

(459)

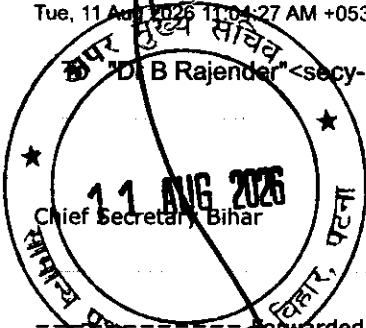
Fwd: Workshop on Team Building and Leadership by ISTM

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

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

Tue, 11 Aug 2026 11:04:27 AM +0530

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



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

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

To: <jsns@ddpmo.gov.in>

Date: Mon, 10 Aug 2026 16:33:45 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18
 श्री विशाल
 विनीत
 12.6.2026

बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 24.8.16
 दिनांक... 11.8.26

43024-ee-18
 13.8.2026

458

8/11/26, 12:23 PM

Fwd: Work Life Balance & Anger Management by ISTM

Fwd: Work Life Balance & Anger Management by ISTM

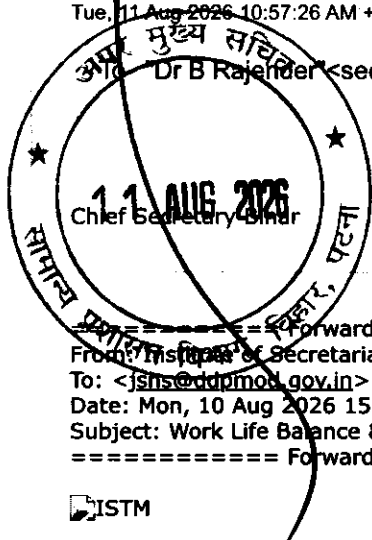
secy-par-bih < secy-par-bih@nic.in >

37(18)

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

Tue, 11 Aug 2026 10:57:26 AM +0530

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



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

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

To: <jsns@ddpmo.gov.in>

Date: Mon, 10 Aug 2026 15:27:43 +0530

Subject: Work Life Balance & Anger Management by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Appt Shashi Kerketta

Reputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 458/18

दिनांक... 11.8.26

श्री विशाल
विनीत
12.6.2026

4300/8-18
12.8.2026

452

8/11/26, 12:23 PM

Fwd: Seminar on Right to Information by ISTM

Fwd: Seminar on Right to Information by ISTM

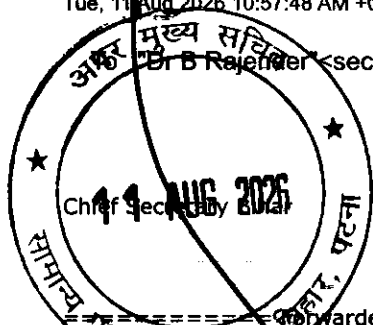
secy-par-bih < secy-par-bih@nic.in >

30/11/26

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

Tue, 11 Aug 2026 10:57:48 AM +0530

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



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

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

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

Date: Mon, 10 Aug 2026 15:29:15 +0530

Subject: Seminar on Right to Information by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
साधिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल नं. 24817
दिनांक 11.8.26

श्री विशाल
विनीत
12.6.2026

4299/Sec-18
12.8.2026

Congratulations! Acceptance of Nomination for Training Programme at ISTM – Reg

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

35182

Rahul Agarwal <addg2b-dgafms@gov.in>

Mon 10 Aug 2026 7:30:26 PM +0530

To "bipinceo1982" <bipinceo1982@gmail.com>, "secy-par-bih" <secy-par-bih@nic.in>

Dear Bipin Kumar Yadav,

We are pleased to inform you that your nomination for the Training Programme on "OSP for Training of Trainer (ToT) Programme for AIS Officers in State Government/IUTs at ISTM" scheduled during Mon 17 Aug, 2026 to Thu 20 Aug, 2026 at ISTM has been accepted.

For other details please visit our Website at https://www.istm.gov.in/home/view_nominee/6010

Regards

Rahul Agarwal, Deputy Director
Institute of Secretariat Training and Management (ISTM),
Department of Personnel & Training (DoPT),
Administrative Block, JNU Campus (Old),
New Mehrauli Road, Opposite to Bersarai Market,
New Delhi – 110067,
INDIA.

सहायक सचिव

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 2466/

दिनांक... 10-8-26

श्री विशाल

रविनीता

12.8.2026

4272/sec 18
12.8.2026

Fwd: MS-Excel (Advance) by ISTM

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

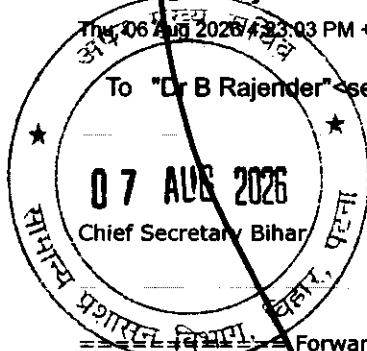
75118)

E-MAIL

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

Thu, 06 Aug 2026 12:03 PM +0530

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



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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 06 Aug 2026 12:04:06 +0530

Subject: MS-Excel (Advance) by ISTM

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



Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आचार्य पदवी कोशंग
सामान्य विभाग
24.8.26
दिनांक 6.8.26

4238/Sec-18
10.8.2026

Fwd: Workshop on e-Office by ISTM

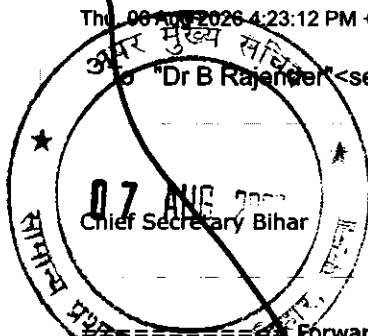
secy-par-bih < secy-par-bih@nic.in >

254
Jr (18)

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

Thu, 06 Aug 2026 4:23:12 PM +0530

अपर मुख्य सचिव
"Dr B Rajender" < secy-par-bih@nic.in >



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@doptmod.gov.in>
Date: Thu, 06 Aug 2026 12:11:38 +0530
Subject: Workshop on e-Office by ISTM
===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

S.O-18
Date : 16 Nov 2026 to 17 Nov 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-देख संचयन 24286

दिनांक 6.8.26

4239/5-2-18
10.8.2026

श्री विशाल
विनोद
10.8.2026

Fwd: Workshop on Cyber Security by ISTM

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

5.5 (18)

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

Thu, 06 Aug 2026 4:30:02 PM +0530

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



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

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

To: < cs@office.cg@gov.in >

Date: Thu, 06 Aug 2026 12:05:48 +0530

Subject: Workshop on Cyber Security by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Cyber Security

Course Code : W-CS-16

Date : 14 Sep 2026 to 15 Sep 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4240/see-18
10.8.2026बिहार सरकार
अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

दिनांक 10.8.2026

24279
6.8.26* विशाल
विशाल
10.8.2026

RE: Request for Meeting with Representatives of the JDS Scholarship Program for 3rd batch (Proposed Dates: from 3rd August, 2026 to 21st August, 2026.

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

452

E-MAIL

<hoki@jds21.com>

Tue, 06 Aug 2026 1:16:41 PM +0530

To "cs-bihar"<cs-bihar@nic.in>,"secy-par-bih@nic.in"<secy-par-bih@nic.in>,"secy-home-bih@nic.in"<secy-home-bih@nic.in>,"punam.kumari1971@gov.in"<punam.kumari1971@gov.in>,"efd-bih@nic.in"<efd-bih@nic.in>

Cc "SAITO RYUTA (ryuta.saito-2@mofa.go.jp)"<ryuta.saito-2@mofa.go.jp>,"OI Yoshiko"<oi@jds21.com>,"Satoh Haruko"<satoh@jds21.com>,"Sakshi Roy"<jdsindia-1@jds21.com>

Tags ■ Not in Contact

To: Secretaries of the State of Bihar (Principal, General Administration, Home, Forest Departments),

Dear Madam/Sir,

Greetings from the JDS (Japan Development Service) team and following up on the email dated July 21st, 2026 from Mr. Kailash Kumar (DoPT), regarding the JDS Japanese government scholarship programme for AIS officers.
(<https://scholarship.jds21.com/india/>).

We would like to visit your office in Bihar to explain more details and promote the scholarship, together with Mr. Saito from the Embassy of Japan (provided his schedule matches ours) as our team is in India now. Will you be able to give us few date options between August 11-21 to make an appointment?

For faster communication, please feel free to contact us on WhatsApp at Junko Hoki (+961-70351645) or Sakshi Roy (+91-9266521079)

We look forward to seeing you in person and please do not hesitate to contact us anytime if you have any questions.

Best Regards,

Junko Hoki (Ms.)

JDS India Coordinator

From: KAILASH KUMAR UPPER DIVISION CLERK, DOPT <kailash.k@nic.in>

Sent: Tuesday, July 21, 2026 12:06 PM

To: secy-moef <secy-moef@nic.in>; Govind Mohan <hshso@nic.in>; csooffice <csooffice@nic.in>; dstsec <dstsec@nic.in>; defsecy <defsecy@nic.in>; secyurban <secyurban@nic.in>; cs-bihar <cs-bihar@nic.in>; cs <cs@karnataka.gov.in>; cs <cs@mp.nic.in>; csraj-rj <csraj-rj@gov.in>; cs <cs@tn.gov.in>; csup <csup@nic.in>

Cc: Vijay S <aceo.kb@karmayogi.in>; Vijay S <vijays@cag.gov.in>; UMA MAGESH <uma.magesh@nic.in>; Manish Kumar <m.kumar7@gov.in>; Sakshi Roy <jdsindia-1@jds21.com>; Satoh Haruko <satoh@jds21.com>; Junko HOKI <hoki@jds21.com>; OI Yoshiko <oi@jds21.com>

Subject: Request for Meeting with Representatives of the JDS Scholarship Program for 3rd batch (Proposed Dates: from 3rd August, 2026 to 21st August, 2026.

Respected Madam/Sir,

Kindly find the attachment regarding the subject cited above for information and further necessary action.

With regards

Kailash Kumar
ASO
Department of Personnel & Training

बिहार सरकार
आवर प्रमुख अधिकारी कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-24270
दिनांक 6-8-26

42415-18
10-8-2026

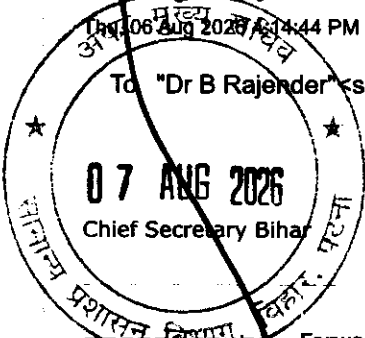
451

E-MAIL

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

Thu, 06 Aug 2026 16:14:44 PM +0530

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



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

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

To: <jsns@ddpmhd.gov.in>

Date: Thu, 06 Aug 2026 16:02:14 +0530

Subject: Statistical Tools and Techniques in Decision Making by ISTM

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



Sir/Madam,

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

Course Name : Statistical Tools and Techniques in Decision Making

Course Code : STT-15

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार
अपर मुख्य सचिव कोषांग
प्रशासन विभाग
ई-मेल संख्या-24293
दिनांक-7-8-26

4249/see-18
10-8-2026

श्री विशाल
+वतीला
10.8.2026

450

RECEIVED

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

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

Jr (18)

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

Thu, 06 Aug 2026 4:18:32 PM +0530

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

07 AUG 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmo.gov.in >

Date: Thu, 06 Aug 2026 12:07:46 +0530

Subject: Workshop on Emerging Technology and Dashboard by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या : 24292
दिनांक : 10-8-26

श्री विशाल
विनीत
10.8.2026

4243/5-18
10.8.2026

Fwd: Workshop on Communication Skills by ISTM

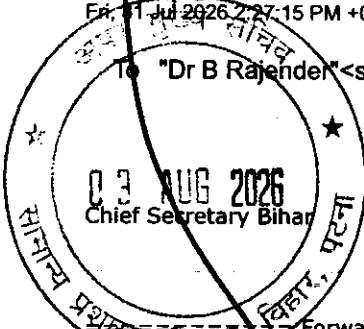
secy-par-bih <secy-par-bih@nic.in>

E-MAIL

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

Fri, 31 Jul 2026 2:27:15 PM +0530

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



Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Fri, 31 Jul 2026 09:29:27 +0530

Subject: Workshop on Communication Skills by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4193/sec-18
05.8.2026

श्री विमल
विनीता
5.8.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 23608
दिनांक 31.7.16

Fwd: Work Life Balance & Anger Management by ISTM

E-MAIL

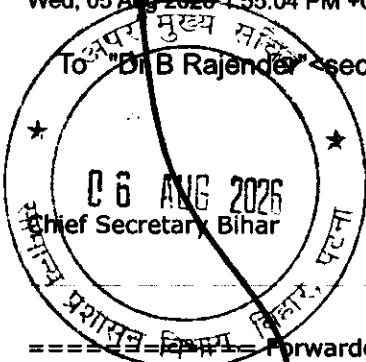
448

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

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

Wed, 05 Aug 2026 1:55:04 PM +0530

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



==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 03 Aug 2026 16:36:01 +0530

Subject: Work Life Balance & Anger Management by ISTM

==== Forwarded message =====



Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-07

Date : 21 Dec 2026 to 22 Dec 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

मुख्य सचिव
बिहार सरकार
प्रशासन विभाग
ई-मेल
दिनांक
24.8.26
5.8.26

श्री प्रशासन
विभाग
6.8.26

4182/24.8.26
7.8.26

Fwd: Handling Parliamentary Matters by ISTM

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

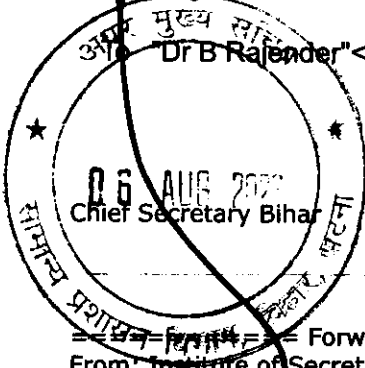
E MAIL

38 (18)

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

Wed 05 Aug 2026 1:54:57 PM +0530

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



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

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

To: <jsns@ddpmo.gov.in>

Date: Mon, 03 Aug 2026 16:34:50 +0530

Subject: Handling Parliamentary Matters by ISTM

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



Sir/Madam,

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

Course Name : Handling Parliamentary Matters

Course Code : HPM-13

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4183/211-18

7.8.26

बिहार सरकार

अपराध प्रशासन विभाग

सामान्य प्रशासन विभाग

ई-मेल संख्या 24.0.62

दिनांक.....5.8.26

श्री विशाल
विनीत
0.8.2026

Fwd: Seminar on Right to Information by ISTM

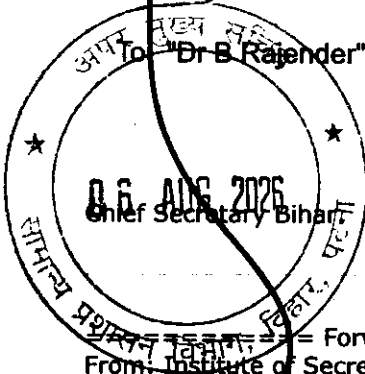
secy-par-bih < secy-par-bih@nic.in >

371182

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

Wed, 05 Aug 2026 1:54:22 PM +0530

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



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

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

To: < jsns@ddpnet.gov.in >

Date: Mon, 03 Aug 2026 16:30:17 +0530

Subject: Seminar on Right to Information by ISTM

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



Sir/Madam,

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

Course Name : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

4184/ शा-18
7.8.26

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार
अध्यक्ष, प्रशासनिक विभाग
साथ
ई-मेल संख्या 24063
दिनांक 5.8.26

श्री विमल
विनीता
6.8.2026

E-MAIL

445

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

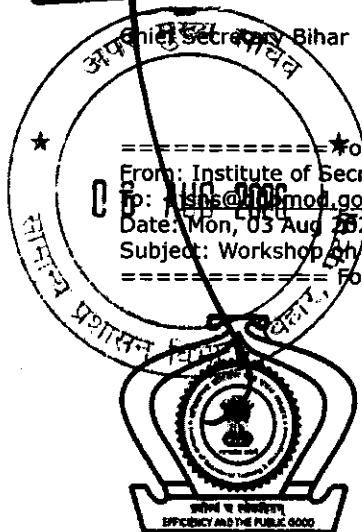
secy-par-bih < secy-par-bih@nic.in >

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

Mon, 03 Aug 2026 6:09:54 PM +0530

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

354182



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

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

To: secy-par-bih@nic.in

Date: Mon, 03 Aug 2026 09:38:17 +0530

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

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

Sir/Madam,

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

Course Name : Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-13

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

Kindly send the nomination of officers from your Ministry/Department/Organization involved in preparation EFC/SFC note so that they can strengthen their understanding of placing appropriate proposal before the authority.

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

For any clarification or more information, kindly contact the undersigned.

Regards

Suman Kumar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विभागाध्यक्ष
अर्थ
संसाधन
ई-नो.
दिनांक
24024
5.8.26

श्री विभागाध्यक्ष
दिनांक
6.8.2026

4185/2110-18

7.8.26

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

secy-par-
bih

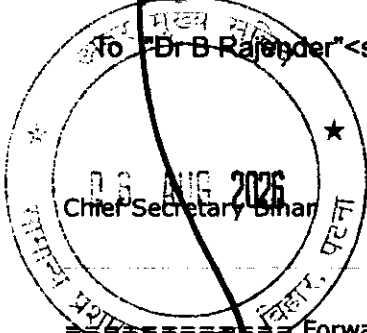
<secy-par-bih@nic.in>

जि (18)

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

Wed, 03 Aug 2026 2:13:18 PM +0530

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



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

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

To: <jsns@ddp.mod.gov.in>

Date: Mon, 03 Aug 2026 16:37:17 +0530

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

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



Sir/Madam,

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

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

Course Code : W-UPS/NPS-11

Date : 28 Dec 2026 to 28 Dec 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विमल
विनीत
6.8.26

4186/211-18
7.8.26
बिहार सरकार
मुख्य सचिव
विभाग
24072
दिनांक 5.8.26

E-MAIL

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

Wed, 05 Aug 2026 1:53:35 PM +0530

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

06 AUG 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmod.gov.in >

Date: Mon, 03 Aug 2026 16:27:01 +0530

Subject: Workshop on Communication Skills by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अध्यापक सेवा आयोग
सामान्य प्रशासन विभाग
ई-मेल संख्या 24065
दिनांक 5.8.26

श्री विशाल
विशाल
6.8.2026

4187/शा-18
7.8.26

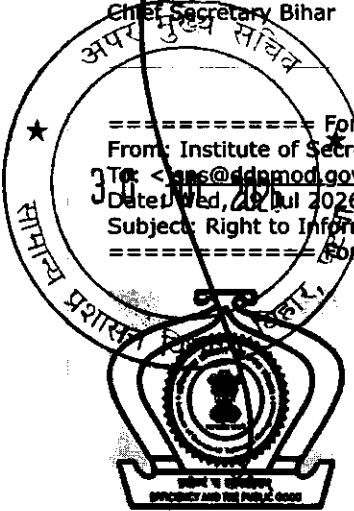
Chief Secretary Bihar <cs-bihar@nic.in>

Wed, 29 Jul 2026 2:18:27 PM +0530

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

JS (18)

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 29 Jul 2026 12:52:30 +0530
Subject: Right to Information - Public Information Officers by ISTM
===== Forwarded message =====

JS-18



Sir/Madam,

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

S.O-18

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विशाल
विनीता
31.7.2026

बिहार सरकार
अपर मुख्य सचिव, लोक सेवा
सामान्य प्रशासन विभाग
ई-मेल संख्या-2317/
दिनांक.....29.7.26

4080/रा-18
31.7.26

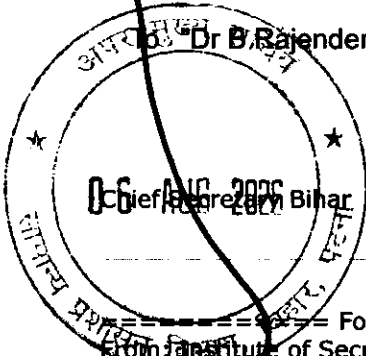
Fwd: Work Life Balance & Anger Management by ISTM

73 (18)

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

Wed, 05 Aug 2026 1:53:49 PM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@doptmod.gov.in>
 Date: Mon 03 Aug 2026 16:28:11 +0530
 Subject: Work Life Balance & Anger Management by ISTM
 ===== Forwarded message =====



Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
 अवर सचिव, प्रि.स. कोषांग
 सामाजिक न्याय विभाग
 ई-मेल पता: 24.064
 दिनांक: 5.8.26

श्री विशाल
 विनीत
 6.8.2026

4188/शा.स.18
 7.8.26

Fwd: Re- Re- Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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

E-MAIL

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

Thu, 06 Aug 2026 11:23:19 AM +0530

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



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

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

To: < jns@ddomod.gov.in >

Date: Thu, 06 Aug 2026 10:21:19 +0530

Subject: Re- Re- Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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



Sir/Madam,

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

Course Name : Specialized Workshop for Head of Organisations

Course Code : SWHO-03

Date : 05 Oct 2026 to 07 Oct 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सांसाध्य प्रशासन विभाग
ई-मेल संख्या-24182
दिनांक.....6.8.26

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

Online nomination form may be filled using link: https://www.istm.gov.in/home/online_nomination_form

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

प्रतिपाद्य
विनीत
7.8.2026

439

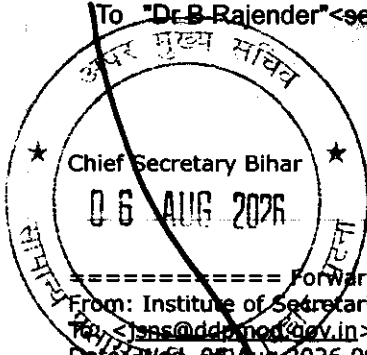
New Delhi - 110067

30/11/26

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

Wed, 05 Aug 2026 5:51:48 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 05 Aug 2026 09:20:23 +0530
Subject: Workshop on Team Building and Leadership by ISTM
===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विद्याल
खनीता
7.8.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 24192
दिनांक- 6.8.26

4210/शा-18
7.8.26

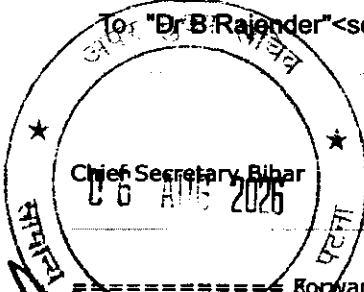
437

3/11/18

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

Wed, 05 Aug 2026 5:52:32 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 05 Aug 2026 09:25:55 +0530
Subject: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM
===== Forwarded message =====



Sir/Madam,

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

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

Course Code : W-UPS/NPS-11

Date : 28 Dec 2026 to 28 Dec 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कांभाग

सामान्य प्रशासन विभाग

ई-मेल संख्या-24194

दिनांक-6.8.26

श्री विकास
विवीत
7.8.2026

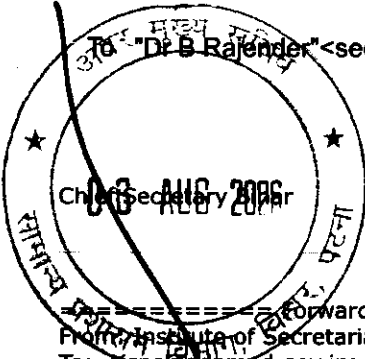
4216/एए-18
7.8.26

436

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

Wed, 05 Aug 2026 5:51:32 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jasmodmod.gov.in>
Date: Wed, 05 Aug 2026 09:17:46 +0530
Subject: Work Life Balance & Anger Management by ISTM
===== Forwarded message =====



Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

प्रमुख सचिव
आन्तरिक प्रशासन विभाग
समस्त पत्र संतान
ई-पत्र संख्या-2419.0
दिनांक 08.08.26

श्री निहाल
कौशिक
7.8.2026
4215/सा-18
7.8.26

438

Fwd: Seminar on Right to Information by ISTM

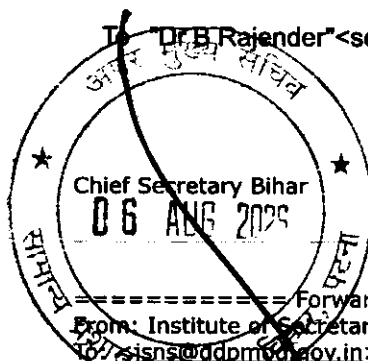
E-MAIL secy-par-bih <secy-par-bih@nic.in>

7.8.26

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

Wed, 05 Aug 2026 5:51:39 PM +0530

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



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

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

167/sisns@ddpmv.gov.in>

Date: Wed, 05 Aug 2026 09:19:08 +0530

Subject: Seminar on Right to Information by ISTM

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



Sir/Madam,

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

Course Name : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विद्वान् सचिव
अध्यक्ष सचिव
सचिव
24191
6826

7.8.26

4214/24191
7.8.26

434

Fwd: Handling Parliamentary Matters by ISTM

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

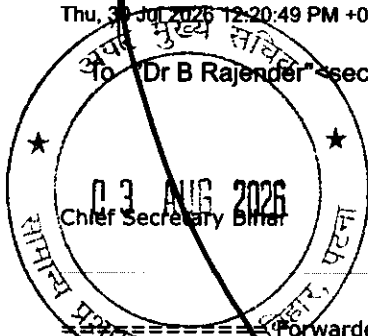
उप (18)

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

Thu, 30 Jul 2026 12:20:49 PM +0530

E-MAIL

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



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

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

To: <jsns@dopt.mod.gov.in>

Date: Thu, 30 Jul 2026 09:19:50 +0530

Subject: Handling Parliamentary Matters by ISTM

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



Sir/Madam,

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

Course Name : Handling Parliamentary Matters

Course Code : HPM-13

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विद्याल
विनीता
S.8.wrc

4134/Sec-18
05.8.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-23623
दिनांक-31.7.26

Fwd: Workshop on Team Building and Leadership by ISTM

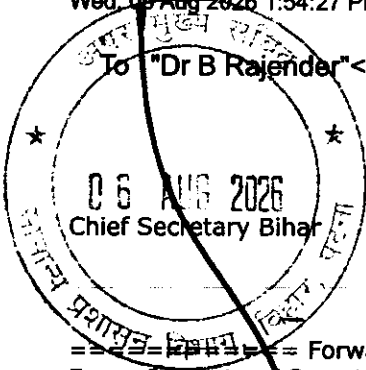
secy-par-bih < secy-par-bih@nic.in >

E MAIL

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

Wed, 05 Aug 2026 1:54:27 PM +0530

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



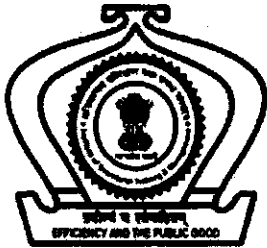
===== Forwarded message =====

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

Date: Mon, 03 Aug 2026 16:31:28 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आयुक्त सचिव, प्रशासन
आयुक्त सचिव, प्रशासन
24.05.26
दिनांक 5.8.26

श्री विशाल
विशाल
6.8.26

4181/24-18
7.8.26

Executive Summary

The Department of Personnel and Training (DoPT) and the Capacity Building Commission (CBC) convened the National Departmental Summit on **"Institutionalizing Capacity Building: From Training to Performance-linked Governance"** on 15 May 2026. The Summit was chaired by Hon'ble Minister of State for Personnel, Public Grievances and Pensions, **Dr. Jitendra Singh**, and brought together participants from all **36 States/Union Territories (UTs)**, including their Administrative Training Institutes (ATIs), national institutions and selected knowledge and technology partners. The Summit was preceded by a structured consultative process that ran over two months, encompassing numerous deliberations and consultation sessions, after which detailed inputs were received from **23 States/UTs**.

The central message emerging from the Summit was the need to create a **unified, integrated and interoperable capacity-building ecosystem** across governments. The ecosystem should connect Capacity Building Plans (CBPs) as the primary demand signal and iGOT Karmayogi, Training Institutions and specialised learning interventions as the supply ecosystem, with learning undertaken through these channels feeding into a continuous competency record for every official. Such a framework would enable systematic tracking of competency acquisition across the civil services and support HR management. It would also create a continuous feedback loop for strengthening the design, delivery, and evaluation of capacity-building interventions.

The Summit emphasized that **performance-linked governance cannot be achieved by training officials alone**. It requires a connected system where roles are clearly defined, competency requirements are identified, learning opportunities are delivered through digital, blended and institutional channels on an ongoing basis, acquired competencies are recorded, and this information is made available to decision-makers. In this sense, capacity building becomes directly linked to organizational performance, citizen-centric delivery and governance outcomes.

The Summit was structured around four themes that together define the next phase of Mission Karmayogi.

1. **Unified Framework for Role-focused and Performance-linked Capacity Building**
2. **Strengthening Training Institutions**
3. **Leveraging AI and Technology for Hyper-personalized Learning**
4. **Reimagining Cadre Training**

Across these themes, the Summit agreed on a set of core outcomes. **Under Theme 1**, States/UTs endorsed the need for a unified framework for role-focused and performance linked governance, integrating State HRMS with iGOT. States/ UTs having HRMS need to integrate the same with iGOT and those who do not have an HRMS may adopt the eHRMS of GoI. **Under Theme 2**, there was agreement that Training Institutions (TIs) must transform inside out into becoming demand-responsive, digitally enabled and outcome-oriented

Executive Summary

The Department of Personnel and Training (DoPT) and the Capacity Building Commission (CBC) convened the National Departmental Summit on “**Institutionalizing Capacity Building: From Training to Performance-linked Governance**” on 15 May 2026. The Summit was chaired by Hon’ble Minister of State for Personnel, Public Grievances and Pensions, **Dr. Jitendra Singh**, and brought together participants from all 36 States/Union Territories (UTs), including their Administrative Training Institutes (ATIs), national institutions and selected knowledge and technology partners. The Summit was preceded by a structured consultative process that ran over two months, encompassing numerous deliberations and consultation sessions, after which detailed inputs were received from 23 States/UTs.

The central message emerging from the Summit was the need to create a **unified, integrated and interoperable capacity-building ecosystem** across governments. The ecosystem should connect Capacity Building Plans (CBPs) as the primary demand signal and iGOT Karmayogi, Training Institutions and specialised learning interventions as the supply ecosystem, with learning undertaken through these channels feeding into a continuous competency record for every official. Such a framework would enable systematic tracking of competency acquisition across the civil services and support HR management. It would also create a continuous feedback loop for strengthening the design, delivery, and evaluation of capacity-building interventions.

The Summit emphasized that **performance-linked governance cannot be achieved by training officials alone**. It requires a connected system where roles are clearly defined, competency requirements are identified, learning opportunities are delivered through digital, blended and institutional channels on an ongoing basis, acquired competencies are recorded, and this information is made available to decision-makers. In this sense, capacity building becomes directly linked to organizational performance, citizen-centric delivery and governance outcomes.

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1. **Unified Framework for Role-focused and Performance-linked Capacity Building**
2. **Strengthening Training Institutions**
3. **Leveraging AI and Technology for Hyper-personalized Learning**
4. **Reimagining Cadre Training**

Across these themes, the Summit agreed on a set of core outcomes. **Under Theme 1**, States/UTs endorsed the need for a unified framework for role-focused and performance linked governance, integrating State HRMS with iGOT. States/ UTs having HRMS need to integrate the same with iGOT and those who do not have an HRMS may adopt the eHRMS of GoI. **Under Theme 2**, there was agreement that Training Institutions (TIs) must transform inside out into becoming demand-responsive, digitally enabled and outcome-oriented

Executive Summary

The Department of Personnel and Training (DoPT) and the Capacity Building Commission (CBC) convened the National Departmental Summit on “**Institutionalizing Capacity Building: From Training to Performance-linked Governance**” on 15 May 2026. The Summit was chaired by Hon’ble Minister of State for Personnel, Public Grievances and Pensions, **Dr. Jitendra Singh**, and brought together participants from all 36 States/Union Territories (UTs), including their Administrative Training Institutes (ATIs), national institutions and selected knowledge and technology partners. The Summit was preceded by a structured consultative process that ran over two months, encompassing numerous deliberations and consultation sessions, after which detailed inputs were received from 23 States/UTs.

The central message emerging from the Summit was the need to create a **unified, integrated and interoperable capacity-building ecosystem** across governments. The ecosystem should connect Capacity Building Plans (CBPs) as the primary demand signal and iGOT Karmayogi, Training Institutions and specialised learning interventions as the supply ecosystem, with learning undertaken through these channels feeding into a continuous competency record for every official. Such a framework would enable systematic tracking of competency acquisition across the civil services and support HR management. It would also create a continuous feedback loop for strengthening the design, delivery, and evaluation of capacity-building interventions.

The Summit emphasized that **performance-linked governance cannot be achieved by training officials alone**. It requires a connected system where roles are clearly defined, competency requirements are identified, learning opportunities are delivered through digital, blended and institutional channels on an ongoing basis, acquired competencies are recorded, and this information is made available to decision-makers. In this sense, capacity building becomes directly linked to organizational performance, citizen-centric delivery and governance outcomes.

The Summit was structured around four themes that together define the next phase of Mission Karmayogi.

1. **Unified Framework for Role-focused and Performance-linked Capacity Building**
2. **Strengthening Training Institutions**
3. **Leveraging AI and Technology for Hyper-personalized Learning**
4. **Reimagining Cadre Training**

Across these themes, the Summit agreed on a set of core outcomes. **Under Theme 1**, States/UTs endorsed the need for a unified framework for role-focused and performance linked governance, integrating State HRMS with iGOT. States/ UTs having HRMS need to integrate the same with iGOT and those who do not have an HRMS may adopt the eHRMS of GoI. **Under Theme 2**, there was agreement that Training Institutions (TIs) must transform inside out into becoming demand-responsive, digitally enabled and outcome-oriented

(429)

F. No. 12040/26/2023-FTC/IR
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
Training Wing

Block-IV, Old JNU Campus, New Delhi
Dated: 21.07.2026

To

The Secretaries of the Ministries/Departments of Government of India

(Ministry of Environment Forest & Climate Change, Ministry of Home Affairs, Ministry of Commerce & Industry, Ministry of Science & Technology, Ministry of Defence and Ministry of Housing and Urban Affairs (meeting with OSD, Public transport))

The Principal Secretaries of (General Administration, Department/Home Department/Forest Department) the State Governments
(Rajasthan, Uttar Pradesh, Bihar, Tamil Nadu, Karnataka and Madhya Pradesh)

Subject: Request for Meeting with the Representatives of the JDS Scholarship Program for 3rd batch (Proposed Dates: from 3rd August, 2026 to 21st August, 2026)

This Department is implementing a Japanese grant aid project viz. JDS sponsored by JICA, which proposes to send highly capable young Indian government officials as "JDS fellows" to internationally reputed Japanese universities to obtain academic degrees.

2. Japan Development Service Company Limited (JDS), being the agent for the programme, in a bid to popularize the programme among AIS officers posted in various States and attract a larger pool of AIS officers for the upcoming 3rd batch of JDS programme (2027-2029), shall outreach to specific targeted Ministries/State Departments/CCAs.
3. It may be appreciated that wider publicity to the above programme is crucial in enhancing the reach of the programme for receiving maximum nominations from eligible officers.
4. In this context, it is stated that one or two officials from the agent company JDS, shall visit your office on prior appointment and at mutual convenience during the period 3rd August, 2026 to 21st August, 2026 (list attached). It is requested to kindly facilitate the outreach meeting with the JDS representatives.

Encl: As above.

Yours sincerely,
Digitally signed by
Uma Magesh
Date: 21-07-2026
11:42:47
(Uma Magesh)
Under Secretary to the Government of India
Tel: 011-26706382

4159/2026-18
7.8.26

श्री विद्याल
चौधरी
6.8.2026

Promotion activities for the 3rd batch JDS Programme, 2026 (tentative plan)

Proposed date of visit	Visiting organization	State	JDS staff in charge 1	JDS staff in charge 2	Embassy of Japan (Mr. Saito)
August 3 (Mon)	Secy., Ministry of Environment Forest & Climate Change, Ministry of Environment Forest & Climate Change	Delhi	Satoh		
4 (Tue)	Secy., Ministry of Home Affairs		Satoh		
5 (Wed)	Ministry of Commerce & Industry Ministry of Science & Technology		Satoh		
6 (Thu)	Ministry of Defence		Satoh		
7 (Fri)	Ministry of Housing and Urban Affairs (meeting with OSD, Public transport)		Satoh		
10 (Mon)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Rajasthan	Satoh	Hoki	
11 (Tue)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Uttar Pradesh	Satoh	Hoki	
12 (Wed)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Uttar Pradesh	Satoh	Hoki	
13 (Thu)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Bihar	Satoh	Hoki	
14 (Fri)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Bihar	Satoh	Hoki	
17 (Mon)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Tamil Nadu		Hoki	
18 (Tue)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Tamil Nadu		Hoki	
19 (Wed)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Karnataka		Hoki	
20 (Thu)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Karnataka		Hoki	
21 (Fri)	Principal Secretary, General Administration, Department/Home Department/Forest Department	Madhya Pradesh		Hoki	

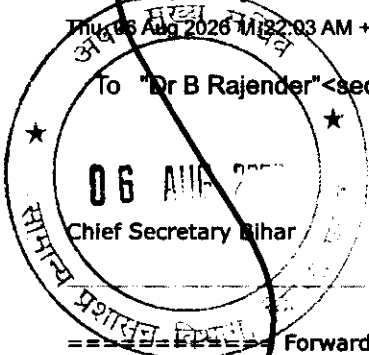
Fwd: Re- Re- Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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

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

Thu, 06 Aug 2026 11:22:03 AM +0530

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



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

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

To: < jsns@ddpmad.gov.in >

Date: Thu, 06 Aug 2026 10:22:15 +0530

Subject: Re- Re- Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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



4213 / RTI-18
7.8.26

Sir/Madam,

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

Course Name : Specialized Workshop for Head of Organisations

Course Code : SWHO-03

Date : 05 Oct 2026 to 07 Oct 2026

Mode : Offline

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

Online nomination form may be filled using link: https://www.istm.gov.in/home/online_nomination_form

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

बिहार सरकार
अपर मुख्य सचिव के कार्यालय
सामान्य प्रशासन विभाग
ई-गोसूचना 2418/
दिनांक 6.8.26

श्री विद्याल
विनीता
7.8.2026

126

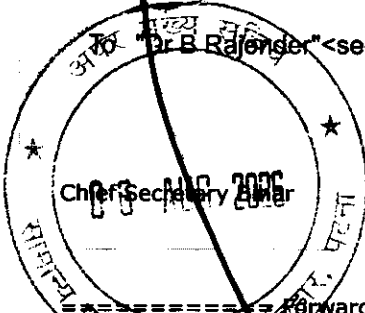
New Delhi - 110067

3/11/26

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

Wed, 05 Aug 2026 5:50:51 PM +0530

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



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

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

To: <jps@ddpmod.gov.in>

Date: Wed, 05 Aug 2026 09:15:54 +0530

Subject: Workshop on Communication Skills by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अगल पुरख शक्ति कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-24176
दिनांक.....6.8.26

श्री विशाल
विनीता
7.8.2026

4212/रा.18
7.8.26

Fwd: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

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

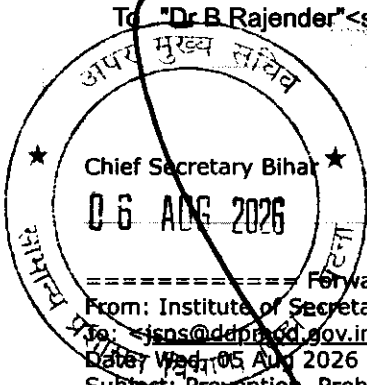
ADA

E-MAIL

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

Wed, 05 Aug 2026 5:52:58 PM +0530

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



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

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

To: <jens@ddprad.gov.in>

Date: Wed, 05 Aug 2026 09:42:53 +0530

Subject: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

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



Sir/Madam,

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

Course Name : Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place

Course Code : POSH-33

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

Regards

Rizwana Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विचार संस्कार
आपका प्रतिक्रिया
मार्गदर्शक
24.12.26
6.8.26

श्री विशाल
विनीत
7.8.2026

4217 / 4110-18
7.8.26

Fwd: Nomination Invitation for Residential Training Programmes – October to December 2026

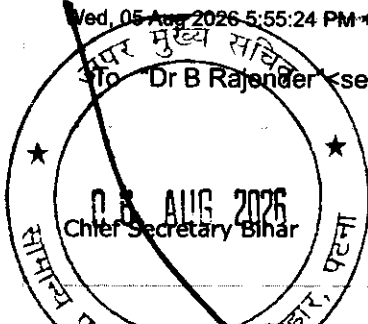
secy-par-bih <secy-par-bih@nic.in>

3/2/18

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

Wed, 05 Aug 2026 5:55:24 PM +0530

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



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

From: Ashok Kumar <ashok.kumar@npcindia.gov.in>

To: "cs-andaman" <cs-andaman@nic.in>

Date: Wed, 05 Aug 2026 11:35:59 +0530

Subject: Nomination Invitation for Residential Training Programmes – October to December 2026

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

Respected Sir/Madam

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry, Govt. of India) is organizing following Training Programme on:

- Training Programme on "Transparency and Efficiency: Advanced Course on RTI and Modern Management Practices" from 19-23 October 2026 at Manali (Himachal Pradesh)
- Training Programme on "Managing Finance for Improving Organizational Performance & Effective Management" from 02-06 November 2026 at Goa
- Training Programme on "Leadership & Managerial Excellence for Effective Administration" from 14-18 December 2026 at Sri Vijayapuram (Port Blair).

The brochure contains detailed information about the programme (course coverage & programme fee) are attached herewith. You are requested to kindly nominate employee(s) of your esteemed organisation for the above-mentioned training programme(s) for capacity building and skill enhancement. The number of seats is limited, and nominations will be accepted on first-cum-first-served basis.

Thanking you,

सादर / Regards,

अशोक कुमार / Ashok Kumar

प्रभारी- क्षेत्रीय निदेशक / In-Charge Regional Director

राष्ट्रीय उत्पादकता परिषद / NATIONAL PRODUCTIVITY COUNCIL

वाणिज्य और उद्योग मंत्रालय, भारत सरकार के अधीन / Under Ministry of Commerce & Industry, Govt. of India

सीआरआरआईडी परिसर, अनुसंधान एवं औद्योगिक विकास केंद्र/ CRRID Campus, Centre for Research in Rural and Industrial Development,

प्लॉट संख्या 2ए, मध्य मार्ग, सेक्टर 19ए, चंडीगढ़-160019/ Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh- 160019

मोबाइल / Mobile: +91 9888481938

वेबसाइट / Website: <http://www.npcindia.gov.in>

श्री विद्याल
विनीता
7.8.26

3 Attachment(s)

अपर मुख्य सचिव विभाग

सामान्य प्रशासन विभाग

ई-मेल संख्या- 24198

दिनांक 6.8.26

Training Brochure-Leadership ...
532.3 KB

Training Brochure-Managing Fi...
539.3 KB

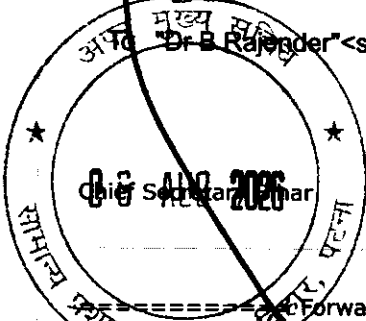
Training Brochure-Transparen...
601.4 KB

4219 / शां-18
7.8.26

7-418
Chief Secretary Bihar <cs-bihar@nic.in>

Wed, 05 Aug 2026 6:10:16 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 05 Aug 2026 14:54:22 +0530
Subject: e-Record Management by ISTM
===== Forwarded message =====



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-28

Date : 09 Nov 2026 to 09 Nov 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

अविशाख
विनीता
7.8.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-24199
दिनांक.....6.8.26

4220/एए-18
7.8.26

Fwd: Workshop on Cyber Security by ISTM

421
E-MAIL secy-par-bih <secy-par-bih@nic.in>

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

Wed, 29 Jul 2026 12:51:41 PM +0530

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

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Wed, 29 Jul 2026 12:47:03 +0530
Subject: Workshop on Cyber Security by ISTM
===== Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on Cyber Security

Course Code : W-CS-16

Date : 14 Sep 2026 to 15 Sep 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-नेट संख्या 23207

दिनांक 29.7.26

4085/211018
31.7.26

आविष्कार
विनोद
31.7.2026

430

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

Wed, 29 Jul 2026 5:22:53 PM +0530

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

55(18)

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <isns@ddpmod.gov.in>
Date: Wed, 29 Jul 2026 17:10:44 +0530
Subject: Workshop on Team Building and Leadership by ISTM
===== Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विशाल
विनीता
31.7.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-वेब संख्या-23204
दिनांक 29.7.26

4084 / रात-18
31-7-26

419

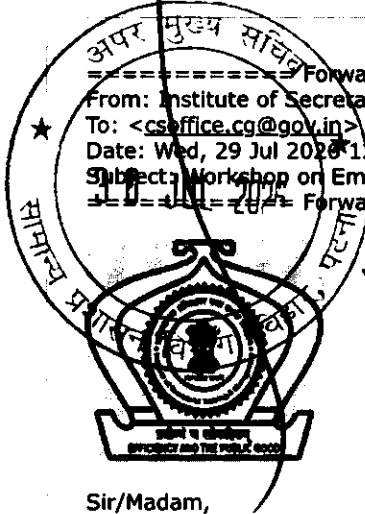
Chief Secretary Bihar <cs-bihar@nic.in>

Wed, 29 Jul 2026 2:18:23 PM +0530

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

25(18)

Chief Secretary Bihar



Forwarded message =====

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

To: <cs@office.cg.gov.in>

Date: Wed, 29 Jul 2026 12:48:28 +0530

Subject: Workshop on Emerging Technology and Dashboard by ISTM

Forwarded message =====

JS-18



Sir/Madam,

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

S.O-18

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4081 / 27.7.18
31.7.26

श्री विद्याल
विनीता
31.7.2024

बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल सचिव-23.172
दिनांक-29.7.26

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

Wed, 29 Jul 2026 1:02:21 PM +0530

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

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 29 Jul 2026 12:50:45 +0530
Subject: Workshop on e-Office by ISTM
===== Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

Date : 16 Nov 2026 to 17 Nov 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-नेट संख्या-23208

दिनांक-29.7.26

4074/का-18
31.7.26

श्री विशाल
विनीता
31.7.26