

Acc. GAD/Finance

E-Mail

Kartavya Bhavan-I, New Delhi,
Dated the 1st April, 2026.

युवा सहायता कोष, भारत
01 APR 2026

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Workshop on Digital Government"** from 21st to 24th September, 2026 in Singapore.

55(18) The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Workshop on Digital Government"** from 21st to 24th September, 2026 in Singapore under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are leading or involved in the design, implementation or oversight of digital policy, digital transformation and digital government initiatives and programs. 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 under the Singapore-World Bank third Country Training Programme, 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/sgwb26>). 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 26.06.2026 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
chourasia.anil@nic.in

1660/see-see-10
09.04.2026

सं. 07

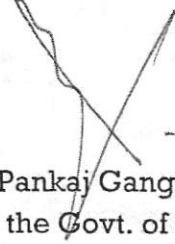
OSD-18

मुख्य सचिव कार्यालय
डा.परी सं. 07.04.2026

S.O-18

रचना
9.4.2026

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 Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
2. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
3. Adviser (Investment), Department of Economic Affairs, North Block, New Delhi.
4. Joint Secretary (Admn.), Department of Financial Services, Jeevandeep Building, Sansad Marg, 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>].

संख्या.12/16/2026-बीपीसीएंडटी

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

.....

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 1 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 21 से 24 सितंबर, 2026 तक " डिजिटल सरकार पर कार्यशाला " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 21 से 24 सितंबर, 2026 तक " डिजिटल सरकार पर कार्यशाला " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम मध्यम स्तर के वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो डिजिटल नीति, डिजिटल परिवर्तन और डिजिटल सरकारी पहलों और कार्यक्रमों के डिजाइन, कार्यान्वयन या निरीक्षण में अग्रणी या 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/sgwb26>) 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 26.06.2026 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
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 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), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सी. जी. ओ. परिसर, लोधी रोड, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, नई दिल्ली।
3. सलाहकार (निवेश), आर्थिक कार्य विभाग, नॉर्थ ब्लॉक, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन), वित्तीय सेवा विभाग, जीवनदीप भवन, संसद मार्ग, नई दिल्ली।
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>]

WORKSHOP ON DIGITAL GOVERNMENT

21 TO 24 SEPTEMBER 2026

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

WORLD BANK GROUP

under the

SINGAPORE – WORLD BANK THIRD COUNTRY TRAINING PROGRAMME

to be conducted by

MINISTRY OF DIGITAL DEVELOPMENT AND INFORMATION, SINGAPORE

and the

CIVIL SERVICE COLLEGE, SINGAPORE

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 Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

World Bank Group

The World Bank Group is an international development institution whose mission is to end extreme poverty and boost shared prosperity on a livable planet, through the provision of financing, policy advice, and technical assistance to its member countries.

The World Bank Group's Digital and AI Vertical Vice Presidency (Digital & AI VPU) leads the Bank's digital and AI agenda, supporting countries in harnessing digital transformation to drive inclusive growth, improve service delivery, and build resilient economies. Through financing, policy advice, analytics, and partnerships, its work focuses on digital public infrastructure, connectivity and affordability, digital government services, and AI readiness. This collaboration is led by the Digital and AI, East Asia and Pacific (Digital EAP) Unit.

Ministry of Digital Development and Information, Singapore

The Ministry of Digital Development and Information (MDDI) drives Singapore's digital development in four key domains — the economy, government, security, and society. MDDI oversees the development of the infocomm technology, cybersecurity, and media sectors; the Government's digitalisation initiatives; and the national library, national archives, and public libraries. The Ministry is also responsible for effective public communications, and the Government's information and public communication policies. Our mission is to engage hearts and minds, and build a thriving digital future for all.

Civil Service College, Singapore

The Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service to meet the challenges of the future. As a Statutory Board under the Public Service Division, Prime Minister's Office, CSC endeavours to be the heart of learning excellence and development for the Singapore Public Service.

Course Objectives

Building a trusted digital government begins with putting people at the centre. This course equips participants with strategies and practical approaches to design secure, inclusive, and citizen-focused services, while fostering innovation through open-source ecosystems.

Drawing on Singapore's digital governance experience, participants will explore how trust and transparency can be strengthened through agile, open-source tools like Isomer and FormSG, and how platforms like LifeSG demonstrate people-first service delivery. By the end of the course, participants will understand how to apply these strategies and leverage open-source innovation to accelerate digital transformation, even in resource-constrained settings, while maintaining citizen trust at the core.

The course will also highlight the key policies and regulatory enablers that support sustainable and scalable digital government.

Synopsis

Topics to be covered include:

- Singapore's Digital Government Strategy Governance Models for Digital Public Goods (DPGs)
- Singapore Government Tech Stack and Digital Identity & Trust Infrastructure
- World Bank global insights and diagnostics on digital transformation, digital government and digital public infrastructure, drawing on global lessons, best practices and country experiences.

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 four days from 21 to 24 September 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are leading or involved in the design, implementation or oversight of digital policy, digital transformation and digital government initiatives and programs;
- 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.

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;
- 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. Non-compliance with full participation requirements will affect the eligibility for future SCP course applications; 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: **Friday, 3 July 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/sqwb26> by **3 July 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.
- 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
-

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)				

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.	

467

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)

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

< chourasia.anil@nic.in >

Wed, 01 Apr 2026 3:29:16 PM +0530

To "Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"Arindam Modak" <arindam.modak@gov.in>,"Aparna Sinha"<aparna.sinha@nic.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"ash-mohfw"<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>,"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>,"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>,"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-

465
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 "**Workshop on Digital Government**" from **21st to 24th September, 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)

12-16-26-final.pdf

3.3 MB

464

S.O (18)

E-MAIL

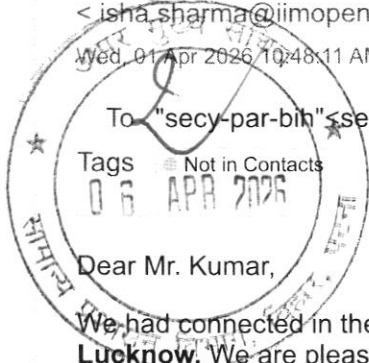
< isha.sharma@iimopenprogrammes.com >

Wed, 01 Apr 2026 10:48:11 AM +0530

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

Tags Not in Contacts

06 APR 2026



Dear Mr. Kumar,

We had connected in the past with reference to the Executive Education Programmes offered by IIM Lucknow. We are pleased to inform you about our upcoming programme on 'Developing Strategic Mindset for Sales and Marketing Leaders'. The programme is scheduled for three days during May 11th to 13th, 2026 at IIM Lucknow Campus.

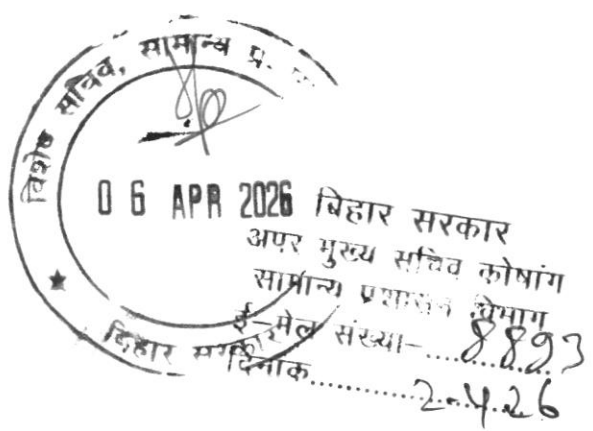
This programme is designed to help senior and mid-level sales and marketing leaders shift from a functional mindset to a strategic leadership perspective. Participants will learn how to see the bigger picture, align their roles with organisational value creation, leverage AI strategically, and prepare themselves for senior leadership roles. The pedagogy will be mostly experiential, including group exercises, simulations, case studies, management games, role plays, etc.

Please reply to this email or connect with me on the below number for a detailed brochure. I hope that you would participate in and benefit from this programme offered by IIM Lucknow.

Best Regards,
Isha Sharma | Programme Manager
Executive Education Programmes
Mobile/Whatsapp :- 9930191772

[To safely unsubscribe or modify your subscription settings, please click here](#)

OSD-18



S.O-18
[Signature]
A. विशाल
राजिनी
7.4.26

1590/शा.18
8.4.26

Sopa9m:ESCI IT: PDT on "Generative AI for Managers & Team Leaders" from 06 - 08 May 26, at IEI Centre, Srinagar, J&K .

secy-par-bih < secy-par-bih@nic.in >

463

S.S.18



< it@escihyd.org >
 Tue, 31 Mar 2026 12:55:41 PM +0530
 To ""<<undisclosed-recipients:>>
 Bcc "secy-par-bih" <secy-par-bih@nic.in>
 Tags Not in Contacts
 Dear Sir/Madam

बिहार सरकार
 अपर मुख्य अधिकारी कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या..... 902/
 दिनांक..... 6.4.26

Greetings from Engineering Staff College of India!!!!

OSD-18

The **Engineering Staff College of India (ESCI)** is a premier **National Training Institute** and an autonomous organ of India's largest body of professional engineers, **The Institution of Engineers (India)**. ESCI was established in 1981 with the mandate of providing quality training and education in engineering and techno-management domains. **IT Division-ESCI** offers customized In-House IT Professional Development Programs for Your Officials / Executives / Staff Members for Technology Upgradation



Upcoming IT Training Programs

S.No	Program Name	Dates	Duration	Mode of Training	C
1	Project Management & Monitoring using MS Project 2021	20 - 22 Apr 26	3 days	Offline/ Online	F I
2	Data Management using MS Access & MS Excel 2019	27 - 30 Apr 26	4 days	Offline/ Online	F I
3	GEM Procurement Procedures – Gem Account operation from Basic to expertise	04 - 06 May 26	3 days	Online	I
4	Generative AI for Managers & Team Leaders (Hands-On ChatGPT & MS Copilot) at IEI Centre, Srinagar, J&K	06 - 08 May 26	3 days	Offline	I
5	Cyber Security & Cyber Hygiene for IT / OT Officers	18 - 20 May 26	3 days	Offline/ Online	F I
6	Working with BOSS Linux & LibreOffice	18 - 21 May 26	4 days	Offline	F I
7	Building Cyber Security & AI Resilience for Senior Managers & Leaders - At Ooty, TN	20 - 22 May 26	3 days	Offline	I

For more program details & brochures, please visit our website <https://escihyd.org/division/it>

Kindly nominate your employees/officers/executives, so that they can make use of this opportunity to upgrade their skills, For the benefit of the organization We will also design and conduct exclusive offline/online training programs for your employees according to your requirements at your Campus / ESCI Campus.

If you have any queries, please feel free to contact us.

With Regards
 Syed Azgan

Syed Azgan
 9.4.2026

1657/Sec-18
 09.04.2026

462

Sr Faculty & Head IT
8886661060

Information Technology (IT) Division
Engineering Staff College of India (ESCI)

Gachibowli, Old Bombay Road,
Hyderabad - 500032

Phone : 040 - 66304124/23/25

E-mail : it@escihyd.org

Facebook : <https://www.facebook.com/ESCIHyd/>

Twitter : <https://twitter.com/ESCIHyd/>

2 Attachment(s)

ESCI-IT Training Calendar 202...
373.8 KB

Generative AI for Managers an...
385.5 KB

461

E-MAIL

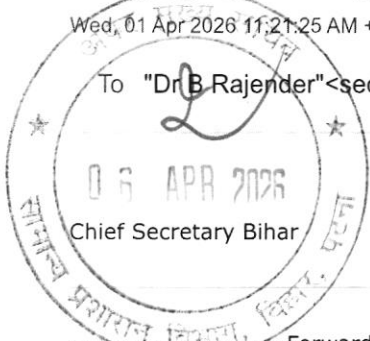
Fwd: Request for Nominations for "Training on Generator Protection System Fundamentals" on secy-par-bih <secy-par-bih@nic.in>
22-24 April 2026 at Siemens Power Academy, Goa – reg.

5/2/18

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

Wed, 01 Apr 2026 11:21:25 AM +0530

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



Chief Secretary Bihar

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 8886
दिनांक 2.4.26

==== Forwarded message =====

From: CBIP <cbip@cbip.org>

To: <cs-bihar@nic.in>

Date: Mon, 30 Mar 2026 17:26:45 +0530

Subject: Request for Nominations for "Training on Generator Protection System Fundamentals" on 22-24 April 2026 at Siemens Power Academy, Goa – reg.

==== Forwarded message =====



Central Board of Irrigation & Power

An ISO 9001 : 2015 Organization

No. M-3 /CBIP/ Siemens/2025-26

Dated: 30th March 2026

OSD-18

1. Heads of Govt. Sector organizations; CPSUs; PSUs; State Power Generation; Transmission and Distribution Companies
2. Regulatory Commissions, Industry Associations and Key Pvt. Sector organizations
3. Technical and Academic Institutions and HR Department of various organizations

Sub: Request for Nominations for "Training on Generator Protection System Fundamentals" on 22-24 April 2026 at Siemens Power Academy, Goa – reg.

Dear Sir/Madam

Greetings from CBIP!!!

We are happy to inform that the Central Board of Irrigation & Power (CBIP), jointly with Siemens is organizing Training with practical demonstrations on the subject "Training on Generator Protection System Fundamentals" on 22-24 April 2026 at Siemens Power Academy, Goa.

The above introductory training is being organized with a view to sharpening the technical skills of Engineers in the country. The following topics are going to be deliberated during this training program:

- Principles of Generator protection
- Generator Protection Scheme.
- Parameter explanation of IEDs
- Configuration and explanation of Generator Protection IEDs
- Additional Protections: Pole Slip, Over excitation, Loss of Excitation, Dead machine, Power Restricted/Stator & Rotor earth fault applications
- Application and Exercises on Generator Protections.
- Case Study
- Process data analysis (Fault Log and Fault Records Over IED S/W)
- Overview about Digital Technologies in Generator applications
- Q & A Session

In order to avail of this unique opportunity & to take maximum advantage of the introductory training, we request you to kindly consider deputing professionals from your organization to attend the above training. We are enclosing herewith a copy of the information bulletin of the program giving details about topics, registration fees, etc. for kind information, please.

5.0-18
2/4/26

1584/2110-18
7.4.26

460

It is further informed that we are able to accommodate a maximum of 24 participants in one batch in the training centre at Goa. The nominations will be confirmed on a first-come-first-serve basis.

We shall be grateful for your support & early positive response.

Thanking you,

Yours sincerely



Sanjeev Singh
Director – Energy

Malcha Marg, Chanakyapuri, New Delhi 110 021

Tel: 91-11-2687 6229, 2611 6567, 2688 2652, 2688 0557, 2410 1591

Fax: 91 – 11 – 2611 6347; E-mail: cbip@cbip.org, website: www.cbip.org

To unsubscribe, please click [here](#).

Central Board of Irrigation and Power

Plot No. 4, Institutional Area, Malcha Marg, Chanakyapuri, New Delhi 110021

1 Attachment(s)

Information Bulletin.pdf

1 MB

1159

Training on Generator Protection System Fundamentals

22nd -24th April 2026

Siemens Power Academy, Goa

REGISTRATION FORM

(To be filled in block letters preferably)

1. Name : _____
2. Position : _____
3. Organization : _____
4. Address : _____
5. Phone : _____ Fax No. _____
6. Email : _____

Dated _____

Signature _____

Note: Reporting time on first day 9:15am at training location. Training duration from 9:30 am to 4:30 pm

We are looking forward to meeting you in our training facility at Goa!

Location: SIEMENS ENERGY AUTOMATION

Address: Power Academy India, Siemens Energy Automation, L-6, Verna Industrial Estate, Verna Salcete, 403722 Goa, India

Please note Dabolim Airport is the nearest airport for traveling.

ON-LOCATION COORDINATOR

Mr. Fedrick Rodrigues

Email: fedrick.rodrigues.ext@siemens.com; Contact: +91 8329096079

Note:

- Photocopies of the registration form can be used for additional requirements, if any.
- Spot registration facilities will also be available, provided the prior information is received.

458

SIEMENS

Siemens has been a torch bearer to bridge the gap between academia and industry collaborating with academic pioneers to create a better India for tomorrow

The Right Infrastructure

- **Practical, hands-on training** is crucial for the professionals. Tailor-made **Lab Infrastructure Solutions** from Siemens ensures that the professionals are equipped with practical skills to address industrial applications.
- **Power System Labs:** Study the effect of protection devices and various equipment's on power systems.
- **Grid Simulation Labs:** Simulate an entire grid and monitor static and dynamic effects in real world applications.
- **Microgrid Labs:** Study the effect of multiple sources and renewable integration on the power systems.

Knowing the Industry

The best way to keep up with industrial updates is to have strong industry-institute partnerships.

Siemens Center of Excellence aims at setting up technology hubs at institutions with a focus on learning and close industry interactions via factory visits, hands on training etc.

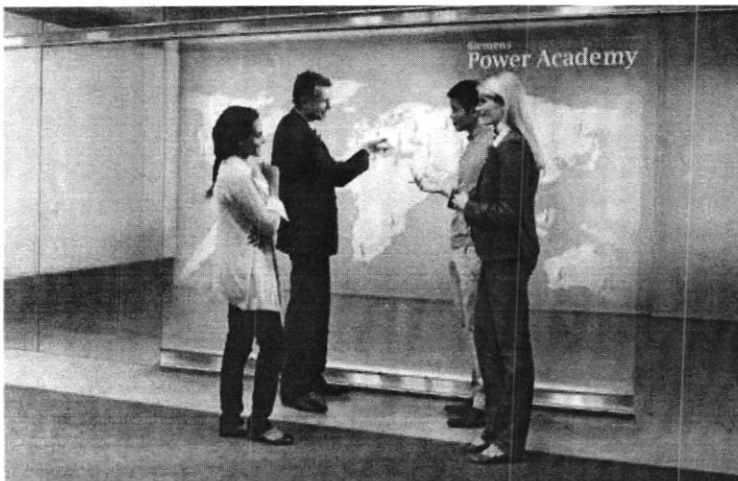
Pragmatic Learning Approach

State-of-the-art lab infrastructures ensure that the professionals receive training, not only based on quality, but also on excellence.

Siemens Power Academy offers a plethora of in-person and web-based trainings to keep the trainee up to date.

Power academy offers:

- High-quality programs with a high percentage of hands-on training.
- Standard and special training, workshops and training programs.
- Certified trainers, latest teaching and learning methods.
- Access to expert knowledge and long-term experience.



1457

BACKGROUND

Central Board of Irrigation & Power (CBIP) a premier Institution, setup by GOI in 1927 is serving the nation in the disciplines of Power, Renewable Energy and Water Resources Sectors for more than 98 years.

It is an exchange and knowledge bank for dissemination of technical knowledge & professional experience to help Engineers/ Professionals to update their knowledge and gain practical know-how.

CBIP's main objective is:

- To disseminate technical knowledge through various modes, e.g., publication of technical documents, organizing conferences /workshops
- To provide specialized training to the professionals in the Power, RE and Water Resources Sectors.

CBIP realizing the importance of competency development and with the aim to create large reservoir of highly qualified manpower in all fields related to engineering, technology & technology management has recently signed a MoU with Siemens Limited for jointly providing hands-on training to the professionals for skill development.

Training will help participants to explore and see the concepts working in the field. These trainings will help the participants to effectively perform with higher productivity and bridge the gap between today's industry demand of highly adaptive workforce and competency development needs thereby creating excellency in the industrial working.

It is with above aim the CBIP is organizing Training on "Generator Protection System Fundamentals" from 22nd -24th April 2026. The eminent faculties from Siemens Limited and other invited experts on the subject will deliver the presentations covering following topics:

- Principles of Generator protection
- Generator Protection Scheme.
- Parameter explanation of IEDs
- Configuration and explanation of Generator Protection IEDs
- Process data analysis (Fault Log and Fault Records Over IED S/W)
- Additional Protections: Pole Slip, Over excitation, Loss of Excitation, Dead machine, Power Restricted/Stator & Rotor earth fault applications - Application And Exercises on Generator Protections.
- Overview about Digital Technologies in Generator applications
- Case Study, Q & A Session

Venue for the Course: Siemens Power Academy, Goa

WHO SHOULD ATTEND

The training program is open for utility/industry personnel/users only.

COURSE FEE

The duration for the training will be for 3 days. The event is non-residential. Participants will have to make their own arrangements for travel, boarding and lodging etc.

The registration fee will be Rs 30,000/- per participant + 18% GST shall be charged extra. The fee will cover the professional fees; site visit including Hands on/Demo in the Lab; working lunch; Tea/coffee/snacks during the course.

Registration shall be done on first come first serve basis. First 24 candidates will be registered for First batch, others in subsequent batches on the dates as per mutual understanding.

TO REGISTER

The participants, desirous of attending the above training may register themselves by sending the Registration Form to CBIP along with necessary payments. Participants are advised to bring GST No, of their organization along with name of office to whom the invoice is to be sent.

PAYMENT

All payments be made through cheque at par in favour of 'Central Board of Irrigation & Power', payable at Delhi or amount deposited/ transferred to HDFC Bank, CBIP A/c no. 00031110004411, MICR No. 110240001, Swift Code : HDFCINBBDEL, IFSC: HDFC 0000003, Address: 209-214, Kailash Building, 26 Kasturba Gandhi Marg, New Delhi – 110001 (CBIP GST No. 07AAAJC0237F1ZU)

After making of the payment online in respect of the event, the details like UTR/Organization name to be furnished immediately.

ADDRESS FOR CORRESPONDENCE

Shri A.K. Dinkar, Secretary, CBIP

Shri Sanjeev Singh, Director, CBIP

Central Board of Irrigation and Power, Malcha Marg, Chanakyapuri, New Delhi - 110021

Phone: 011-26115984/2687 6229/2688 0557 Fax: 011-2611 6347, E-mail: cbip@cbip.org

Nodal Officer: Shri S.K. Batra, Consultant, CBIP – M: 9811943812, E-mail: batra@cbip.org; Website: www.cbip.org

456

Information Bulletin

GENERATOR PROTECTION SYSTEM FUNDAMENTALS

DATE: 22ND -24TH APRIL 2026

VENUE: SIEMENS POWER ACADEMY, GOA



Organized by

In association with

Supported by



SIEMENS



Request for Nominations for training on "Instrument Transformer, Disconnector and Surge Arrester" on 27th – 29th April 2026, Vadodara – Reg.

CBIP < cbip@cbip.org >

Fri, 27 Mar 2026 5:50:42 PM +0530

To "cs-bihar"<cs-bihar@nic.in>



Central Board of Irrigation & Power

An ISO 9001 : 2015 Organization

No. HEC-01 /CBIP/ Hitachi Energy/2025-26

Dated 27th March, 2026

ACS, WAD / Secy., Energy

मुख्य सचिव आवासीय कार्यालय, बिहार
To
1. Heads of Govt. Sector organizations; CPSUs; PSUs; State Power Generation; Transmission and Distribution Companies
2. Regulatory Commissions; Industry Associations and Key Pvt Sector organizations
3. Technical and Academic Institutions and HR Department of various organizations

Sub: Request for Nominations for training on "Instrument Transformer, Disconnector and Surge Arrester" on 27th – 29th April 2026, Vadodara – Reg.

Dear Sir/Madam,

Greetings from CBIP!!!

We are happy to inform that the Central Board of Irrigation & Power (CBIP), jointly with Hitachi Energy is organizing training with practical demonstrations on the subject "**Instrument Transformer, Disconnector and Surge Arrester**" on 27-29 April 2026 at Hitachi EnergyTEC (a State of the Art Laboratory), Maneja, Vadodara.

The above training is being organized with a view to sharpening the technical skills of Engineers in the country. The following topics are going to be deliberated during this training program:

- Basics and Selection of Instrument Transformers
- Storage, handling, erection, commissioning, troubleshooting of CT & CVT
- Installation, commissioning, and O & M – User perspective
- Quality Check, Operation and testing of Disconnectors
- Requirement of Surge arrester and Testing

In order to avail of this unique opportunity & to take maximum advantage of the training, we request you to kindly consider deputing professionals from your organization to attend the above training. We are enclosing herewith a copy of the information bulletin of the program giving details about topics, registration fees, etc. for kind information, please.

It is further informed that we are able to accommodate a maximum of 25 participants in one batch in the training center at Vadodara. The nominations will be confirmed on a first-come-first-serve basis.

We shall be grateful for your support & early positive response.

Thanking you,

Yours sincerely

A. D. Bhatnagar
2.4.2026

1532/2110-18
6.4.26

मुख्य सचिव कार्यालय
1869
30-03-2026

OSD-18

0-18

454



Sanjeev Singh
Director – Energy

Malcha Marg, Chanakyapuri, New Delhi 110 021
Tel: 91-11-2687 6229, 2611 6567, 2688 2652, 2688 0557, 2410 1591
Fax: 91 – 11 – 2611 6347; E-mail: cbip@cbip.org, website: www.cbip.org

To unsubscribe, please click [here](#).

Central Board of Irrigation and Power

Plot No. 4, Institutional Area, Malcha Marg, Chanakyapuri, New Delhi 110021

1 Attachment(s)

Information Bulletin.pdf
1.2 MB

453

Fwd: Workshop on Pay Fixation by ISTM

secy-par-bih <secy-par-bih@nic.in >

E-MAIL

5548

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

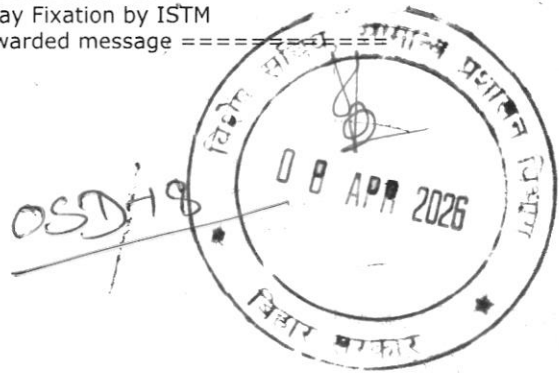
Mon, 06 Apr 2026 12:27:24 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 06 Apr 2026 11:00:50 +0530
Subject: Workshop on Pay Fixation 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 on Pay Fixation

Course Code : WPF-39

Date : 04 May 2026 to 06 May 2026

Mode : Offline

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

1651/शां-18
8.4.26

S.O-18
[Signature]
श्री विद्यालक्ष
दिनांक
8.4.2026

विभाग प्रमुख
[Signature]
9.12.5
7.4.26

451

Fw: Workshop on Emerging Technology and Dashboard by ISTM

secy-par-bih <secy-par-bih@nic.in >

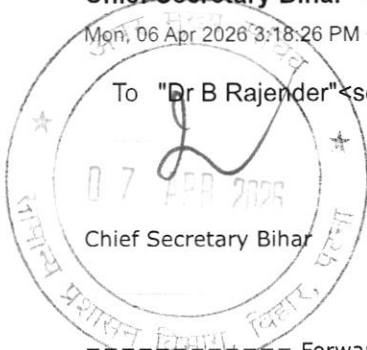
E-MAIL

18 (18)

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

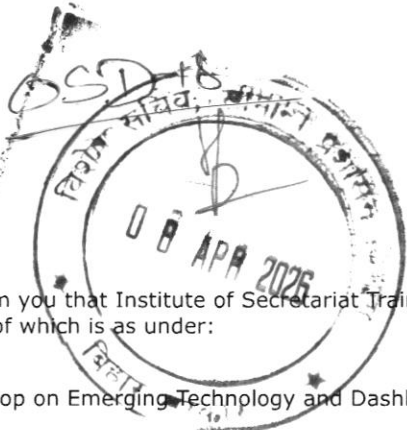
Mon, 06 Apr 2026 3:18:26 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 06 Apr 2026 15:12:42 +0530
Subject: Workshop on Emerging Technology and Dashboard 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 on Emerging Technology and Dashboard

Course Code : WETD-11

Date : 18 May 2026 to 19 May 2026

Mode : Offline

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

Regards

Rooshan Kumar Mishra

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]
A. विद्याल
राजेंद्र
8.4.2026

विचार समन्वय
अपरा सुपरि...
सा...
ई-पे... 9130
दिनांक... 7.4.26

1650/शा-18
8.4.26

Fwd: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

secy-par-bih <secy-par-bih@nic.in>

450

S.O (18)

E-MAIL

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

Thu, 02 Apr 2026 10:58:51 AM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 02 Apr 2026 09:33:42 +0530

Subject: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

==== Forwarded message =====

OSD-18

फा.सं / FILE NO: Y-19045/3/2026-ISTM

दिनांक/ Date: 22.01.2026

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: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

Madam/Sir,

I am directed to say that an online "**Workshop on e-Record Management**" will be conducted by ISTM on 13th April, 2026 (1 days). Details of the objectives of the workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. ISTM has state-of-the-art ICT labs having over 135 computers which are interest enabled and fully equipped with latest software and hardware.
3. 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 nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.
4. 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 conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **06th April, 2026**.

Encl: Annexure-I

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

S.O-18

विहार सरकार
राज्य प्रशासन विभाग
ई-मेल सचिव
दिनांक..... 2.4.26

विशाल
विनीता
7.4.26

1579/2110-18
7.4.26

449

ANNEXURE-I

COURSE INFORMATION SHEET

- 1. **COURSE TITLE: Workshop on e-Record Management**
- 2. **COURSE CODE: e-RM-26**
- 3. **DURATION: One day (16th April, 2026)**
- 4. **OBJECTIVES: -**

At the end of the workshop the participants will be able to:

- (1) **List out different types of record retention schedule**
- (2) **Describe importance of Maintaining Records**

5. **METHODOLOGY:** The programme will be organized on highly participative basis. The training methods will include lecture discussion, including discussion. Discussion on actual problems faced in dealing with specific cases.

6. **PARTICIPANTS (Eligibility Conditions)**

The programme is specially meant for Group A & B officers of Government of India, PSUs/Autonomous Bodies etc.

7. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30.

8. **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 before **06th April, 2026**.

9. **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 i.e. www.istm.gov.in regularly. They may be relieved only after receipt of such intimation from ISTM.

10. **Course Fee & Other Expenses:** There is no Course fee for the officers of Central Govt./State Govt./UT Administration and its Attached/Subordinate offices. It is requested to mention clearly in the forwarding letter that "the participant nominated for the course is an employee of Central Govt./State Govt and hence no capitation fees is required"

11. A course fee of Rs. 2000/- per participant will be charged in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The fees is required to be paid only after confirmation of the nomination by ISTM. Course fee is required to be paid through **online mode** as follows:

Website - bharatkosh.gov.in
Ministry - Personnel, P.G.&P
Purpose - Course fee in 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. **Last Date for sending online nominations 23.03.2026**
- 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. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.
- v. **Course fees is to be paid after acceptance of nominations by ISTM & before commencement of the course. A copy of receipt is to be shared at vkbhargava.84@gov.in before joining the course.**

12. **Nominations for the Course:** Only officers/officials eligible as per above and those who are interested may be nominated for the course. 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. **The payment of fees and relieving may be undertaken only after receipt of such intimation from ISTM.**

13. **Where to apply: 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 from online. However, the nominees must ensure that their nominations are cleared by their respective 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 of the course coordinator given at the end.



Sir/Madam,

448

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 : e-Record Management

Course Code : e-RM-26

Date : 13 Apr 2026 to 13 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

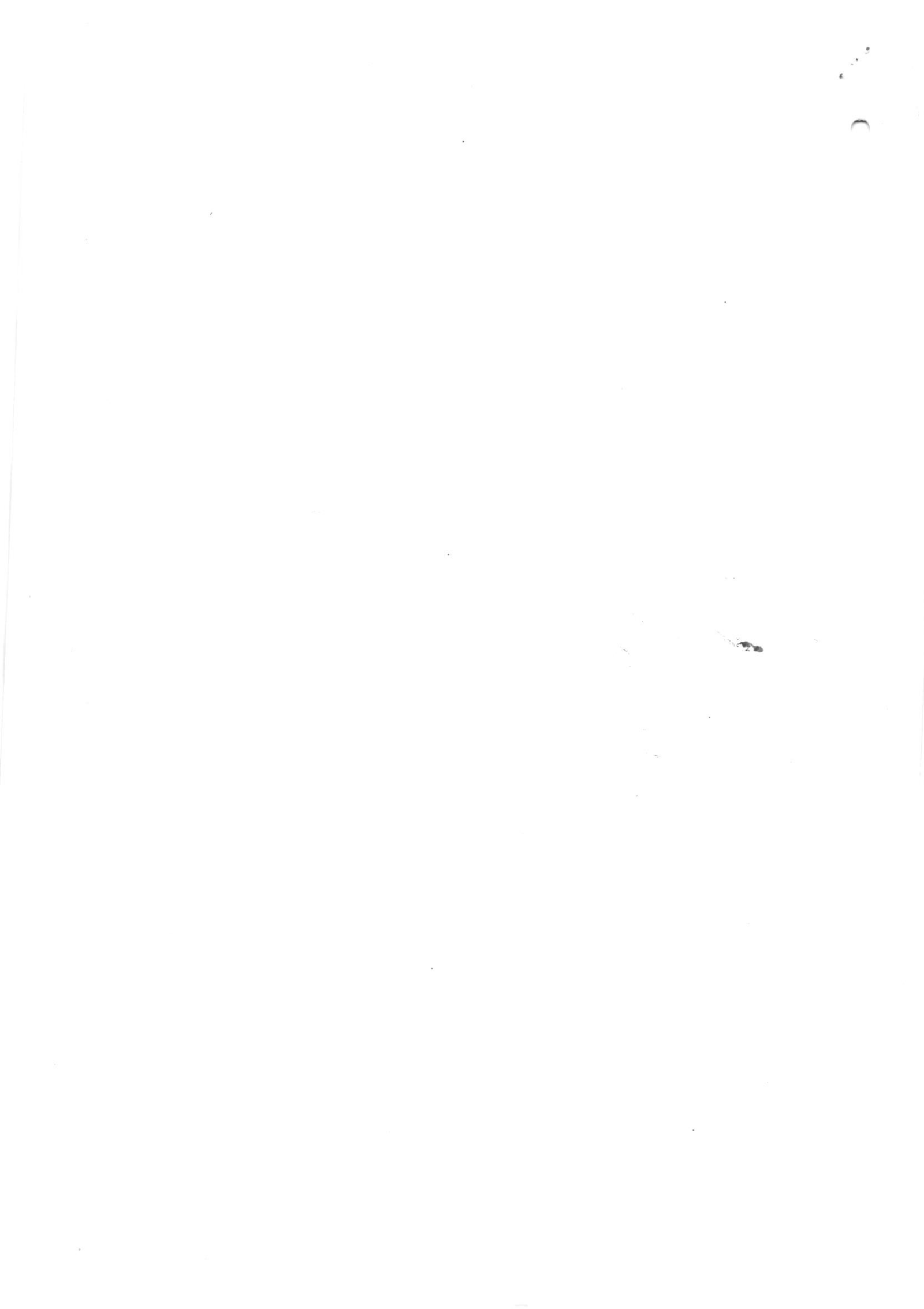
Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



449

Fwd: Training Programme for CVOs/VOs by ISTM

secy-par-bih <secy-par-bih@nic.in>

501181

E-MAIL

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

Wed, 01 Apr 2026 7:49:43 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

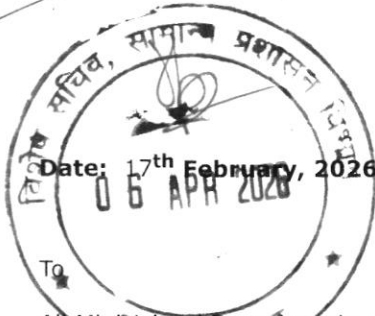
Date: Wed, 01 Apr 2026 09:30:50 +0530

Subject: Training Programme for CVOs/VOs by ISTM

==== Forwarded message =====

OSD-18

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



Date: 17th 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

1600/शा 0-18
8.4.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 8954
दिनांक- 6.4.26

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. 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 **05th 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
श्री अ. वि. शा. 18
19045
7.4.2026

446

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 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 (20th April, 2026 to 24th 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 **05th 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.

445

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:

E-MAIL

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. 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.

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

बिहार सरकार
अपर मुख्य अधिकारी कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 8959
दिनांक- 6.4.26

444

Fwd: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM

secy-par-bih <secy-par-bih@nic.in >

S.C. (18)

E.MAIL

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

Wed, 01 Apr 2026 2:28:48 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: Wed, 01 Apr 2026 10:59:02 +0530

Subject: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM

==== Forwarded message =====

OSD-18



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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-... 8953
दिनांक... 6.4.26

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,

S.O-18

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**. 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.

श्री विशाल
विनीता
7.4.26

1608/210-18
8.4.26

443

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 one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

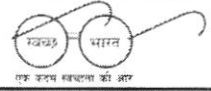
(Biswajit Banerjee)

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



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)

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

- i. Lecture / PPTs / Handouts / Reading Material
- ii. Discussions
- iii. Group Discussions
- iv. Case Studies, Q & A / Doubt clearing sessions
- v. 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 `<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

- i. **No course fee** is required for **Central Government, State Government and UT Government servants**.
- ii. 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
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)**.

Note

Names of candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. 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.

Sir/Madam,

441

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.

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

Fwd: Administrative Vigilance Role of IO/PO by ISTM

secy-par-bih <secy-par-bih@nic.in>

490

E-MAIL

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

Wed, 01 Apr 2026 2:19:36 PM +0530

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

Chief Secretary Bihar

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 01 Apr 2026 09:27:33 +0530

Subject: Administrative Vigilance Role of IO/PO by ISTM

==== Forwarded message =====

OSD-18



FILE NO: Y-14014/14/2026
06 APR 2026

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: 02.01.2026

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

बिहार सरकार
अपर सूखा मयिद कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-..... 8955
दिनांक..... 6.4.26

Subject: Workshop on **Administrative Vigilance Role of IO/PO (AV1-27)** to be conducted from **06, Apr 2026 to 10, Apr 2026**.

Sir/Madam,

S.O-18
[Handwritten signature]

I am directed to say that a workshop "**Administrative Vigilance Role of IO/PO**" will be conducted at this Institute from **06, Apr 2026 to 10, Apr 2026 (5 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. 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.

श्री अशोक
बिनास
7.4.2026

1605/2110-18
8.4.26

439

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 **06, Mar 2026.**

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 one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Puneet Kumar Sharma)
Deputy Director & Coordinator
Email ID: puneetkumar.sharma[at]gov. in
Tel: 01126737505
Mob: 7291919480

ANNEXURE-I

TRAINING PROGRAMME INFORMATION SHEET

1. TRAINING PROGRAMME TITLE: Training Programme on Administrative Vigilance- Role of IO/PO (Offline)

2. TRAINING PROGRAMME CODE: AV1-27

3. DURATION: Five Days (**6, Apr 2026 to 10, Apr 2026**).

AIM: To develop the skills required for functioning as Inquiry Officers & Presenting Officers.

4. OBJECTIVES: By the end of the training programme, the participants will be able to:

- 1) List out the Constitutional provisions relating to disciplinary proceedings.
- 2) Explain the Principles of Natural Justice.
- 3) Describe the Role & Functions of Inquiry Officer, Presenting Officer & Defence Assistant.
- 4) Draft the inquiry report.

5. BROAD CONTENT: -

- 1) Constitutional provisions relating to disciplinary proceedings
- 2) Principles of Natural Justice.
- 3) Analysis of charge sheet
- 4) Role & Functions of Inquiry Officer.
- 5) Role & Functions of Presenting Officer & Defence Asstt.
- 6) Preliminary Hearing
- 7) Regular Hearing and recording of evidence
- 8) Evaluation of Evidence.
- 9) Drafting of Inquiry Report
- 10) Mock Inquiry

6. METHODOLOGY: Offline mode

Part-1: In the offline Training Programme at ISTM, the course will deal with the essential aspects of administrative vigilance and role of IO/PO in conduct of Inquiry through interactive classroom session and conduct of mock inquiry.

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Group 'A' and Group 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/ State Govt. or Autonomous Bodies of Central/State Government, Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

8. TRAINING PROGRAMME CAPACITY:

The maximum number of participants that can be admitted to the Training Programme is 35.

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 **6 Mar, 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:

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 etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

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.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come- firstserved 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 Caretr or Hostel

Warden at Tele - 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. 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 : Administrative Vigilance Role of IO/PO

Course Code : AV1-27

Date : 06 Apr 2026 to 10 Apr 2026

Mode : Offline

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

Regards

Biswajit Banerjee

437

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

436

Fwd: Conflict Management by ISTM

secy-par-bih < secy-par-bih@nic.in >

S.E (18)

E MAIL

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

Wed, 01 Apr 2026 2:28:58 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

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

To: < jsns@ddpmod.gov.in >

Date: Wed, 01 Apr 2026 10:57:48 +0530

Subject: Conflict Management by ISTM

==== Forwarded message =====

OSD-18



फा.सं /

FILE NO: Y-18/1/2026-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

Date: 20.03.2026

To

All Ministries / Departments of the Government 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... 8.9.5/
दिनांक... 6.4.26

Subject: Two-days' Workshop on Conflict Management (CNM-01) on OFFLINE MODE from 18 May 2026 to 19 May 2026 at ISTM, New Delhi.

Madam/Sir,

The Institute of Secretariat Training & Management (ISTM) will be conducting a Two-days' Workshop on Conflict Management (CNM-01) on OFFLINE MODE from 18-19 May 2026 at ISTM, New Delhi. The details of the programme i.e., the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nominations for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill up the nomination form online. The last date for receiving online nominations is 15.05.2026.

3. Details of the Programme and eligibility requirements are given in Annexure-I. All Ministries/Departments of Government of India/PSUs/Autonomous Institutions are requested to nominate suitable officers to attend the programme. The nominees are advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically at

S.O-18

श्री विद्यालक्ष
विनीता
7.4.2026

1577 / शा 0-18
7.4.26

https://www.istm.gov.in/home/online_form_details. It may kindly be noted that it is mandatory to fill the form online. In the nomination form, participants may ensure that they indicate their personal mobile numbers and email IDs as all communication will be made through email and WhatsApp.

4. The names of selected candidates will be published on the ISTM website at https://www.istm.gov.in/home/view_all_nomination_acceptance and individual communication of acceptance will be issued on the email addresses indicated by the trainees. Only those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend the training physically from 9:00 AM to 5:30 PM at ISTM from 18-19 May 2026.

5. There is no course fee for participants from Government Ministries/Departments, Attached Offices and Subordinate Offices. However, a course fee of Rs. 2,000/- per

participant is payable in respect of nominees from Autonomous Bodies/Public Sector Undertakings. The fee may be paid through Bharatkosh.gov.in or through Demand Draft/Cheque drawn in favour of "PAO DP & AR", New Delhi, after confirmation of selection is received. No fee should be paid prior to confirmation.

Encl: Annexure-I

Yours faithfully,



(Biswajit Banerjee)
Deputy Director & Course Coordinator
Email: [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

IN CASE OF ANY CLARIFICATIONS PLEASE FEEL FREE TO EMAIL ON [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

ANNEXURE-I

COURSE INFORMATION SHEET

1. COURSE TITLE: Conflict Management (OFFLINE MODE)

2. COURSE CODE: CNM-01

3. DURATION: Two days (18-19 May 2026) at ISTM, New Delhi

4. AIM OF THE COURSE: To enable participants to state, manage and resolve conflicts effectively in organizational and interpersonal contexts.

5. BROAD OBJECTIVES OF THE COURSE:

- To state the nature and sources of conflict in organizations
- To identify different styles of conflict management
- To develop skills for constructive handling of conflicts
- To enhance communication and negotiation skills
- To promote collaborative problem-solving approaches
- To understand emotional aspects of conflict and methods to regulate them

6. PARTICIPANTS (Eligibility Conditions):

The programme is meant for Group A and Group B officers of the Government of India. Officers of State Governments, Public Sector Undertakings and Autonomous Bodies with comparable status may also apply.

7. COURSE CAPACITY: The maximum number of participants that can be admitted to the course is 35.

8. NOMINATIONS FOR THE COURSE:

Eligible and interested officers may be nominated for the course and are advised to fill nomination forms online so as to reach the undersigned on or before 15 May 2026. Officers are advised to apply at the earliest and not to wait till the last date as the

confirmation in the programme entails several official procedures and takes time. Last minute nominees may be difficult to accommodate. Also, the confirmation of the nominees is subject to the availability of seats.

ACCEPTANCE OF NOMINATION:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and through email/mobile as indicated in the nomination form.

10. COURSE FEE & OTHER EXPENSES:

- No course fee for Central/State Government officials
- Rs. 2,000/- for PSU/Autonomous Body participants
- Payment through Bharatkosh.gov.in

Procedure:

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G. & Pensions

Purpose – Course Fee in ISTM

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).**

11. VENUE: Seminar Hall SH-05 (Tentative and is subject to changes), ISTM, New Delhi

12. HOSTEL ACCOMMODATION:

Limited hostel accommodation is available on first-come-first-serve basis at ISTM



Hostel, Old JNU Campus, New Delhi. Family members are not permitted to stay.

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 : Conflict Management

Course Code : CNM-01

Date : 18 May 2026 to 19 May 2026

Mode : Offline

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

4134

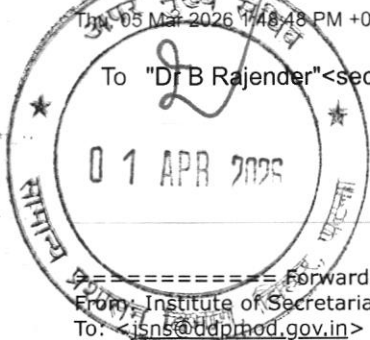
Fwd: Administrative Vigilance Role of IO/PO by ISTM

S.O. (18)

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

Thu, 05 Mar 2026 17:48:48 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsn5@ddpmod.gov.in>
Date: Thu, 05 Mar 2026 09:43:04 +0530
Subject: Administrative Vigilance Role of IO/PO by ISTM
==== Forwarded message =====



S.O.D-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 : Administrative Vigilance Role of IO/PO

Course Code : AV1-26

Date : 09 Mar 2026 to 13 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

बिहार सरकार
कार्य प्रशासन विभाग
सचिवालय
कॉम्प्लेक्स नं. 86.57
दिल्ली-110067

S.O.D-18

श्री विद्यालक्ष्मी
दिनांक
6.4.2026

1559/शा 0-18
6.4.26

Fwd: One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.

secy-par- < secy-par-
bih <bih@nic.in >

133

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

Thu, 02 Apr 2026 1:29:19 PM +0530

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

06 APR 2026

Chief Secretary Bihar

E-MAIL

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 02 Apr 2026 12:50:14 +0530

Subject: One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.

==== Forwarded message =====

OSD-18

File No.: Y-25011/03/2026-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: One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.

Madam/Sir,

I am directed to say that a One Day Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM in **ONLINE MODE** on 27.07.2026. 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**.

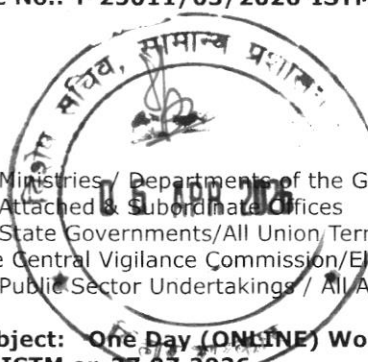
2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority 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 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 **17th July, 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.**

बिहार सरकार
अपरा पूरक सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...8918...
दिनांक.....6.4.26

Date: 02nd April, 2026



S.O-18
श्री विद्याल
बिनाट
7.4.26

1582/का-18
7.4.26

Enclosure: Annexure

Yours faithfully,

-sd-

(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita.s[at]nic.in

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** e-Record Management
2. **COURSE CODE:** e-RM-27
3. **DURATION:** One day (27.07.2026)
4. **TIME:** 09:00 AM to 5:30 PM

5. **VENUE: ONLINE MODE**
6. **OBJECTIVES:**

At the end of the workshop the participants will be able to:

- (i) List out different types of record retention schedule
- (ii) Describe importance of Maintaining Records

7. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will include lecture discussion, including discussion. Discussion on actual problems faced in dealing with specific cases.

8. PARTICIPANTS (Eligibility Conditions)

The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

9. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30.

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 **17th July, 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:

- (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
- (ii) 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, 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 [kavita.s\[at\]nic.in](mailto:kavita.s[at]nic.in)

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 confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Telephone No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.



432

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 : e-Record Management

Course Code : e-RM-27

Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

(18)

Fwd: Training Programme for CVOs/VOs by ISTM

secy-par-bih < secy-par-bih@nic.in >

E-MAIL

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

Thu, 02 Apr 2026 5:57:28 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
To: < jsns@ddpmod.gov.in >
Date: Thu, 02 Apr 2026 15:13:03 +0530
Subject: Training Programme for CVOs/VOs 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 : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-08

Date : 06 Jul 2026 to 10 Jul 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

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 मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 2926
दिनांक- 6.4.26

S.O-18

श्री विशाल
विनीता
7.4.26

1581/2110-18
7.4.26

490

Fwd: Orientation Training Programme on PFMS by ISTM

secy-par-bih <secy-par-bih@nic.in >

S.O-18

E-MAIL

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

Thu, 02 Apr 2026 12:27:55 PM +0530

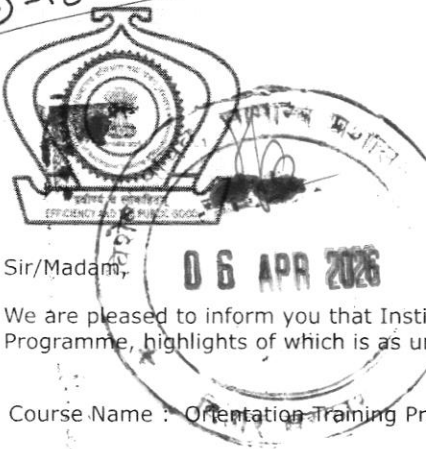
To: "Dr B Rajender" <secy-par-bih@nic.in>



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 02 Apr 2026 16:20:24 +0530
Subject: Orientation Training Programme on PFMS by ISTM
==== Forwarded message =====

OSD-18



Sir/Madam,

06 APR 2026

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 PFMS

Course Code : OTP-PFMS-17

Date : 25 May 2026 to 26 May 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....8928
दिनांक.....6.4.26

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

Regards

Rizwana Bano

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]
अविभाजित
विभाग
7.4.26

1599/211-18
8.4.26

Fwd: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

secy-par-bih

< secy-par-bih@nic.in >

53(18)

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

Mon, 30 Mar 2026 10:09:10 AM +0530

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



Chief Secretary Bihar

Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

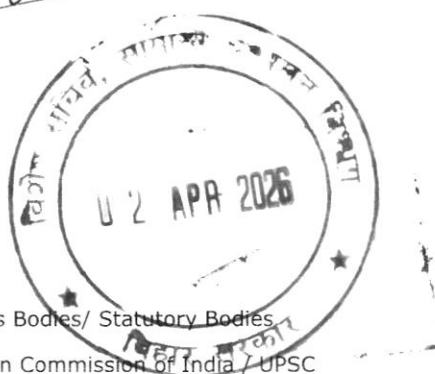
Date: Mon, 30 Mar 2026 09:47:10 +0530

Subject: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

Forwarded message =====



OSD-18



To

All Central Ministries / Departments

All Attached / Subordinate Offices

All Public Sector Undertakings/Autonomous Bodies/ Statutory Bodies

The Central Vigilance Commission / Election Commission of India / UPSC

Subject: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

Sir/Madam,

1563/2110-18
6.4.26

This Institute will be conducting Two Days Workshop on "Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32)" Scheduled to be from 22nd June to 23rd June, 2026. Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure. The mode of workshop will be **OFFLINE MODE**. Officers may like to complete the online courses whose links are given below prior joining the physical classroom sessions for effective understanding of the subject.

Course Name:- Prevention of Sexual Harassment of Women at Workplace (POSH) by Institute of Secretariat Training & Management

https://portal.igotkarmayogi.gov.in/viewer/html/do_113569888573227008128?primaryCategory=LearningResource&collectionId=do_113569878939262976132&collectionType=Course&batchId=0136039422685102083&courseName=Prevention of Sexual Harassment of Women at Workplace

50-18
for
02/4/26

श्री विशाल
विनीता
6.4.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
साथाना प्रशासन विभाग
ई-मेल क्रमांक... 8.7.26
दिनांक... 1.4.26

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. **It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is 01st June, 2026.** Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax & so as to reach undersigned latest by 10th June, 2026.

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 may kindly be borne in mind.

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 prior to starting of the workshop and no separate communication by post would be issued.

Encl: Annexure

Yours faithfully,
- Sd-
(Namita Malik)
Joint Director & Course Coordinator
Email ID: namita.malik@gov.in
Tel: 011 26737608

Annexure

POSH-32 Course Information Sheet

The Institute	ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource Centre in the country for strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several "Master Trainers" and "Recognized Trainers" as National resource persons in the area of training techniques.
Title	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place
Code	POSH-32
Duration	22 June to 23 June 2026
Aim of the Programme	The aim of the course is to equip participants with the requisite knowledge and skill relating to Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace
Broad Contents of The Course:	<p><!--[if !supportLists]--> <!--[endif]-->Concept of Gender</p> <p><!--[if !supportLists]--> <!--[endif]-->Forms of Sexual Harassment</p> <p><!--[if !supportLists]--> <!--[endif]-->Important provisions of Sexual Harassment of Women at Workplace Act, 2013</p> <p><!--[if !supportLists]--> <!--[endif]-->Important case laws</p> <p><!--[if !supportLists]--> <!--[endif]-->Strategy for prevention of sexual harassment at workplace</p> <p><!--[if !supportLists]--> <!--[endif]-->Steps to Conduct Inquiry in case of sexual harassment at workplace</p>
Methodology	Lectures, Group Discussion, Group Exercises
Eligibility Conditions	Group 'A' & 'B' Officers
Course Capacity	35 (Thirty-Five) Participants
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 (before the starting of the course).

428

	Family members of the participants are NOT allowed to stay in the hostel with the participants.
Faculty	The Workshop will be implemented by the professionally competent in-house/Guest faculty of the Institute
Course Fee and Other Expenses	<p>(i) No course fee is payable by officers of Ministries/ Departments.</p> <p>(ii) A Course fee of Rs.2000/- 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. The Course fee is required to be paid through online mode as follows:</p> <p>iii. This course fee should be paid only after confirmation of nomination from ISTM. Procedure of Bharatkosh.gov.in Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose - Course fee in ISTM Deposit amount through online mode</p> <p>iv. Please share the copy of payment receipt on email namita.malik@gov.in</p>
NOTE:	Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in . They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.

Fwd: National Training Policy by ISTM

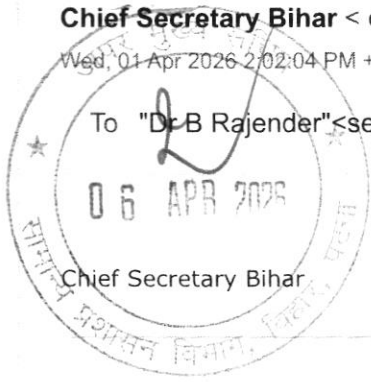
secy-par-bih < secy-par-bih@nic.in >

S.O-18

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

Wed, 01 Apr 2026 2:02:04 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 01 Apr 2026 12:17:01 +0530

Subject: National Training Policy by ISTM

==== Forwarded message =====

0.50-18



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

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

विभागाध्यक्ष
अपराध प्रशासन विभाग
सांख्यिकी विभाग
ई-मेल संख्या- 899/
दिनांक- 6.4.26

S.O-18

[Handwritten signature]
A. Rajender
वर दीक्षित
7.4.2026

1610 / 2116-18
8.4.26

426

Fwd: Handling Parliamentary Matters by ISTM

secy-par-bih <secy-par-bih@nic.in >

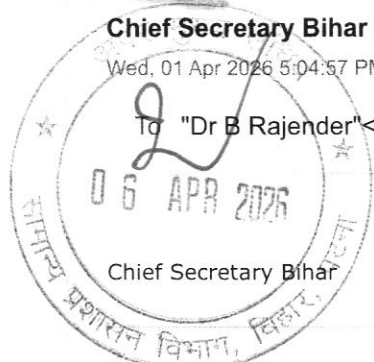
555181

E-MAIL

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

Wed, 01 Apr 2026 5:04:57 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 01 Apr 2026 15:46:34 +0530
Subject: Handling Parliamentary Matters 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 : Handling Parliamentary Matters

Course Code : HPM-12

Date : 25 May 2026 to 26 May 2026

Mode : Offline

बिहार सरकार
अपना मुख्य व्यक्ति कोषांग
राज्य सेवा विभाग
9033
6.4.26

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1611 / 2710-18
8.4.26

S.O-18

Handwritten signature and date: 7.4.2026

428

Fwd: Workshop on Communication Skills by ISTM

secy-par-bih < secy-par-bih@nic.in >

S.S. 18

E-MAIL

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

Wed, 01 Apr 2026 5:06:00 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 01 Apr 2026 15:56:45 +0530
Subject: Workshop on Communication Skills by ISTM
==== Forwarded message =====

O.S.D-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 Communication Skills
Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 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

1613 / 2110-18
8.4.26

S.O-18
[Signature]
[Signature]
[Signature]
7.4.26

विभागाध्यक्ष
आयुक्त सचिव
[Signature]
9.3.26
6.4.26

420

Fwd: Level-A DAKSHTA by ISTM

secy-par-bih < secy-par-bih@nic.in >

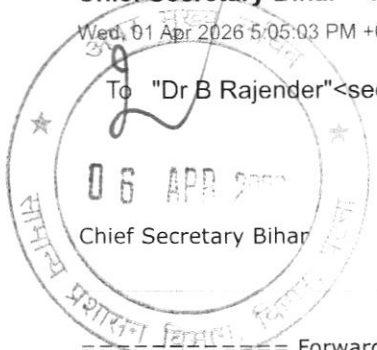
S.S. 181

E-MAIL

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

Wed, 01 Apr 2026 5:05:03 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 01 Apr 2026 15:47:43 +0530
Subject: Level-A DAKSHTA by ISTM
==== Forwarded message =====

O.S.D-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 : Level-A-DAKSHTA

Course Code : L-A-DAKSHTA-01

Date : 01 Jun 2026 to 05 Jun 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

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 प्रमुख व्यक्ति कोषांग
संसाधन प्रशासन विभाग
ई-1, जयपुर रोड, नया दिल्ली-110067
दिनांक: 07/04/2026

S.O-18
[Signature]
श्री विशाल
विनीत
7.4.2026

1612/शा.-18
8.4.26

423

S.081

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

Wed, 01 Apr 2026 2:19:36 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 01 Apr 2026 09:27:33 +0530
Subject: Administrative Vigilance Role of IO/PO by ISTM
==== Forwarded message =====

050-18



फा.सं / FILE



NO: X-14014/14/2026

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: 02.01.2026

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 9005
दिनांक 06.4.26

Subject: Workshop on **Administrative Vigilance Role of IO/PO (AV1-27)** to be conducted from **06, Apr 2026 to 10, Apr 2026**.

Sir/Madam,

I am directed to say that a workshop "**Administrative Vigilance Role of IO/PO**" will be conducted at this Institute from **06, Apr 2026 to 10, Apr 2026 (5 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. 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

S.0-18

श्री विशाल
वर्मा
7.4.2026

1617/211-18
8.4.26

422

nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **06, Mar 2026**.

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 one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Puneet Kumar Sharma)
Deputy Director & Coordinator
Email ID: puneetkumar.sharma[at]gov. in
Tel: 01126737505
Mob: 7291919480

ANNEXURE-I

TRAINING PROGRAMME INFORMATION SHEET

1. **TRAINING PROGRAMME TITLE:** Training Programme on Administrative Vigilance- Role of IO/PO (Offline)

2. **TRAINING PROGRAMME CODE:** AV1-27

3. **DURATION:** Five Days (6, Apr 2026 to 10, Apr 2026).

AIM: To develop the skills required for functioning as Inquiry Officers & Presenting Officers.

4. **OBJECTIVES:** By the end of the training programme, the participants will be able to:

- 1) List out the Constitutional provisions relating to disciplinary proceedings.
- 2) Explain the Principles of Natural Justice.
- 3) Describe the Role & Functions of Inquiry Officer, Presenting Officer & Defence Assistant.
- 4) Draft the inquiry report.

5. BROAD CONTENT: -

- 1) Constitutional provisions relating to disciplinary proceedings
- 2) Principles of Natural Justice.
- 3) Analysis of charge sheet
- 4) Role & Functions of Inquiry Officer.
- 5) Role & Functions of Presenting Officer & Defence Asstt.
- 6) Preliminary Hearing
- 7) Regular Hearing and recording of evidence
- 8) Evaluation of Evidence.
- 9) Drafting of Inquiry Report
- 10) Mock Inquiry

6. METHODOLOGY: Offline mode

Part-1: In the offline Training Programme at ISTM, the course will deal with the essential aspects of administrative vigilance and role of IO/PO in conduct of Inquiry through interactive classroom session and conduct of mock inquiry.

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Group 'A' and Group 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/ State Govt. or Autonomous Bodies of Central/State Government, Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

8. TRAINING PROGRAMME CAPACITY:

The maximum number of participants that can be admitted to the Training Programme is 35.

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 **6 Mar, 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.

COURSE FEE & OTHER EXPENSES:

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 etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

- 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.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come- firstserved 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 Caretr or Hostel Warden at Tele - 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. 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 : Administrative Vigilance Role of IO/PO

Course Code : AV1-27

Date : 06 Apr 2026 to 10 Apr 2026

Mode : Offline

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

पीत पत्र के बदले में

18/प्रशि0-01-01/2026

आई0टी0 मैनेजर,
सामान्य प्रशासन विभाग,
बिहार, पटना।

निदेशानुसार Institute of Secretariat Training & Management, कार्मिक एवं प्रशिक्षण विभाग से प्राप्त पत्रांक—Y-14014/14/2026 दिनांक—02.01.2026, पत्रांक — Y-19059/1/2026-ISTM दिनांक—20.03.2026, पत्रांक—Y-18011/2/2026-O/o DY.DIRECTOR(BB) दिनांक—17.02.2026, पत्रांक—Y-19045/7/2026-O/o DY.DIRECTOR(BB) दिनांक—17.02.2026 Academy Of Digital Health Sciences, नई दिल्ली से प्राप्त पत्रांक—DHA/2026/ADHS/PP_4 दिनांक—11.03.2026, आर्थिक कार्य विभाग, वित्त मंत्रालय, भारत सरकार से प्राप्त पत्रांक—12/11/2026-BPC&T दिनांक—11.03.2026, पत्रांक—12/12/2026-BPC&T दिनांक—11.03.2026, राष्ट्रीय उत्पाकता परिषद, नई दिल्ली से प्राप्त पत्र दिनांक—19.03.2026 एवं HRDC Private Limited नई दिल्ली से प्राप्त पत्र दिनांक—20.03.2026 को विभागीय वेबसाइट पर Training/Vacancy में अपलोड करने हेतु संलग्न है।

अनु0—यथोक्त।

सामान्य प्रशासन विभाग
पटना
10/2/सा.18अज
प्रशिक्षण की तिथि...06.04.26

विनीता 2.4.2026
(विनीता कुमारी)
प्रशाखा पदाधिकारी
सामान्य प्रशासन विभाग,
बिहार, पटना।