM - reg.

55(18)

312
320

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

Tue, 17 Mar 2026 2:44:23 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: Tue, 17 Mar 2026 13:42:03 +0530

Subject: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM - reg.

==== Forwarded message =====



FILE NO: Y-14016/1/2026-ISTM

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

Subject: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM - reg.

Madam/Sir,

The Two day **Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05)** is scheduled to be held in ISTM in **Offline Mode** from **27th to 28th April, 2026**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that is mandatory to fill up nomination form online. The last date of online nomination is **27th March, 2026**. 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 e-mail scanned copies after getting signed by their sponsoring authority.

3. Only such officers should be nominated who can attend the programme on whole time basis in ISTM, New Delhi. 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 **27th March, 2026**.

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

बिहार सरकार
अपना मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल नं. 1377/210-18
दिनांक.....18.3.26

Date:16.01.2026

श्री अशोक

1377/210-18
23.3.26

3/18/26, 10:36 AM

Fwd: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, ...

only after acceptance of nomination by the ISTM. The acceptance of nomination letter will be uploaded in the ISTM's website www.istm.gov.in and will also be communicated to the participants through e-mail.

Encl: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)
Tele No. : 011-26737611

Annexure

Course Information Sheet

1. **Course Title:** Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance
2. **Course Code:** (OTP-C-PV-05)
3. **Duration:** Two days (27th to 28th April, 2026)
4. **Aim of the Course:** To acquaint the participants with the Conduct Rules for Government Servants, various aspects of vigilance administration and preventive measures for improving efficiency of the organization.
5. **Objectives:** By the end of the training programme, the participants will be able to:
 - 1) Explain various Conduct Rules applicable on Government Servants.
 - 2) Explain various aspects of Vigilance administration.
 - 3) Define concept of Preventive Vigilance
 - 4) Identify the areas in their respective work place/profile where preventive vigilance measures may be applied.
 - 5) List out various tools of Preventive Vigilance
6. **Broad Content of the Course: -**

- 1) Provisions of CCS (Conduct Rules) 1964 and judicial dicta.
- 2) Overview of the Vigilance Administration.
- 3) The concept of Preventive Vigilance and its application in various fields of Government functioning.
- 4) Group work and presentation on Conduct Rules and measures of Preventive Vigilance.
7. **Methodology:** Offline in person training

In the Training Programme at ISTM, the course will deal with the application of Conduct Rules and Preventive Vigilance through lecture-cum-discussion method and Group work followed by presentation by the participants.

8. Participants (Eligibility Conditions)

The programme is meant for the officers of the level of Group-A and Group-B in the Central Government Ministries/Departments and officers of equivalent status in the Central Govt. Offices/State Govt. Offices/ Autonomous Bodies/ Public Sector Undertakings/ Public Sector Banks etc.

9. **Course Capacity:** The maximum number of participants that can be admitted to the Course is 40.
10. **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 Coordinator so as to reach him/her before 27th March, 2026.
11. **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.
12. **Course Fee & Other Expenses:** A course fee of Rs. 2,000/- (Rupees Two Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as per the following details, only after confirmation of the admission by ISTM:

Website - Bharatkosh.gov.in
Ministry - Personnel, P.G. & P
Purpose - Course fee in ISTM
Deposit amount through online mode.

There is no Course fee for the officers of Central Govt./ State Govt./UT Administration and its Attached / Subordinate offices.

Note:

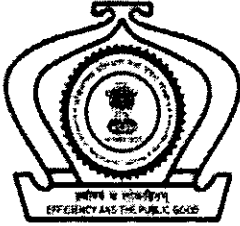
- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.
- iv. Confirmation of participation/admission will be sent only to those applicants, whose Sponsoring Authority has approved the nomination and approval letter is received in ISTM by 27th March, 2026.

13. 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 training participants login book hostel (one month before the starting of the course).

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Family members of the participants are NOT allowed to stay in the hostel with the participants.



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 : Orientation Training Programme on Conduct Rules & Preventive Vigilance

Course Code : OTP-C-PV-05

Date : 27 Apr 2026 to 28 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Old of Palme Marg,

New Delhi - 110067

Fwd: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

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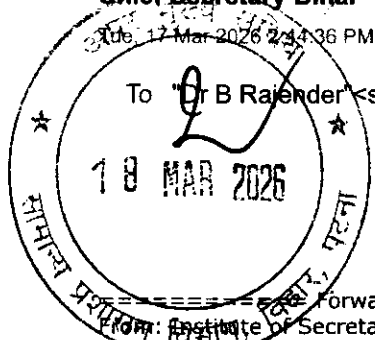
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E-MAIL

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

Date: Tue, 17 Mar 2026 2:44:36 PM +0530

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



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

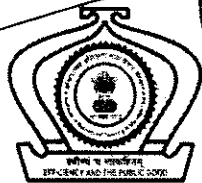
To: jans@edpmod.gov.in

Date: Tue, 17 Mar 2026 13:43:25 +0530

Subject: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding

Forwarded message

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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: 09.02.2026

श्री निराम

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

आपका पत्रक संख्या कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या 773/

दिनांक 18.3.26

Subject: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on Financial Management in Government (WFM-15) will be conducted in ISTM from 11.05.2026 to 13.05.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

2. Nomination form for the course may be filled online at ISTM website

https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it 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 officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer

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23.3.26

3/18/26 10:37 AM

Fwd: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regardi...

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 **27th April, 2026.**

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. 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). This will also be communicated to the participants and Sponsoring Authorities through email only.**

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)
Tele No. : 011-26737611

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



ANNEXTURE

COURSE INFORMATION SHEET

CODE : **WFM-15**

TITLE : **Workshop on Financial Management in Government**

DURATION : **Three Days (11.05.2026 to 13.05.2026)**

TIME : **9:00 AM to 5:30 PM**

COURSE CAPACITY : **32 - 35**

OBJECTIVES : At the end of the training course, the participants will be able to:

- Define Budget and other key terms.
- Describe expenditure management.
- List steps to maintain Government Accounts.
- Operate/make use of PFMS portal.

METHODOLOGY : **Offline Mode at ISTM**

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 Coordinator so as to reach him/her before 27th April, 2026.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

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- (ii) A course fee of Rs. 3,000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM.
Course fee is required to be paid through Online Payment Mode as per details given below.

(iii) **This course fee should be paid only after confirmation of nomination from ISTM.**

(iv) Course fee is required to be paid through Online Payment Mode as per details given below.

Website - Bharatkosh.gov.in
Ministry - Personnel. P.G & P

Course Fee - ISTM

- (v) Please share the copy of payment receipt on email **vkbhargava.84[at]gov.in**.

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 confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.9971835322 Family members of the participants are NOT allowed to stay in the hostel with the participants.



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 Financial Management in Government

Course Code : WFM-15

Date : 11 May 2026 to 13 May 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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3/18/26, 10:37 AM

Fwd: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regardi...