



# Delhi State Institute Of Secretariat Training & Development

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E-Mail:- info@dsistd.in,dsistddelhi@gmail.com, Website www.dsistd.in

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Ref No:-EDP/SAC/93-63-6696/2026

New Delhi, Dated 24<sup>th</sup> March, 2026

To,

The Principal Secretary  
General Administration Department (GAD)  
Old Secretariat, Patna  
Bihar – 800015

सामान्य प्रशासन विभाग  
प्राप्ति

By Registered & Speed Post

8 APR 2026

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**Subject: Executive Development Program - Call for Nomination**

Dear Sir/Madam,

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

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

## List of Executive Development Programs

Sl. No.	Title of Programme	Programme Date	Venue	Course Fee Per Participant (GST Exempted)	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
3.	Leadership & Team Building	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
4.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
5.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
6.	Emotional intelligence for Effective Leadership & Work Life Balance	4 <sup>th</sup> -5 <sup>th</sup> May,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
7.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)

(Established by Labour Department , Govt Of NCT Of Delhi)

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8	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali ( Himachal Pradesh)	66,600.00 (INR)	76,600.00 ( INR)
9.	Leadership & Managerial Skills, Management & Business Administration	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali ( Himachal Pradesh)	66,600.00 (INR)	76,600.00 ( INR)
10.	Leadership & Team Building	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali ( Himachal Pradesh)	66,600.00 (INR)	76,600.00 ( INR)
11.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali ( Himachal Pradesh)	66,600.00 (INR)	76,600.00 ( INR)
12.	Emotional intelligence for Effective Leadership & Work Life Balance	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
13.	Public Procurement and Contracts management	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
14.	Systematic Problem Solving, Conflict resolution and change Management	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
15.	Negotiation & Conflict Resolution Strategies	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
16.	Leadership & Managerial Skills, Management & Business Administration	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
17.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
18.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	8 <sup>th</sup> -9 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

#### GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for 4 days and 3 nights.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily lunch Breakfast, & Dinner at hotel.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

The Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For Delhi State Institute Of Secretariat Training & Development

Addl Director (TRG)



# Delhi State Institute Of Secretariat Training & Development

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Ref No:-KCP/SAC/63-33-3939/2026

New Delhi, Dated 24<sup>th</sup> March, 2026

To,

By Registered & Speed Post

The Principal Secretary  
General Administration Department (GAD)  
Old Secretariat, Patna  
Bihar – 800015

सामान्य प्रशासन विभाग  
प्राप्ति  
08 APR 2025  
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08 APR 2025  
सामान्य प्रशासन विभाग  
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**Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations**

Dear Sir/Madam,

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

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

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

S.NO.	Title of Programme	Country to be Visited	Programme Date	Tour Cost Per Participant (GST Exempted)
1.	International Study Tours on Governance and Public Management, Short-Term International Training for Government Officials	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)
2.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles (United States)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	6,96,000.00 (INR)
3.	International Exposure Programmes for Elected Representatives, Public Policy & Governance Themes	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)
4.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)
5.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)

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6.	Urban Governance and City Management, Rural Development and Local Governance	New York & Los Angeles, (United States)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
7.	“Seismology, Earthquake Engineering and Tsunami Disaster Mitigation” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	5,96,000.00 (INR)
8.	Public Administration and Administrative Reforms, Public Sector Reforms and Performance Management	Tokyo & Hiroshima (Japan)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
9.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	6,96,000.00 (INR)
10.	Infrastructure, Planning & Finance, Infrastructure Planning and Financing, Government Finance and Fiscal Management	London & Manchester (Himachal Pradesh)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	5,96,000.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
12.	“ Development of Urban Road Network (A)” Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
13.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	New York & Los Angeles, (United States)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	6,96,000.00 (INR)
14.	Public-Private Partnerships (PPP), Procurement and Contract Management, Project Planning, Monitoring, and Evaluation, Risk Management in Public Projects, Strategic Planning in the Public Sector	New York & Los Angeles, (United States)	09 <sup>th</sup> October, 2026 To 16 <sup>th</sup> October, 2026	6,96,000.00 (INR)
15.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	19 <sup>th</sup> October, 2026 To 26 <sup>th</sup> October, 2026	5,96,000.00 (INR)
16.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	London & Manchester (Himachal Pradesh)	19 <sup>th</sup> October, 2026 To 26 <sup>th</sup> October, 2026	5,96,000.00 (INR)
17.	“Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19 <sup>th</sup> October, 2026 To 26 <sup>th</sup> October, 2026	5,96,000.00 (INR)
18.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 <sup>th</sup> October, 2026 To 26 <sup>th</sup> October, 2026	6,96,000.00 (INR)
19.	Urban Development & Spatial Planning, Urban Planning and Land Use Management, Affordable Housing and Inclusive Urban Development, Urban Infrastructure and Service Delivery, Urban-Rural Linkages and Regional Development	New York & Los Angeles, (United States)	19 <sup>th</sup> October, 2026 To 26 <sup>th</sup> October, 2026	6,96,000.00 (INR)
20.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) (Europe)	09 <sup>th</sup> November, 2026 To 16 <sup>th</sup> November, 2026	5,96,000.00 (INR)
21.	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (Himachal Pradesh)	09 <sup>th</sup> November, 2026 To 16 <sup>th</sup> November, 2026	5,96,000.00 (INR)

22.	Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)” & “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR) <b>5B</b>
23.	“Gender Mainstreaming Policies for Government Officers (A)” & “Smart and Sustainable Cities”	Cologne (Germany) & Barcelona (Spain) Europe	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
25.	Environment, Agriculture & Sustainability, Environmental Governance and Sustainability, Climate and Environmental Management	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
26.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System “Smart and Sustainable Cities” under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
28.	Agriculture Policy and Rural Livelihoods, Sustainable Development Practices	London & Manchester (Himachal Pradesh)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
30.	Good Governance and Institutional Effectiveness, Parliamentary Practice and Legislative Procedures	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
31.	Local Government Systems and Decentralisation, & Public Services	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
32.	Leadership & Managerial Skills, Management & Business Administration	London & Sheffield, (Himachal Pradesh)	19 <sup>th</sup> December, 2026 To 26 <sup>th</sup> December, 2026	5,96,000.00 (INR)
33.	Health Systems Management and Hospital Administration, Education and Capacity Development in the Public Sector, Human Resource Development (HRD) and Capacity Building	Cologne (Germany) & Barcelona(Spain) (Europe)	19 <sup>th</sup> December, 2026 To 26 <sup>th</sup> December, 2026	5,96,000.00 (INR)
34.	Leadership, Management & Institutional Capacity, Leadership and Change Management In Government	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	5,96,000.00 (INR)
35.	Public Sector Leadership and Decision-Making, Capacity Building for Public Officials	New York & Los Angeles, (United States)	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	6,96,000.00 (INR)
36.	Institutional Strengthening and Organisational Development, International & Comparative Exposure Programmes, Comparative Governance and Public Administration	Sydney & Melbourne (Australia)	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	6,96,000.00 (INR)

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

#### GENERAL INSTRUCTIONS .

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

## Payment

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

## Inclusions

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

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

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

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

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

**For Delhi State Institute Of Secretariat Training & Development**



(Addl Director General)

ACS, GAD/Finance

Kartavya Bhavan-I, New Delhi,  
Dated the 6<sup>th</sup> April, 2026.

**TRAINING CIRCULAR**

मुख्य सचिव कोषाग, बिहार

Subject:- **In-person Singapore Cooperation Programme on "Trends and Challenges in Tourism" from 26th to 30th October, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Trends and Challenges in Tourism" from 26th to 30th October, 2026 in Singapore** under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in policymaking for promoting tourism. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

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

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

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

(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/trendsandchallengesintourism2026>). 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 14.08.2026 positively at the following address:-**

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

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Contd.....2/-

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Handwritten signatures and dates: 10.4.2026

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](http://www.dea.gov.in) under the link "Foreign Training Programmes" [<https://dea.gov.in/foreign-training-and-employee-corner>].



( Pankaj Gangwar )

Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Tourism, Transport Bhavan, Parliament Street, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

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

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

नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 6 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 26 से 30 अक्टूबर, 2026 तक " पर्यटन में रुझानों और चुनौतियों " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 26 से 30 अक्टूबर, 2026 तक " पर्यटन में रुझानों और चुनौतियों " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम का उद्देश्य मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो पर्यटन को बढ़ावा देने के लिए नीति निर्माण में शामिल हैं । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

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

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

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

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/trendsandchallengesintourism2026>) 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)।

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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 14.08.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

*Pankaj*

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव ( एडीएमएन ), पर्यटन मंत्रालय, परिवहन भवन, संसद मार्ग, नई दिल्ली ।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा

[<https://dea.gov.in/foreign-training-and-employee-corner>]

## TRENDS AND CHALLENGES IN TOURISM

26 TO 30 OCTOBER 2026

Sponsored by the

### SINGAPORE COOPERATION PROGRAMME

under the

### SCP TRAINING AWARD

#### Singapore Cooperation Programme

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

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

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

#### Course Objectives

This course will share Singapore's insights on the enablers of various forms of tourism, including the traditional forms of tourism and the more recent ones, such as health tourism and technology-enabled tourism.

#### Synopsis

Topics to be covered include:

- Introduction to the current global landscape of tourism: trends and challenges
- Policies and strategies that address key concerns of traditional forms of tourism
- Exploitation of intellectual properties for attracting investments into the sector
- Technologies and e-tourism
- Policies and strategies that address key concerns of more recent forms of tourism

#### Methodology

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

#### Course Duration and Venue

The course will be held over 5 days from 26 to 30 October 2026 in Singapore.

#### Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking for promoting tourism;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

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## Terms of Award

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

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

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

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

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

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## Application Procedure

(Closing date for nomination: **21 August 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/trendsandchallengesintourism> 2026 by **21 August 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](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](http://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](http://www.instagram.com/SCPFriends)

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**SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS**

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

**Eligibility Conditions**

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

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

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

**HOW TO APPLY**

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

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

4. **Nominations:-**

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

5. **Clearance:-**

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

**Abbreviation:-**

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



**DEA PROFORMA FOR FOREIGN TRAINING**

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

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**CHECK LIST**

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

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

**PART-A**

**UNDERTAKING**

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

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

**PART- B**

**UNDERTAKING FOR SELF FINANCING**

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

This issues with the approval of the Competent Authority.

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

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

In-person Singapore Cooperation Programme on "Trends and Challenges in Tourism" from 26th to 30th October, 2026 in Singapore

cs- < CS-  
bihar > bihar@nic.in  
>

3/30

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

<  
chourasia.anil@nic.in  
>

Mon, 06 Apr 2026 2:52:52 PM +0530

To "MR Synrem"<js1.tourism@gov.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>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"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>,"KS REJIMON"<ks.rejimon@nic.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>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Raj Kumar"<ddgestt@indiapost.gov.in>,"anandsunita"<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"<information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goaa"<cs-goaa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

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

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

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Trends and Challenges in Tourism" from 26th to 30th October, 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)**

12-17-26-final.pdf

3.1 MB



# National Institute of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682110, +91-120-2682111 | Fax No: +91-120-2682109

E-Mail: -info@nistd.in, infonistd@gmail.com, Website: -www.nistd.in

Ref No:-EDP/M/93-63-6393

New Delhi, Dated 07th April, 2026

ACC, GAD

To,

E-mail

The Chief Secretary

CABINET

SECRETARIAT DEPARTMENT

मुख्य सचिव कार्यालय, दिल्ली

08 APR 2026

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

The National Institute of Secretariat Training & Development (NISTD) is an autonomous body dedicated to capacity building and professional development within Indian governance and industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NISTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NISTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels.

Since its inception, NISTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Institute is committed to enhancing organizational profitability, efficiency, and global competitiveness.

For 15 years, NISTD has championed the productivity movement in India, focusing on organizational efficiency and global competitiveness. Its training initiatives are strategically designed to develop human resources capable of driving innovation within the economy. For the Financial Year 2026-27, NISTD has released a comprehensive calendar of self-sponsored programmes across various thematic areas. Furthermore, the Institute remains committed to flexibility, offering customized training solutions tailored to the specific operational requirements of its client organizations.

## List of Executive Development Programs

S.No.	Name of Programme	Programme Date	Venue	Course Fee Per Participant (GST Exempted)	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Right to Information (RTI) Matters: Handling proactive disclosures, third-party audits, and specialized workshops for Public Information Officers.	25 <sup>th</sup> -26 <sup>th</sup> May, 2026	Manali (Himachal Pradesh)	62,600.00 (INR)	72,600.00 (INR)
2.	Leadership for Distributed Teams: Managing performance and collaboration in hybrid work environments.	25 <sup>th</sup> -26 <sup>th</sup> May, 2026	Manali (Himachal Pradesh)	62,600.00 (INR)	72,600.00 (INR)
3.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25 <sup>th</sup> -26 <sup>th</sup> May, 2026	Manali (Himachal Pradesh)	62,600.00 (INR)	72,600.00 (INR)
4.	Artificial Intelligence, Machine Learning in Governance: Practical applications for automating routine tasks, improving service delivery, and managing Digital Public Goods (DPG).	25 <sup>th</sup> -26 <sup>th</sup> May, 2026	Manali (Himachal Pradesh)	62,600.00 (INR)	72,600.00 (INR)

मुख्य सचिव कार्यालय  
दिल्ली  
दिनांक 09.04.2026

1779/2110-18  
13.4.26

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5.	Emotional Intelligence & Conflict Resolution: Building resilience, managing workplace stress, and improving interpersonal communication within the hierarchy.	25th -26th May,2026	Manali (Himachal Pradesh)	62,600.00 (INR)	72,600.00 (INR)
6.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	08th -09th June,2026	Darjeeling, West Bengal	62,600.00 (INR)	72,600.00 (INR)
7.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	08th -09th June,2026	Darjeeling, West Bengal	62,600.00 (INR)	72,600.00 (INR)
8.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th -09th June,2026	Darjeeling, West Bengal	62,600.00 (INR)	72,600.00 (INR)
9.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	08th -09th June,2026	Darjeeling, West Bengal	62,600.00 (INR)	72,600.00 (INR)
10.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	08th -09th June,2026	Darjeeling, West Bengal	62,600.00 (INR)	72,600.00 (INR)
11.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	22nd -23rd June,2026	Jim Corbett (Uttarakhand)	62,600.00 (INR)	72,600.00 (INR)
12.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22nd -23rd June,2026	Jim Corbett (Uttarakhand)	62,600.00 (INR)	72,600.00 (INR)
13.	Artificial Intelligence, Machine Learning in Governance: Practical applications for automating routine tasks, improving service delivery, and managing Digital Public Goods (DPG).	22nd -23rd June,2026	Jim Corbett (Uttarakhand)	62,600.00 (INR)	72,600.00 (INR)
14.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	22nd -23rd June,2026	Jim Corbett (Uttarakhand)	62,600.00 (INR)	72,600.00 (INR)
15.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22nd -23rd June,2026	Jim Corbett (Uttarakhand)	62,600.00 (INR)	72,600.00 (INR)
16.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	62,600.00 (INR)	72,600.00 (INR)
17.	Cybersecurity Awareness & Resilience: Essential training on protecting sensitive government data, understanding "disinformation security," and basic cyber hygiene.	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	62,600.00 (INR)	72,600.00 (INR)
18.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	62,600.00 (INR)	72,600.00 (INR)
19.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	62,600.00 (INR)	72,600.00 (INR)
20.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	62,600.00 (INR)	72,600.00 (INR)
21.	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	27th & 28th July,2026	OOTY (Tamil Nadu)	62,600.00 (INR)	72,600.00 (INR)

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22	Emotional Intelligence & Conflict Resolution: Building resilience, managing workplace stress, and improving interpersonal communication within the hierarchy.	27th & 28th July, 2026	OOTY (Tamil Nadu)	62,600.00 (INR)	72,600.00 (INR)
23.	Green Building Technologies: Training on Low-Carbon Buildings (LCB), rainwater harvesting, and energy-efficient building materials.	27th & 28th July, 2026	OOTY (Tamil Nadu)	62,600.00 (INR)	72,600.00 (INR)
24.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	27th & 28th July, 2026	OOTY (Tamil Nadu)	62,600.00 (INR)	72,600.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

### **GUIDELINES FOR NOMINATION OF PARTICIPANTS**

1. Programme Coverage - All training programmes are designed to provide a comprehensive understanding of the subject and are suitable for officials at all levels.
2. Submission of Nominations - Nominations must be submitted at least one week prior to the scheduled commencement of the programme.
3. Group Discount - A 5% concession on the participation fee will be extended to organizations nominating more than 10 participants for a single programme.
4. Certification - Participants will receive a Certificate of Participation upon successful completion of the programme. Full attendance is mandatory to qualify for certification.
5. Residential Programme – Check-in/Check-out - Participants opting for residential accommodation are required to:
  - o Check-in one day prior to the start of the programme
  - o Check-out one day after the completion of the programme
6. Duration of Stay - Residential participants will be accommodated for 4 Days / 3 Nights.
7. Accommodation & Facilities - Accommodation will be arranged in a comfortable 4-star hotel, inclusive of:
  - o Stay charges
  - o Daily Breakfast, Lunch & Dinner

### **PAYMENT TERMS**

- Payment must be made in advance or before the commencement of the programme via RTGS/NEFT.
- Accommodation will be confirmed only after receipt of advance payment.

### **ADMISSION PROCESS**

- Admissions will be granted on a first-come, first-served basis.
- Confirmation of nomination will be communicated promptly upon receipt and approval.

### **TRANSPORTATION**

- Participants are required to make their own travel arrangements to the venue.
- Residential participants should proceed directly to the designated hotel for check-in.

### **IMPORTANT NOTE**

You are requested to take necessary action and share your nominations/confirmation at the earliest. We look forward to your participation and continued association.



505

< deputydirector@nistd.org >

Tue, 07 Apr 2026 10:20:59 PM +0530

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

Tags Not in Contacts

## National Institute Of Secretariat Training & Development

Ref No: EDP/SAC/63-63-969

To,

**The Chief Secretary**

CABINET SECRETARIAT DEPARTMENT

**Subject: Executive Development Program – Call for Nominations**

Dear Sir/Madam,

The **National Institute Of Secretariat Training & Development (NISTD)** invites nominations for its **Executive Development Programs (EDPs)** aimed at enhancing leadership, governance, technical, and administrative capabilities of government officials.

These programs cover critical domains such as **E-Governance, Leadership, Procurement, Financial Management, Quality Control, Stress Management, and Digital Transformation**, enabling efficient and accountable public service delivery.

**📍 Program Locations:**

Manali (HP) • Mount Abu (RJ) • Jim Corbett (UK)

Program	Dates	Venue	Fee
Stress Management & Behavioral Skills	25–26 May 2026	Manali	₹66,600
Leadership & Team Building	25–26 May 2026	Manali	₹66,600
Emotional Intelligence & Work-Life Balance	08–09 June 2026	Mount Abu	₹66,600

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Public Procurement & Contracts	08-09 June 2026	Mount Abu	₹66,600
Negotiation & Conflict Resolution	22-23 June 2026	Jim Corbett	₹66,600

**✓ Program Includes:**

- 3 Nights & 4 Days stay in 4-star hotel
- Breakfast, Lunch & Dinner
- Training sessions & materials
- Certificate of Participation
- Residential options available

**✈ Important Notes:**

- Admission on first-come, first-served basis
- Advance payment via RTGS/NEFT required
- Non-refundable fee (substitutions allowed)
- Participants arrange their own travel

We request you to kindly nominate suitable officers at the earliest.

For further details, please feel free to contact us.

Yours sincerely,

**Addl. Director (TRG)**

Rajesh Jha

NISTD

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India  
Email: [info@nistd.in](mailto:info@nistd.in) | Website: [www.nistd.in](http://www.nistd.in)

**1 Attachment(s)**

Executive Development Progra...  
492.4 KB

593

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

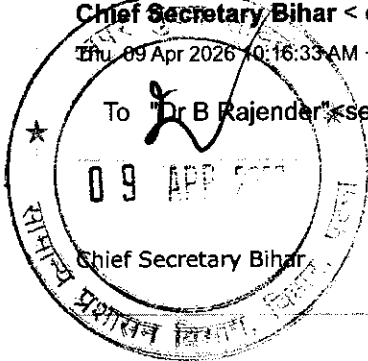
< secy-par-bih@nic.in >

S.S (18)

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

Thu, 09 Apr 2026 10:16:33 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, 09 Apr 2026 09:36:00 +0530

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

==== Forwarded message =====



फा.सं / FILE NO:Y-

17030/01/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

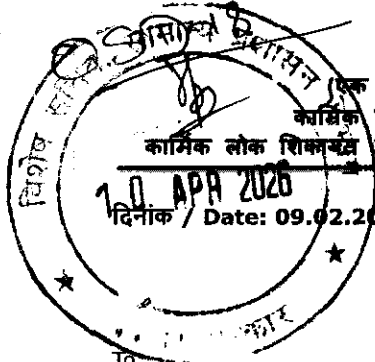
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कर्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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



दिनांक / Date: 09.02.2026

1784/2TA-18  
13.4.26

बिहार सरकार  
उपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या..... 2557  
दिनांक..... 9.4.26

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

Madam/ Sir,

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

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

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

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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 **27<sup>th</sup> April, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website ([www.istm.gov.in](http://www.istm.gov.in)). This will also be communicated to the participants and Sponsoring Authorities through email only.**

Enclosure: Annexure

Yours faithfully,

-sd-

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

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



ANNEXTURE

**COURSE INFORMATION SHEET**

**CODE** : WFM-15  
**TITLE** : Workshop on Financial Management in Government  
**DURATION** : Three Days (11.05.2026 to 13.05.2026)  
**TIME** : 9:00 AM to 5:30 PM  
**COURSE CAPACITY** : 32 - 35  
**OBJECTIVES** : At the end of the training course, the participants will be able to:  
i) Define Budget and other key terms.  
ii) Describe expenditure management.  
iii) List steps to maintain Government Accounts.  
iv) Operate/make use of PFMS portal.  
**METHODOLOGY** : Offline Mode at ISTM

**NOMINATIONS FOR THE COURSE:**

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before 27<sup>th</sup> April, 2026.

**ACCEPTANCE OF NOMINATION:**

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

**COURSE FEE:**

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- (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
- (ii) A course fee of Rs. 3,000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**
- (iii) **This course fee should be paid only after confirmation of nomination from ISTM.**
- (iv) Course fee is required to be paid through Online Payment Mode as per details given below.

**Website – Bharatkosh.gov.in**  
**Ministry – Personnel. P.G & P**

**Course Fee - ISTM**

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

**HOSTEL ACCOMMODATION:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.9971835322 Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Workshop on Financial Management in Government

Course Code : WFM-15

Date : 11 May 2026 to 13 May 2026

Mode : Offline

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

E-Mail

E-5425043  
SKO

Reminder

No. T-28/20/2026-iGOT  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel and Training  
(Training Wing)  
\*\*\*\*\*

Block IV, Old JNU Campus  
New Delhi - 110067  
Dated: 24th March, 2026

ACS, GAD

To:

23 MAR 2026

1. The Additional Chief Secretaries/Principal Secretaries (GAD) of all States and UTs;
2. The Director Generals/Directors of all State/UT ATIs.

**Subject – National Summit on “Institutionalizing Capacity Building: From Training to Performance Linked Governance” - Reminder regarding Internal Workshops to be conducted by States/UTs.**

SS (18)

Sir/Madam,

I am directed to refer to this Department's letter dated 03.03.2026 (copy enclosed), vide which all State Governments and Union Territories were requested to conduct internal workshops on the lines of the National Summit and to share the feedback and recommendation reports arising from these workshops with this Department, at the earliest and latest by 1st April 2026.

2. In this regard, a set of indicative guidelines, templates, and presentations are once again enclosed with a view to facilitating the conduct of the workshops. You are requested to take necessary action to conduct the said workshops in a time-bound manner and to share the feedback and recommendation reports at the earliest, and in any case by **1st April 2026**.

This issues with the approval of the competent authority.

Encl: As above (4)

मुख्य सचिव कार्यालय  
1933  
डाकघर सं० 81.04, 2026  
दिनांक

03 APR 2026

Yours faithfully,  
Digitally signed by  
Shailesh Kumar Soni  
Date: 24-03-2026  
14:04:40  
(Shailesh Kumar Soni)  
Under Secretary to the Government of India  
Tele: 011-26706348

Copy To:

1. The Secretary, Capacity Building Commission.
2. The CEO, Karmayogi Bharat SPV.
3. PSO to Secretary (P) for information.

S.O-18

SA  
8.4.2026

1746/211-18  
13-4-26

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**No. T-28/20/2026-IGOT**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel and Training**  
**(Training Wing)**  
\*\*\*\*\*

**Block IV, Old JNU Campus**  
**New Delhi - 110067**  
**Dated: 3rd March, 2026**

To:

1. The Additional Chief Secretaries/Principal Secretaries(GAD) of all States and UTs;
2. The Director Generals/Directors of all State/UT ATIs.

**Subject – National Summit on “Institutionalizing Capacity Building: From Training to Performance Linked Governance” - Internal Workshops to be conducted by States/UTs - reg.**

Sir/Madam,

I am directed to refer to this Department's letter of even number dated 23.02.2026 on the subject cited above and to state that, in continuation of the National Level Workshop held with all State Governments and Union Territories on 26/02/2026 (through VC), and with a view to facilitate the conduct of State-level Internal Workshops, a set of indicative guidelines, template and presentation is enclosed for ready reference.

2. It is further stated that these guidelines (including suggested participants and format) are indicative in nature and are intended to provide broad overview for organizing the Internal workshops and compiling inputs. However, States/UTs may suitably modify or adapt these guidelines in accordance with their administrative convenience and specific requirements.

This issues with the approval of competent authority.

Encl: As Above (3)

Yours sincerely  
Digitally signed by  
Shailesh Kumar Soni  
Date: 03-03-2026  
(Shailesh Kumar Soni)  
26-02-26

Under Secretary to the Government of India  
Tele: 011-26706348

Copy to:

1. The Secretary, Capacity Building Commission.
2. The CEO, Karmayogi Bharat SPV.
3. PSO to Secretary (P) for information.

## GUIDANCE NOTE

### State/UT-Level Internal Workshops

*Institutionalizing Capacity Building: From Training to Performance-linked Governance*

#### 1. Background and Context

As part of the structured national consultative process leading to the National Departmental Summit on '*Institutionalizing Capacity Building: From Training to Performance-linked Governance*', being organized by Department of Personnel & Training (DoPT) and Capacity Building Commission (CBC), States and Union Territories (UTs) are requested to organize State/UT-level Internal Workshops.

These workshops build upon the National Workshop held virtually on 26 February 2026, and are intended to generate structured, evidence-based inputs from the States/UTs. The consultations will directly inform the Comprehensive Note to be deliberated at the National Departmental Summit (15 & 16 May 2026).

The objective is to evolve capacity building from episodic training initiatives into a fully institutionalized, role-based and performance-linked governance function aligned with Mission Karmayogi and the vision of Viksit Bharat 2047.

Deliberations shall be anchored in the following frameworks:

- Viksit Bharat 2047 vision and State/UT development priorities.
- Mission Karmayogi and the **Demand–Design–Delivery** triage.
- Capacity Building Plans (CBPs) as institutional design tools.
- Integration of iGOT, Training Institutions (TIs), and Human Resource (HR) systems.

States/UTs are encouraged to contextualize discussions to their governance realities while maintaining alignment with the broader national framework.

#### 2. Objectives of the State/UT Workshops

The workshops are expected to:

- Gather structured feedback from officers across levels of administration on the identified themes.
- Identify implementation challenges and institutional constraints.
- Document State/UT-level best practices and innovations.
- Promote convergence across Departments, TIs and HR systems.
- Provide actionable and phased reform recommendations for further deliberation during National Departmental Summit.

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### 3. Thematic Structure for Deliberation

The State/UT shall conduct its internal workshop around the following themes and hold consultations on the associated questions:

#### **THEME 1: Unified Framework for Role-focused & Performance Linked Capacity Building**

- What core elements should guide the design of a comprehensive policy framework to institutionalize the shift from training to performance-linked governance?
- Ways to harmonise existing capacity-building instruments and training calendars into a unified, interoperable framework with structured visibility on common digital platforms.
- Mechanisms to aggregate Capacity Building Plans (CBPs) across States and Union Ministries/Departments to identify capacity building demand, supply and gaps and feed them into training design and delivery.
- Approaches to integrate iGOT, Training Institutions, and eHRMS/State HR platforms to establish a unified, role-based competency record that tracks training and competency acquisition across an employee's career trajectory.
- *What are some existing/planned best practices being followed in your State/UT on this theme?*

#### **THEME 2: Strengthening Training Institutions**

- Measures to strengthen the Training Institutions ecosystem through the NSCSTI 2.0 framework including pooling of resources, optimal utilisation of faculty and infrastructure, and setting up specialised capabilities / Centres of Excellence.
- Ways to enhance the organisational structures, leadership, faculty capacity and training frameworks of Training Institutions to align with Mission Karmayogi's objectives and enable them to fulfil their expanded role at scale.
- Best practices and administrative/structural/institutional reforms that facilitate greater operational and functional autonomy of ATIs.
- Approaches to position Training Institutions as active partners within the broader capacity-building ecosystem, including collaboration, sharing of resources and integration with digital learning platforms.
- *What are some existing/planned best practices being followed in your State/UT on this theme?*

#### **THEME 3: Leveraging AI & Technology for Hyper-personalized Learning**

- The use of AI and advanced analytics to enable hyper-personalised learning pathways, predictive identification of competency gaps, and data-driven decision-making within the capacity-building ecosystem.
- Building specialised models that cater to India's linguistic diversity and administrative precision, while ensuring responsiveness to infrastructure requirements and data sovereignty.
- What safeguards are required for data governance and sovereignty?

- What infrastructure investments are required for last-mile access?
- *What are some existing/planned best practices being followed in your State/UT on this theme?*

#### **THEME 4: Revisiting Cadre Training in States**

- Approaches for States to develop and update cadre-wise training plans aligned with Capacity Building Plans (CBPs), ensuring that cadre-specific requirements are systematically linked to role-wise competency needs under Mission Karmayogi.
- Mechanisms to ensure consistent, career-long capacity building across State cadres through alignment with the broader capacity-building architecture under Mission Karmayogi.
- How can blended and digital learning be integrated into cadre training?
- *What are some existing/planned best practices being followed in your State/UT on this theme?*

#### **4. Documentation**

- States/UTs shall **submit a consolidated State Recommendations Report by 1 April 2026**, in the prescribed template.
- Proceedings must be formally documented and reflect analytical deliberation.
- Recommendations should endeavor to distinguish between immediate, medium-term and long-term reforms.

#### **5. Suggested Participants**

- Addl. Chief Secretary/Principal Secretary/Secretary – GAD/Personnel
- Heads of ATIs and major Training Institutions.
- eHRMS/IT leadership.
- Cadre Controlling Authorities.
- Representatives from key Departments.
- Knowledge or academic partners (where appropriate).

#### **6. Suggested Format of the Workshop**

A full-day workshop format is recommended. Indicative Structure:

- Opening Session: Context-setting by the Chair
- Session I: State capacity-building architecture overview.
- Session II: Inputs and deliberations on the four themes.
- Consolidation and Closing.

285

TEMPLATE FOR SUBMISSION OF INPUTS BY STATES/UTs

## National Departmental Summit on

“Institutionalizing Capacity Building: From Training to Performance-linked Governance”

Submission Deadline: 1 April 2026

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### PART I

#### Thematic Priorities & Areas of Deliberation

#### **THEME 1: Unified Framework for Role-Focused & Performance-Linked Capacity Building**

##### ***Indicative Areas for Deliberation:***

1. Ways to harmonise existing capacity-building instruments and training calendars into a unified, interoperable framework with structured visibility on common digital platforms.
2. Mechanisms to aggregate Capacity Building Plans (CBPs) across States and Union Ministries/Departments to identify capacity building demand, supply and gaps and feed them into training design and delivery.
3. Approaches to integrate iGOT, Training Institutions, and eHRMS/State HR platforms to establish a unified, role-based competency record that tracks training and competency acquisition across an employee's career trajectory.

#### **THEME 2: Strengthening Training Institutions**

##### ***Indicative Areas for Deliberation:***

1. Measures to strengthen the Training Institutions ecosystem through the NSCSTI 2.0 framework including pooling of resources, optimal utilisation of faculty and infrastructure, and setting up specialised capabilities / Centres of Excellence.
2. Ways to enhance the organisational structures, leadership, faculty capacity and training frameworks of Training Institutions to align with Mission Karmayogi's objectives and enable them to fulfil their expanded role at scale.

3. Best practices and administrative/structural/institutional reforms that facilitate greater operational and functional autonomy of ATIs.
4. Approaches to position Training Institutions as active partners within the broader capacity-building ecosystem, including collaboration, sharing of resources and integration with digital learning platforms.

### **THEME 3: Leveraging AI & Technology for Hyper-Personalised Learning**

#### ***Indicative Areas for Deliberation:***

1. The use of AI and advanced analytics to enable hyper-personalised learning pathways, predictive identification of competency gaps, and data-driven decision-making within the capacity-building ecosystem.
2. Building specialised models that cater to India's linguistic diversity and administrative precision, while ensuring responsiveness to infrastructure requirements and data sovereignty.

### **THEME 4: Revisiting State Cadre Training**

#### ***Indicative Areas for Deliberation:***

1. Approaches for States to develop and update cadre-wise training plans aligned with Capacity Building Plans (CBPs), ensuring that cadre-specific requirements are systematically linked to role-wise competency needs under Mission Karmayogi.
2. Mechanisms to ensure consistent, career-long capacity building across State cadres through alignment with the broader capacity-building architecture under Mission Karmayogi.

**Note:** The areas for deliberation provided above are indicative. The States/UTs may deliberate on any other area/issue related to the four broad themes and share their inputs on the same.

**PART II**  
**Theme-wise Inputs from States/UTs**

States/UTs are requested to provide consolidated inputs for each Theme under the following headings:

**For Each Theme, Please Respond Briefly Under:**

**(a) Frameworks required for effective implementation of the identified thematic priorities**

**(b) National or international Best Practices and successful models at the State level that may inform system-wide strengthening of capacity building under Mission Karmayogi**

**(c) Key Challenges, Gaps or Constraints**

**(d) Any Other Suggestions or Recommendations**

432

## PART III

### **5 Priority Recommendations for the next phase of Mission Karmayogi**

Please list up to five actionable recommendations that may be considered under the next phase of Mission Karmayogi.

- 1.
- 2.
- 3.
- 4.
- 5.

*For each recommendation, indicate:*

- Description
- Level of action required (State / National / Joint)
- Indicative timeline (if feasible)

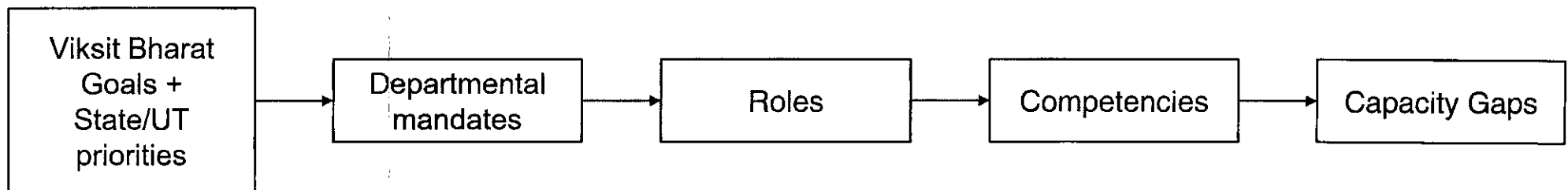
# CAPACITY BUILDING IN THE CONTEXT OF VIKSIT BHARAT 2047

**Viksit Bharat 2047 requires:**

- Outcome-oriented governance at scale
- Citizen-centric and technology-enabled service delivery
- Continuous adaptation to evolving economic, social and digital realities

**Implication for Capacity Building:**

Capacity building must begin with a clear articulation of: **What States/Union Territories must deliver — and what capabilities officials therefore need.**



SUMMIT THEME

# FROM TRAINING TO PERFORMANCE-LINKED GOVERNANCE

## VIKSIT BHARAT 2047 VISION

Establishing a fundamental shift toward a **dynamic, citizen-centric** governance model to achieve the national vision of a developed India by 2047.

## MISSION KARMAYOGI OBJECTIVE

Transitioning from "**Rule-Based**" to "**Role-Based**" capacity building to democratize and de-silo capacity development across all levels.

Traditional Rule-Based Governance

Dynamic Citizen-Centric Governance



**Demand**

Captures needs emerging from National Goals and State/UT Priorities.



**Design**

Anchors role-based development via Capacity Building Plans (CBP)



**Delivery**

Implementation through Training Institutions and the iGOT platform.



# WHY DEPARTMENTAL SUMMIT?

During the National Conference of Chief Secretaries, the Prime Minister encouraged Centre and States for collaborative ideation.

- 🗣️ **Constructive Policy Dialogue:** The summit reflects India's tradition of collective deliberation to strengthen governance.
- 👥 **Departmental Replication:** Replicating CS conference model at departmental level to foster a national perspective.

Quote by Prime Minister

*"Institutionalizing platforms for collective deliberation is essential to ensure that every officer contributes to the pursuit of Viksit Bharat with a shared national vision."*

**DEPARTMENT OF PERSONNEL & TRAINING (DOPT)**

Summit Theme:

**INSTITUTIONALIZING CAPACITY BUILDING: From Training to Performance-linked Governance**

PIB REF: 2209301

Department of Personnel and Training (Do

(10/3/23)



कार्मिक एवं प्रशिक्षण विभाग  
DEPARTMENT OF  
**PERSONNEL & TRAINING**



**CAPACITY BUILDING  
COMMISSION**

Departmental Summit on

# Institutionalizing Capacity Building

**From Training to Performance-linked Governance**

Primary Forum  
National Workshop with States

Date  
26th FEB, 2026

Department of Personnel and  
Training (DoPT)

Capacity Building  
Commission (CBC)

VISION

५२४

528

**National Summit on "Institutionalizing Capacity Building: From Training to Performance Linked Governance" - Reminder regarding Internal Workshops to be conducted by States/UTs.**

3 emails

**Jitesh Gupta** < jitesh.gupta@nic.in >

Tue, 24 Mar 2026 4:17:38 PM +0530

To "J. Syamala Rao, IAS"<secy-political@ap.gov.in>,"soscagoap" <sosca.goap@gmail.com>,"secretarygada" <secretarygada@gmail.com>,"gargyp"<gargyp@gmail.com>,"commrsecygad" <commrsecy.gad@gmail.com>,"secy-par-bih"<secy-par-bih@nic.in>,"Shri Rajat kumar" <rajat.kr@ias.nic.in>,"Rajat Kumar"<secy-commind.cg@gov.in>,"sec-wrd" <sec-wrd@goa.gov.in>,"secpers"<secpers@gujarat.gov.in>,"Ganesh Arora" <gad-hcs.cse@hry.gov.in>,"SPS Haryana"<ssps@hry.nic.in>,"gadsecy-hp" <gadsecy-hp@nic.in>,"dopjharkhand"<dopjharkhand@gmail.com>,"prs-dpar" <prs-dpar@karnataka.gov.in>,"BIJU K IAS"<secy.gad@kerala.gov.in>,"M Selvendran"<secygad1@mp.gov.in>,"acsgadservices" <acs.gadservices@maharashtra.gov.in>,"js-gad-mah"<js-gad-mah@nic.in>,"dpmanipur"<dpmanipur@gmail.com>,"Cyril Diengdoh IAS" <cyril.diengdoh@gov.in>,"secydparmiz"<secydparmiz@gmail.com>,"kukomero" <kukomero@gmail.com>,"Addl. Chief Secretary General Administration Departm"<gadmin.or@od.gov.in>,"Gurpreet Kaur Sapra IAS" <secy.pers@punjab.gov.in>,"secy-dop"<secy-dop@rajasthan.gov.in>,"psgad" <psgad@rajasthan.gov.in>,"gosdopart" <gos.dopart@gmail.com>,"rinzingchewang" <rinzingchewang@gmail.com>,"pubsec"<pubsec@tn.gov.in>,"Rahul Bojja IAS" <prlsecy\_poll\_gad@telangana.gov.in>,"secretaryagrigot" <secretary.agri.got@gmail.com>,"gapntgov" <gapnt.gov@gmail.com>,"secyappoint"<secyappoint@nic.in>,"Shailesh Bagoli" <secy-per-ua@nic.in>,"secypar-wb"<secy.par-wb@nic.in>,"Satnam Singh" <secretary208-ani@and.nic.in>,"H. Rajesh Prasad"<cs-chd@chd.gov.in>,"hs-chd" <hs-chd@nic.in>,"Nishant Kumar Yadav"<dc-chd@nic.in>,"Additional Secretary" <pers-dd@nic.in>,"sgad"<sgad@nic.in>,"gad-jk"<gad-jk@nic.in>,"Section Officer"<establishment.gad@jk.gov.in>,"administrationgad" <administration.gad@jk.gov.in>,"pstocomsecutl" <pstocomsecutl@gmail.com>,"GAD UT Ladakh" <gad.utladakh@ladakh.gov.in>,"Director GAP"<lak-gap@utl.gov.in>,"Praful Patel" <lk-admin@nic.in>,"secyper"<secyper@py.gov.in>,"Secretary To Government GAD"<secygad@py.gov.in>,"MURUGESAN S" <usgad@py.gov.in>,"commrsecyper" <commrsecy.per@assam.gov.in>,"secretary-protocol"<secretary-protocol@goa.gov.in>,"directoracademy" <directoracademy@hotmail.com>,"atimizoram"<atimizoram@gmail.com>,"ati-lak" <ati-lak@nic.in>,"dutcs"<dutcs@nic.in>,"adtrg6utcsdelhi" <adtrg6utcs.delhi@nic.in>,"G. Sai Prasad IAS"<cs@ap.gov.in>,"cs-arunachal" <cs-arunachal@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"cs-goat" <cs-goat@nic.in>,"Chief Secretary"<cs-hp@nic.in>,"cs" <cs@jharkhand.gov.in>,"Avinash Kumar"<cs-jharkhand@nic.in>,"DR A JAYATHILAK IAS" <chiefsecy@kerala.gov.in>,"cs" <cs@maharashtra.gov.in>,"cso-meg"<cso-meg@nic.in>,"Sentiyanger Imchen" <csngl@nic.in>,"Chief Secretary, Punjab Chief Secretary, Punjab" <cs@punjabmail.gov.in>,"cs" <cs@punjab.gov.in>,"cs-skm" <cs-

528  
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<soumi.banerjee@karmayogi.in>,"Vinayak Sen"<vinayakyp.kb@karmayogi.in>

525

Respected Sir/Madam,

Kindly find attached herewith DoPT's reminder letter dated 24.03.2026 on the subject cited above along with the necessary attachments for your kind information and necessary action.

With regards,

--

Jitesh Kumar Gupta  
Section Officer (iGOT-I)  
Government of India  
Department of Personnel and Training  
Training Division, Block-IV, JNU Old Campus  
New Delhi - 110067  
Tele: 011-26706372

#### 4 Attachment(s)

Reminder Letter dated 24.03.2...  
183.2 KB

Presentation Departmental Su...  
995.6 KB

Template - DoPT Departmental...  
393.5 KB

DoPT Departmental Summit\_S...  
539.1 KB

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

Fri, 06 Mar 2026 1:01:31 PM +0530

To "SHUBHAM GHILDIYAL"<shubham.ghildiyal@gov.in>

**This has been forwarded to ACS, GAD.,  
Govt. of Bihar, Patna, Vide our reference no.1380 dt.06.03.2026**

524

E-MAIL

11:22 AM

Contractual Dispute Resolution Certificate Programme by AIMA, The World Bank, AIIB & NDB

**Contractual Dispute Resolution Certificate Programme by AIMA, The World Bank, AIIB & NDB**

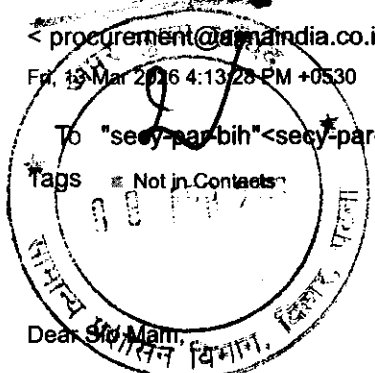
551182

<procurement@aimaIndia.co.in>

Fri, 19 Mar 2016 4:13:28 PM +0530

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

Tags Not in Contacts



Dear Sir/Mam,

Greetings from the All-India Management Association (AIMA)!

We are pleased to announce an upcoming **Capacity Building Programme on Effective Negotiation Skills for Contractual Correspondence**, organized by AIMA — the national apex body for the management profession in India — with technical support from the **World Bank, Asian Infrastructure Investment Bank, and New Development Bank.**

The programme aims to strengthen institutional capabilities in contract negotiation, contractual correspondence, and dispute management. In today's complex procurement and commercial environment, contracts play a critical role in ensuring organizational success. However, challenges in drafting, negotiation, execution, and oversight often lead to delays, disputes, and financial risks.

This interactive programme will equip participants with practical negotiation tools, strategic frameworks, and real-world insights to effectively manage contractual negotiations, mitigate risks, and resolve disputes. Through expert-led sessions, case studies, and interactive exercises, participants will develop the skills required to handle complex contract scenarios and conduct negotiations with greater confidence and effectiveness.

**Date: 06th May-08th May 2016**  
**Venue: La Estoria, Goa - IHCL SeleQtions**

**Topics to be Covered:**

- Fundamentals of Contractual Negotiation
- Strategic Negotiation Planning & Preparation
- Negotiation Tactics, Techniques & Communication Skills
- Managing Contractual Risks & Dispute Situations
- Contract Drafting, Resolution Mechanisms & Deal Closure

**Participation Fee:**

- Indian Participant: **INR 75000/ per participant (plus GST as applicable)**
- International Participant: **USD 1800 per participant.**

For more information: [Click Here](#)

Brochure Enclosed: [Click Here](#)

**Special Offer: A flat discount of INR 5,000 per participant is available on three or more nominations from the same organization.**

You are requested to enroll/nominate officials from your department to attend this valuable program. Last date to enroll/send nomination is 15<sup>th</sup> April 2016.

Regards,

S.O-18

Soma Saha

Handwritten signature and date: 10.4.2016

शिवर सरकार  
 असाध्युता निवारण कोषांग  
 सामाजिक न्याय विभाग  
 ई-मेल संख्या-.....9400  
 दिनांक.....8.4.26

Handwritten notes: 1716/2110-18, 13.4.26

11:22 AM

Contractual Dispute Resolution Certificate Programme by AIMA, The World Bank, AIIB & NDB

523

Manager | Procurement Programs  
Centre for Management Education  
All India Management Association (AIMA)  
15, Link Road, Lajpat Nagar- 3,  
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Mobile: +91 9560395725 Landline- +91 11 47673000- Ext- 721

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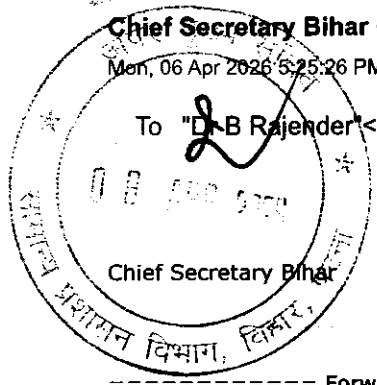


E-MAIL (522)

Fwd: Recognized Trainers - Mentoring Skills - 1A from 08.07.2026 to 10.07.2026 (3 days),  
Recognized Trainers - Mentoring Skills -1B from 13.07.2026 to 15.07.2026 (3 Days) at ISTM.

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

S.O-18



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

Mon, 06 Apr 2026 5:25:26 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: Mon, 06 Apr 2026 17:11:49 +0530

Subject: Recognized Trainers - Mentoring Skills - 1A from 08.07.2026 to 10.07.2026 (3 days), Recognized Trainers -  
Mentoring Skills -1B from 13.07.2026 to 15.07.2026 (3 Days) at ISTM.

==== Forwarded message =====

S.O-18



File No.: Y-16013/01/2026-ISTM

S.O-18  
[Handwritten signature]

बिहार सरकार  
[Handwritten notes and numbers: 9092, 6.4.26]

1734 / [Handwritten notes]  
13.4.26

Date: 06<sup>th</sup> April, 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

**Sub: Recognized Trainers - Mentoring Skills (RT-Mentoring-1 A) from 08.07.2026 to 10.07.2026 (3 days),  
Recognized Trainers - Mentoring Skills (RT-Mentoring-1B) from 13.07.2026 to 15.07.2026 (3 days)**

and  
**Recognized Trainers - Mentoring Skills from 08.07.2026 to 10.07.2026 conducted by ISTM -  
Regarding**

Madam/Sir,

I am directed to say that a Two separate Mentoring Skills courses and a Recognized Trainers - Mentoring Skills  
(RT-Mentoring-01) will be conducted by ISTM. 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**.  
The details are as under:-

10.4.26  
[Handwritten notes]

(52)

Sl. No.	Name of the Course	Course Code	From	To	Duration	Max. No. of Participants
1.	Mentoring Skills	RT-Mentoring-1 A	08.07.2026	10.07.2026	03 Days	16
2.	Mentoring Skills	RT-Mentoring-1 B	13.07.2026	15.07.2026	03 Days	16
3.	Recognized Trainers - Mentoring Skills	RT-Mentoring-01	08.07.2026	15.07.2026	08 Days	To be nominated by DoPT

2. The course is sponsored by Department of Personnel and Training and No course fee is required to be paid by the sponsoring authorities/participants.

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

4. 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 26<sup>th</sup> June, 2026.

5. 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](http://www.istm.gov.in)). This will also be communicated to the participants and Sponsoring Authorities through email only.

Enclosure: Annexure

Yours faithfully,

-sd-

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

ANNEXTURE

**WORKSHOP INFORMATION SHEET**

1. COURSE TITLE: Recognized Trainers – Mentoring Skills
2. COURSE CODE: RT-Mentoring-01
3. DURATION:
  - (i) RT-Mentoring-01 (08.07.2026 to 10.07.2026) - 3 Days
  - (ii) RT-Mentoring-02 (13.07.2026 to 15.07.2026) - 3 Days
  - (iii) RT-Mentoring (08.07.2026 to 15.07.2026)

**4. METHODOLOGY:**

- Practical leaning activities through case study
- Individual and group activities

520

## • Discussions

- Presentations by participants
- Giving and receiving feedback

### 5. AIM OF THE COURSE:

The course aims to impart knowledge related to understanding of the concepts of mentoring and the skills to carry out the duties of mentor.

### 6. PARTICIPANTS (Eligibility Conditions)

Government Employees of ministries/ Departments of Central and State Governments, and its attached and subordinate offices. Trainers of Central/State Government/Public Sector Training Institutions.

7. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 16.

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/her before **26<sup>th</sup> June, 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 regularly i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.

### 10. COURSE FEE:

The course is sponsored by Department of Personnel and Training and **NO COURSE FEE IS TO BE PAID BY THE SPONSORING AUTHORITIES/PARTICIPANTS.**

### 11. HOSTEL ACCOMMODATION:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.9971835322. Family members of the participants are NOT allowed to stay in the hostel with the participants.

### 12. NOMINATION FORM TO BE SENT TO:

Shri Vipin Kumar Bhargava,  
Deputy Director & Course Coordinator  
Room No. 111, 1<sup>st</sup> Floor, Administrative Block,  
JNU (Old) Campus, Olof Palme Marg  
New Delhi - 110067  
Tele No. 011-26737611  
Email ID:- [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)



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 : Recognized Trainers- Mentoring skills

519

Course Code : RT-Mentoring-01

Date : 08 Jul 2026 to 15 Jul 2026

Mode : Offline

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

Regards

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

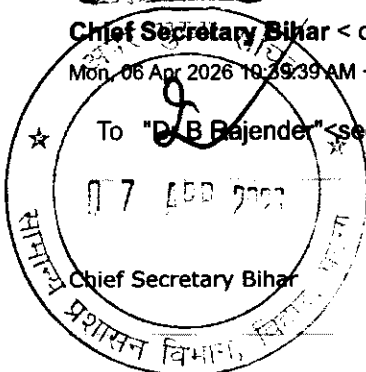
518

Fwd: Work Life Balance & Anger Management by ISTM

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

5-5 (18)

E-MAIL



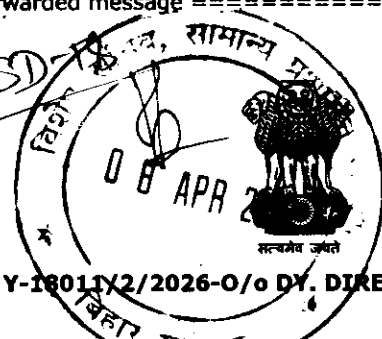
Chief Secretary Bihar <cs-bihar@nic.in >

Mon, 06 Apr 2026 10:39:39 AM +0530

To "D. B. Bajender" <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 09:50:09 +0530  
Subject: Work Life Balance & Anger Management by ISTM  
==== Forwarded message =====



FILE NO: Y-18011/2/2026-O/o DY. DIRECTOR(BB)

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

बिहार सरकार

अपना मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या..... 9209  
दिनांक..... 7.4.26

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

To  
All Ministries / Departments of the Govt. of India All Attached & Subordinate Offices  
All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC All Public Sector Undertakings / All Autonomous Bodies

Subject: Two - days Workshop on Work Life Balance & Anger Management (WLBAM - 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

S.O-18  
[Handwritten signature]

A. Bhatia  
विभागाध्यक्ष  
8.4.2026

1749/शा-18  
13.4.26

Madam/Sir,

The ISTM will be conducting Two - days' Workshop on Work Life Balance & Anger Management (WLBAM - 05) in OFFLINE MODE from 04 - 05 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. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. Nominations of eligible officials complete in all respect should reach the undersigned latest by 10 April, 2026.

SIA

2. Details of the Programme and eligibility requirements are given at Annexure-I. All Ministries/Department of Government of India/PSUs/ and 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 [https://www.istm.gov.in/home/online\\_form\\_details](https://www.istm.gov.in/home/online_form_details) . It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations is 10.04.2026. In nomination form participants may ensure they indicate their personal Mobile numbers and email IDs as all communication will be made on email IDs and their watsapp mobile numbers indicated by them.**

3. **Name of selected candidates will be published in the website of ISTM at url [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) and individual communication of acceptance will be issued by email on email address indicated by Trainees.** Those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend training physically from 9:00 AM to 5:30 PM in ISTM from 04 – 05 May, 2026 .

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, **a Course fee of Rs. 2,000- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. It can be paid** by Bank draft/ Cheque to be drawn in favour of "PAO DP & AR", New Delhi or through [Bharatkosh.gov.in](http://Bharatkosh.gov.in) as per details- para – 11 of Annex-I after confirmation of selection is received. Before, getting confirmation of selection, fees should not be paid.

Encl: Annexure-I

Yours faithfully  
Sd/-  
**(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: Work Life Balance & Anger Management (OFFLINE MODE)**
2. **COURSE CODE: (WLBAM-05)**
3. **DURATION: OFFLINE Two days (04 – 05 May, 2026) IN ISTM PREMISES**
4. **AIM OF THE COURSE:** to achieve the state of equilibrium in Personal, Professional and family life.
5. **BROAD OBJECTIVES OF THE COURSE: -**
  1. State the advantages of a work – life balance
  2. List the signs of an unbalanced life and the effect on it
  3. Explain the techniques for a balanced lifestyle
  4. Explain time management skills by setting the right priorities
  5. List out steps for Becoming more productive at their workplaces
  6. Explain how to improve life and health by creating a good balance
  7. Explain the physiology or anger and identify triggers

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8. Describe the use of cognitive restricting and self - talk to help manage anger
9. Explain relaxation techniques
6. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant Section Officers in the Central Secretariat and PS / PA of CSSS. Officers of State Govt. or Public Sector Undertakings/Autonomous Bodies, with comparable status may also apply.

7. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30-35.

8. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course and advised to fill nomination online. The particulars of the nominees may be sent to the Course Coordinator so as to reach him on or before **10 April, 2026**.

9. **ACCEPTANCE OF NOMINATION:** *Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and on the email and mobile numbers indicated by trainees in the online form.*

10. **COURSE FEE & OTHER EXPENSES:**

*There is no course fee for Central Govt. and State Govt. officers. 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 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.**

12. **Hostel Accommodation**

For the outstation participants the Institute has modest hostel facilities on "first-come-first-serve" basis at **Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi**. Family members of the participants are **NOT** allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Consultant Hostel at the address given below :-



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 : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 2026

SIS

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

E-MAIL

SIA

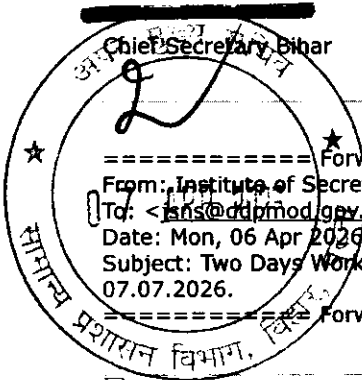
Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026. secy-par-bih <secy-par-bih@nic.in>

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

Mon, 06 Apr 2026 10:36:39 AM +0530

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

S.S (18)



Chief Secretary Bihar

Forwarded message =====

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

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

Date: Mon, 06 Apr 2026 10:20:05 +0530

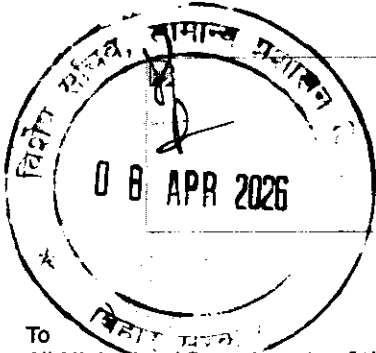
Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026.

Forwarded message =====



OSD-18

File No.: Y-21011/08/2026-ISTM



1752/2110-18  
13.4.26

बिहार सरकार  
अपर मुख्य सचिव कोष  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 9208  
दिनांक- 7.4.26  
Date: 06<sup>th</sup> April, 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

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026.

Madam/Sir,

I am directed to say that a two days Workshop on "Handling RTI Matters (H-RTIM-09)" will be conducted in ISTM from 06.07.2026 to 07.07.2026. 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](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 26<sup>th</sup> June, 2026.

S.O-18  
8.4.26

513  
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](http://www.istm.gov.in)). This will also be communicated to the participants and Sponsoring Authorities through email only.**

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)  
Deputy Director & Course Coordinator  
Email ID: vkbhargava.84[at]gov.in

Tele No. : 011-26737611



ANNEXTURE

**WORKSHOP INFORMATION SHEET**

1. **COURSE TITLE:** Handling RTI Matters
2. **COURSE CODE:** H-RTIM-09
3. **DURATION:** Two days (06.07.2026 to 07.07.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:**

Overview of the RTI Act, 2005

- Ø Salient features of RTI Act & Obligation of the Public Authorities
- Ø Duties of CPIOs/ APIOs
- Ø Exemptions under RTI Act, 2005
- Ø Discloseable / Non-Discloseable to information & case discussion
- Ø RTI-MIS
- Ø Action of Appeals & Role of FAA
- Ø Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Ø Record Management of RTI

**6. METHODOLOGY:** The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

**7. PARTICIPANTS (Eligibility Conditions)**

The programme is for all employees of Govt. of India, PSUs/ Autonomous Bodies etc.

**8. COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30-35.

**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 **26<sup>th</sup> June, 2026**.

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**10. ACCEPTANCE OF NOMINATION:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. [www.istm.gov.in](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.

**11. COURSE FEE:**

- (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](http://Bharatkosh.gov.in)  
Ministry - Personnel, P.G & P**

**Course Fee - ISTM**

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

**12. Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.9971835322. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-9

Date : 06 Jul 2026 to 07 Jul 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

519

3:04 PM

Sopa9m:Call for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in ...

9m:Call for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in Procurement & Supply Chain Management" during 19 - 21 May, 2026 - HRJ Sarovar Portico, Indore

ails

5.5 (18)

ica.crisme1@gmail.com

13 Mar 2026 2:57:36 PM +0530

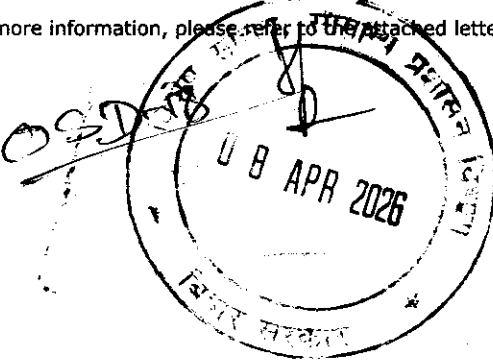
To: "Undisclosed recipients:"  
Cc: "secy-par-bih"<secy-par-bih@nic.in>  
Subject: Not in Contacts

Dear Sir / Ma'am,

Indian Institute of Corporate Affairs (established by the Ministry of Corporate Affairs, Govt. of India) announces Three Day Capacity Building Program on "Navigating Procurement via Government e Marketplace (GeM), Leading with AI in Procurement & Supply Chain Management" during 19 - 21 May, 2026 at HRJ Sarovar Portico, Indore.

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee.

For more information, please refer to the attached letter along with the detailed program outline.



बिहार सरकार  
अपना मुख्य सचिव कोबांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या..... 9.19.4  
दिनांक..... 7.4.26

S.O-18  
*[Handwritten Signature]*  
श्री विद्याल  
स्वनीता  
8.4.26

1753/अति-18  
13.4.26



**Indian Institute of  
Corporate Affairs**

Partners in Knowledge. Governance. Transformation.

(Under Ministry of Corporate Affairs, Govt. of India)



## Three Day Capacity Building Program (51<sup>st</sup> Edition)

on

"Navigating Procurement via Government e Marketplace (GeM),  
Leading with AI in Procurement & Supply Chain Management"

19 - 21 May, 2026 - HRJ Sarovar Portico, Indore

ENROL NOW

### Benefits / Objectives:-

- Gain an overall understanding of the essential aspects of operating and handling the GeM web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- To provide users the speed and flexibility of e-commerce sites in sourcing its requirements
- Discover how procurement, finance and supply-chain leaders can find value in volatility.

To have insights into how AI-powered platforms can:

- Predict potential disruptions
- Automate procurement processes
- Identify alternative suppliers
- Optimize resource allocation

### What do our Participants say:-

- Very Practical session with active interaction
- The trainer had in-depth knowledge
- Very informative and dedicated presentation.
- Level of training and understandability the concepts was excellent by giving examples
- Trainer has profound knowledge of the GeM product and has effectively resolved the queries required by the participants.
- Based on various cases discussed, learnt about best practices to be followed
- Topic covered very well and learned new things with examples
- Will help in dealing with GeM related issues
- Case studies & examples were helpful in getting the topic more clearly.
- Will enhance the quality of procurement work in future
- All concept of drafting very well explained with easy examples.

Training Venue	HRJ Sarovar Portico 562, Mahatma Gandhi Road (MG Road), Regal Square Indore - 452001 (Madhya Pradesh)
Training Date	19 - 21 May, 2026
Residential Program Fee	INR 44,250/- (INR 37,500 + 18% GST) per participant
Non-Residential Program Fee	INR 28,910/- (INR 24,500 + 18% GST) per participant
<ul style="list-style-type: none"> <li>▪ For Individual Nomination - No Discount is applicable</li> <li>▪ For Standard Group of min. 2 &amp; upto 3 nominations from one organization - We will be offering a discount of 5% on Program Fee</li> <li>▪ For Prime Group of minimum 4 &amp; above nominations from one organization - We will be offering a discount of 10% for the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 5% discount and additional 3 nominations will be eligible for 10% discount)</li> </ul>	

<p><b>PROGRAMME DIRECTOR</b> Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs</p> <p>E-Mail: <a href="mailto:rajesh.batra@iica.in">rajesh.batra@iica.in</a> Phone: 9871417394, 8595690458</p>	<p><b>PROGRAMME COORDINATOR</b> Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs</p> <p>E-mail: <a href="mailto:cmsme.iica@gmail.com">cmsme.iica@gmail.com</a> Phone: 9818891007</p>
---	--

509

3/13/26 11:04 PM Sopa9m:Call for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in Procurement & Supply Chain Management"

Warm Regards,

**राजेश बत्रा / Rajesh Batra**

प्रमुख- सेंटर फॉर एमएसएमई / Head - Centre for MSME  
भारतीय कॉर्पोरेट कार्य संस्थान / Indian Institute of Corporate Affairs,  
कॉर्पोरेट कार्य मंत्रालय, भारत सरकार / Ministry of Corporate Affairs (Govt. of India)  
प्लॉट नंबर -6,7,8, सेक्टर-5, आईएमटी मानेसर / Plot no. P-6,7,8, Sector-5, IMT Manesar,  
जिला - गुरुग्राम -122052, हरियाणा, भारत / Distt. Gurugram-122052, Haryana, India

Mobile no- +91 9871417394 , 8595690458  
Email: rajesh.batra@iica.in , rajeshbatra.iica@gmail.com

**Attachment(s)**

Letter_19-21May2026.pdf 145.3 KB	Detailed_Program_19-21May2... 354.7 KB	Registration_Form_19-21May2... 137 KB
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Rajesh Batra IICA < cmsme.iica@gmail.com >

Wed, 11 Mar 2026 11:03:41 AM +0530

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

Dear Sir / Ma'am,

**Indian Institute of Corporate Affairs (established by the Ministry of Corporate Affairs, Govt. of India) announces Three Day Capacity Building Program on "Navigating Procurement via Government e Marketplace (GeM), Leading with AI in Procurement & Supply Chain Management" during 19 - 21 May, 2026 at HRJ Sarovar Portico, Indore.**

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee.

For more information, please refer to the attached letter along with the detailed program outline.



**Indian Institute of  
Corporate Affairs**

Partners in Knowledge. Governance. Transformation.  
(Under Ministry of Corporate Affairs, Govt. of India)



## Three Day Capacity Building Program (51<sup>st</sup> Edition)

on

"Navigating Procurement via Government e Marketplace (GeM),  
Leading with AI in Procurement & Supply Chain Management"

19 - 21 May, 2026 - HRJ Sarovar Portico, Indore

ENROL NOW

### Benefits / Objectives:-

- Gain an overall understanding of the essential aspects of operating and handling the GeM web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- To provide users the speed and flexibility of e-commerce sites in sourcing its requirements
- Discover how procurement, finance and supply-chain leaders can find value in volatility.

To have insights into how AI-powered platforms can:

- Predict potential disruptions
- Automate procurement processes
- Identify alternative suppliers
- Optimize resource allocation

### What do our Participants say:-

- Based on various cases discussed, learnt about best practices to be followed
- Topic covered very well and learned new things with examples
- Will help in dealing with GeM related issues
- Both pre & post contract management including dispute resolution mechanism very well explained with experiences & examples.
- Case studies & examples were helpful in getting the topic more clearly.
- Will help in better analysis and examination of contract
- Will enhance the quality of procurement work in future
- Deeper understanding of practical aspects of commercial contract
- All concept of drafting very well explained with easy examples
- Several barriers of MSMEs in commercial contract clarified by faculty and very interactive session

<b>Training Venue</b>	HRJ Sarovar Portico 562, Mahatma Gandhi Road (MG Road), Regal Square Indore – 452001 (Madhya Pradesh)
<b>Training Date</b>	19 - 21 May, 2026
<b>Residential Program Fee</b>	INR 44,250/- (INR 37,500 + 18% GST) per participant
<b>Non-Residential Program Fee</b>	INR 28,910/- (INR 24,500 + 18% GST) per participant
<ul style="list-style-type: none"> <li>▪ For Individual Nomination - No Discount is applicable</li> <li>▪ For Standard Group of min. 2 &amp; upto 3 nominations from one organization - We will be offering a discount of 5% Program Fee</li> <li>▪ For Prime Group of minimum 4 &amp; above nominations from one organization - We will be offering a discount of 10% to the additional participants. (Example: in case of 6 nominations from one organization, 3 nominations will be eligible for 5% discount and additional 3 nominations will be eligible for 10% discount)</li> </ul>	
<b>PROGRAMME DIRECTOR</b> Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs.  E-Mail: <a href="mailto:rajesh.batra@iica.in">rajesh.batra@iica.in</a> Phone: 9871417394 , 8595690458	<b>PROGRAMME COORDINATOR</b> Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs  E-mail: <a href="mailto:cnsmelica@gmail.com">cnsmelica@gmail.com</a> Phone: 9818891007



With Warm Regards,

**राजेश बत्रा / Rajesh Batra**

प्रमुख- सेंटर फॉर एमएसएमई / Head - Centre for MSME

भारतीय कॉरपोरेट कार्य संस्थान / Indian Institute of Corporate Affairs,

कॉरपोरेट कार्य मंत्रालय, भारत सरकार / Ministry of Corporate Affairs (Govt. of India)

प्लॉट नंबर -6,7,8, सेक्टर-5, आईएमटी मानेसर / Plot no. P-6,7,8, Sector-5, IMT Manesar,

जिला - गुरुग्राम -122052, हरियाणा, भारत / Distt. Gurugram-122052, Haryana, India

Mobile no- +91 9871417394 , 8595690458

Email: [rajesh.batra@iica.in](mailto:rajesh.batra@iica.in) , [rajeshbatra.iica@gmail.com](mailto:rajeshbatra.iica@gmail.com)

**Attachment(s)**

Letter\_19-21May2026.pdf  
145.3 KB

Detailed\_Program\_19-21May2...  
336 KB

Registration\_Form\_19-21May2...  
137 KB

506

E-MAIL

Fwd: One Day Online Workshop on Improving Productivity through Self-Management (IP & SM-18) to be conducted on 27th April, 2026- reg.

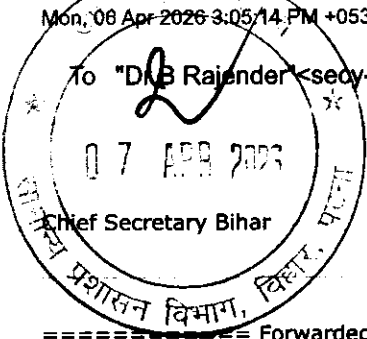
secy- <secy-par-bih@nic.in>  
par-bih

*S.118*

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

Mon, 06 Apr 2026 3:05:14 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

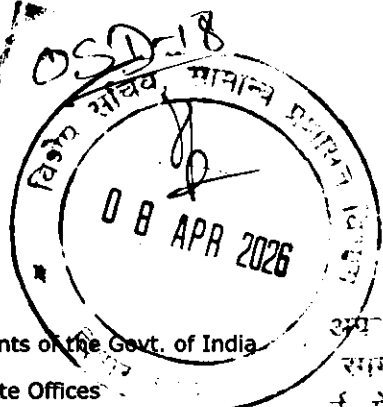
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Mon, 06 Apr 2026 14:49:33 +0530

Subject: One Day Online Workshop on Improving Productivity through Self-Management (IP & SM-18) to be conducted on 27th April, 2026- reg.

==== Forwarded message =====



*1754/शा-18*  
*13.4.26*

*S.10-18*  
*[Handwritten signature]*

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

बिहार सरकार  
अपना मुख्य सचिव कोषांग  
समस्त कोषांग विभाग  
ई-मेल संख्या-.....*9221*  
दिनांक.....*7.4.26*

**Subject:** - One Day Online Workshop on Improving Productivity through Self-Management (IP & SM-18) to be conducted on 27<sup>th</sup> April, 2026- reg.

Madam/Sir,

This Institute will be conducting one-day online workshop on "Improving Productivity through Self-Management" is scheduled to be held on 27<sup>th</sup> April, 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-I**. The mode of workshop will be **ONLINE MODE**.

*9A/शा-18*  
*विनायक*  
*8.4.2026*

Nomination form for the above mentioned workshop shall be filled online at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form) by the applicants. It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is **20th April, 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 24th April, 2026.

3. Officers may like to complete the online courses whose link is given below prior joining the online sessions for effective understanding of the subject.

Course Name - "Stress Management" by Department of Personnel and Training (DoPT)  
[https://portal.igotkarmayogi.gov.in/app/toc/do\\_1138241378103787521464/overview](https://portal.igotkarmayogi.gov.in/app/toc/do_1138241378103787521464/overview)

4. Only such officers should be nominated who can attend the programme on full 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

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already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme.

5. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website [www.istm.gov.in](http://www.istm.gov.in) to starting of the workshop and no separate communication by post would be issued.

Encl: - Annexure-I

Yours faithfully,

- Sd-

**(Namita Malik)**

**Joint Director & Course Coordinator**

**Email ID: [namita.malik@gov.in](mailto:namita.malik@gov.in)**

**Tel: 011-26737608**

**ANNEXURE-I**

**COURSE INFORMATION SHEET**

**Code : (IP&SM-18)**

**Title : Improving Productivity through Self-Management**

**Mode : Online**

**Duration : One Day (27 April, 2026)**

**Aim of the Course:** The aim of this course is to help learners understand the nature, causes, and effects of stress, and to develop practical skills and strategies for managing stress effectively in personal and professional life. The course seeks to promote emotional well-being, resilience, and healthy coping mechanisms, enabling individuals to maintain balance, improve performance, and enhance overall quality of life.

**Objectives:**

By the end of the course the participants will be able to:

- <!--[if !supportLists]--> <!--[endif]-->List the stress triggers
- <!--[if !supportLists]--> <!--[endif]-->Explain the physiological and psychological effects of stress on the body and mind.
- <!--[if !supportLists]--> <!--[endif]-->Differentiate between types of stress ie positive (eustress) and negative (distress) stress.
- <!--[if !supportLists]--> <!--[endif]-->Demonstrate the tools eg *Stress Management Assessment Scale*.
- <!--[if !supportLists]--> <!--[endif]-->Explain the effective stress management techniques eg deep breathing, meditation, and progressive muscle relaxation.
- <!--[if !supportLists]--> <!--[endif]-->List out time management techniques to reduced stress.
- <!--[if !supportLists]--> <!--[endif]-->List strategies to manage emotions and build resilience.

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- <!--[if !supportLists]--> <!--[endif]--> Explain the effects of healthy lifestyle choices for managing stress.
- <!--[if !supportLists]--> <!--[endif]--> Explain the use of positive thinking techniques for managing Stress.
- <!--[if !supportLists]--> <!--[endif]--> Demonstrate the use of communication skills to reduce interpersonal stress.
- <!--[if !supportLists]--> <!--[endif]--> Create a personalized stress management plan

## Methodology:

**The course will be delivered online through interactive video lectures, discussions, and digital learning activities. Learners will practice stress management techniques using guided videos, self-reflection exercises, and online assessments.**

## Eligibility Conditions:

Group 'A' & 'B' Officers working in Central/State Government, Autonomous Bodies, Public Enterprises etc.

**Course Capacity:** The maximum number of participants that can be admitted to the Course is 40.

## Course Fee:

- <!--[if !supportLists]--> Govt. & UT officials. i. <!--[endif]--> No course fee is required for CSS, CSSS, and State
- <!--[if !supportLists]--> 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: - ii. <!--[endif]--> A Course fee of Rs.2000/- per participant will be
- <!--[if !supportLists]--> **confirmation of nomination from ISTM.** iii. <!--[endif]--> **This course fee should be paid only after**

**Procedure of Bharatkosh.gov.in**

**Website - Bharatkosh.gov.in**

**Ministry - Personnel, P.G. & P**

**Purpose - Course fee in ISTM**

- <!--[if !supportLists]--> **namita.malik@gov.in** iv. <!--[endif]--> Please share the copy of payment receipt on email

**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.**