

178

Executive Diploma in Project Management (EDPM) Workshops in April, May and June 2026 at Bengaluru, Mumbai and Delhi

S.O-18

E-MAIL

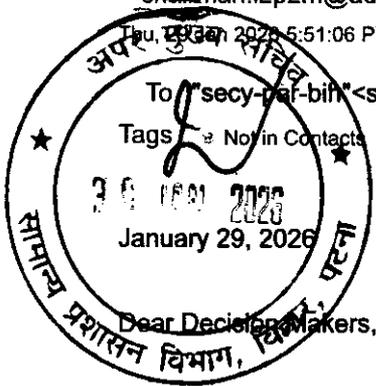
< chairman.i2p2m@adeshjain.com >

Tue, 29 Jan 2026, 5:51:06 PM +0530

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

Tags: Not in Contacts

January 29, 2026



Dear Decision Makers,

I2P2M successfully concluded the 33rd Global Symposium and the 7th World Project Management Forum (WPMF) on 22nd & 23rd December 2025, continuing its project leadership initiatives since 1992. Leading PSUs, including NTPC, BEL, Indian Oil, and GAIL and the Private Sector showcased 25 world-class projects (which received the National Project Excellence Awards 2025), demonstrating effective management of project complexity and uncertainty.

We are enclosing herewith a letter from Shri Adesh Jain, Chairman, International Institute of Projects & Program Management (i2P2M) and Founder, World Project Management Forum (WPMF), regarding the upcoming Executive Diploma in Project Management (EDPM) workshops in April, May and June 2026 at Bengaluru, Mumbai, and Delhi.

EDPM program has emerged as the most relevant in today's context of a changing environment. It provides a 360-degree coverage through 4 Levels of learning, including experiential learning through a leading simulation from UK.

To encourage wider participation from the government, a special concession of 50% on the registration fee is being extended for government institutions and officers.

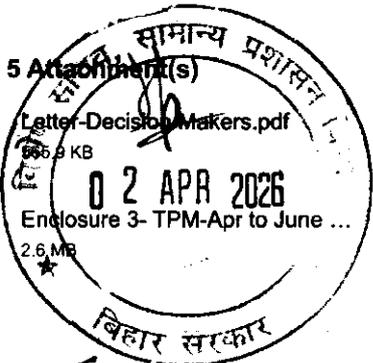
We look forward to your kind support in this initiative to build a project-oriented India - Viksit Bharat 2047.

With best regards,

Ms. Minoo Sahoo, B.E.
PM Competency Development Centre
+91-9999684621 / 23 / 28

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-पेल संख्या 3232
दिनांक 30.1.26

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5 Attachment(s)

Letter-Decision Makers.pdf

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02 APR 2026

Enclosure 3- TPM-Apr to June ...

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Enclosure 1- Top 12 Companie...

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Enclosure 2 -EDPM-Apr to Jun...

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Enclosure 4- SRW-Apr to June...

2.5 MB

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S.O-18
[Signature]

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Bengaluru

16 - 17 April 2026

Mumbai

21 - 22 May 2026

Delhi

18 - 19 June 2026

Some Feedback from Participants

It was indeed an eye opener for me to learn different aspect of risk management well structured & delivered.

- Chandrakanta Kumar, URSC, ISRO



Real time computer-based simulation is an excellent experience to get a feel of the PM methodologies.

- Dr. S Suresh Babu, VSSC, ISRO

The Importance of Risk-based thinking was taught very clearly through examples and the coverage of topics under Risk Management was exhaustive

- K.P. Jayaprakash, CABS, DRDO



Wisdom Sharing Great program for emerging leaders. Gives a good perspective on all important aspects

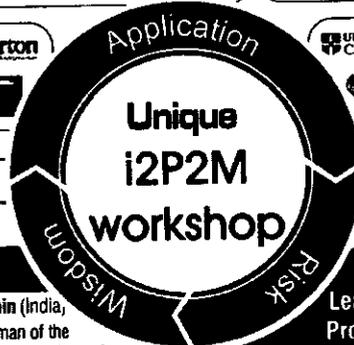
- Dr Amitabh Saraf, ADA, DRDO

Level 2

1 Day

Computer based Real Time Simulation on Project Leadership from UK
Gain 3 years of experience in 1 day

Prendo simulations are also used by many global organizations and leading business schools, including:



Level 4

1/4 Day

Wisdom Sharing



Antonio Nieto-Rodriguez (Belgium) is the Author of the Harvard Business Review Project Management Handbook and a leading consultant.



Adesh Jain (India) is Chairman of the International Institute of Projects & Program Management (i2P2M) & Founder of the World Project Management Forum (WPMF).

Collective Action Plan

Learnings gained through EDPMs 4 levels prepares participants to apply the knowledge/experience gained at their workplace. In the Collective Action Plan, based on participant's participation, the facilitator will create a set of 4 to 5 recommendations to be implemented in their company. The most unique USP of EDPM program 's 4 levels are to transform competency development to measurable outcome.

Level 3

3/4 Day

Project Risk Management
Leading to the Introductory Certificate in Project Risk Management (Intro CrIPRM)



Risks are those uncertainties that matter
Project management knowledge must get translated to its application through a systematic approach of full risk management from start to closeout.

A great opportunity not to be missed !

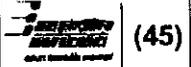
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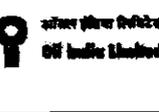
SRW

Making a Difference Amazing Response from India and outside India

In 2011 the Simulation, Risk Management & Wisdom Sharing (SRW) face-to-face program was launched. As on now 2500+ professionals from 185+ organisations, across 11 countries have gone through Simulation, Risk Management & Wisdom Sharing (SRW) program. Some of the organisations are :

Top 12 Institutions with highest no. of EDPM credential holders (numbers given inside the brackets)

 (191)	 (174)	 (127)	 (100)	 (98)	 (87)
 (79)	 (67)	 (59)	 (45)	 (43)	 (35)

Participants are from following 11 Countries





Level 2
(1 day)

Computer Based Real Time Simulation Program from UK on Project Leadership

Timings (For all Locations): 9.00 am to 5.30 pm

Bengaluru

16 April 2026

Mumbai

21 May 2026

Delhi

18 June 2026

Three compelling advantages in using simulation program from Prendo, UK

- INSIGHT-** the simulations ensure profound understanding by giving users chance to see 'both cause and effect'.
- FORESIGHT -** the simulations provide hands on experience to reduce the risk of making mistakes in the real world.
- EFFICIENCY -** the simulations provide accelerated experiences ensuring fast, effective and accessible learning.

Simulation provides an excellent experiential learning

People learn by doing

Complex skills can only be developed by (a) making decisions or taking actions, (b) experiencing the consequences, and then (c) figuring out what happened and why, and then repeating the process, i.e. practising.

Simulations are better than real world experience

In contrast with using real projects and real organisations as their practice grounds, when mistakes can be very expensive, simulations are faster, lower risk, lower cost, and crucially, more effective because they make the link between cause and effect easier to see.

Simulations are essential in many professions

Pilots, military strategists and surgeons, for example, have long understood the importance of simulating their activities in order to improve their performance and reduce the risk of failure in the real world.

Leaders face many challenges in the modern world, including working with increasing levels of complexity and ambiguity, accelerating levels of change and uncertainty, as well as ongoing pressure to act responsibly and ultimately, to create value. The most powerful learning method to address these many challenges is advanced simulation, because **participants must take decisions and can see the consequences.**

Lectures are effective ways of sharing information. Case study discussions go further, but still don't force participants to take decisions or see the consequences. None of these methods provoke any memorable emotional reaction. The next generation of leaders in particular are looking for live experience through project management simulations like pilots do through flight simulators.

Prendo's simulations are used by many global organizations and leading business schools, including:



Some comments from participants

「 The simulation exercise is a class of its kind never experienced before. I would like to thank i2P2M for including simulation exercises. It is a great experience. i2P2M is the only company in the world which includes real time simulation programs. Hats off to them. 」

「 It was a life time experience, having fun as well as learning. It gave many insights and sharpened my opinions. It also opened many a closed windows. 」

「 Awesome and creative way of learning and understanding from the stage of formulation to completion. 」

Intense, but risk-free experience from start to end of a project



Conquer Hard Real Time Simulation
Project Risk Management &
Teamwork Training & Collective Action Plan

Real Time Computer Simulation Program (Experiential Learning)

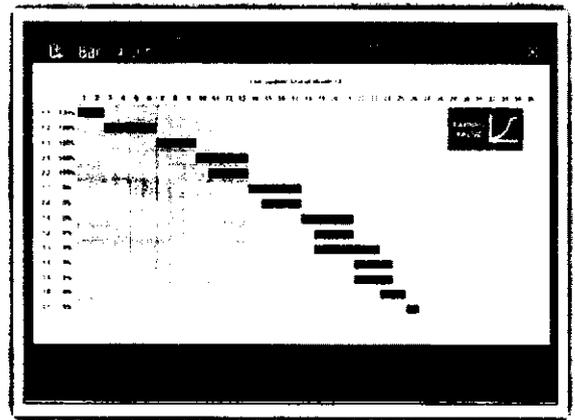
Gain 3 years of experience in one day



Real Time Simulation on Project Leadership from UK



Out of 12 stakeholders, Banker, Head of Design Team and CEO giving their opinion on the business case as proposed by the team



Project monitoring through Bar chart to control Time, Scope, Risk, Cost, Quality and maximising stakeholder's satisfaction

The real time simulation on Project Leadership construction project to be completed in 23/24 months within 50 million pounds and satisfying 12 different stakeholders.

The "3 years in 1 day" real time simulation will take you across all the project life cycle phases which in real live situation will take 3 years from planning to completion. Often, a team member does not get an opportunity to work from the stage of conceptualisation to project closure. It is an intense, but risk-free experience that will help them develop skills in the key topics as given below.

Developed with inputs from the Major Projects Association, UK the simulation brings to life many key themes of advanced project management, including:

- project success: what is it, and what causes it
- project complexity and uncertainty
- the "art" of project management



- Advanced project management
- Teamwork
- Stakeholder management
- Managing risk & uncertainty
- Implementing strategy
- Complexity & ambiguity

LEARNING OUTCOMES



- define project success
- analyse and manage risks
- manage the early stages of a project
- judge stakeholder-driven trade-offs
- develop an optimal contract strategy
- juggle & integrate multiple disciplines
- plan & control a project
- take decisions in a complex scenario

Project Leadership

There are twelve key persons who are associated with this project. The team challenge is to demonstrate project leadership to maximise the overall satisfaction of these 12 key stakeholders, timely completion of the project within cost and with good profitability.

Hill-Norton Chairman	King Board Member	Entwistle Chief Executive	Dillon Project Director	Connor Finance Director	Goldman Operation Director
Gonzalez Team Manager	Morello Main Contractor	Archibald Head of Design	Lamont Local Resident	Boyd Banker	Foster Supporters Assoc'n

Team Score Range -100 to +100 Marks
(Team score will be normalised to 200 Marks)

Fwd: One-Week In-Service Training Programme on the subject 'Delivering Good Governance in Himalayan & North-East States & UTs' by Lal Bahadur Shastri National Academy of Administration (LBSNAA) at Gangtok

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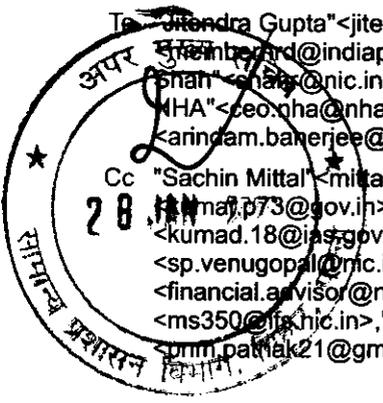
2 mails

55 (18)

Vipra Meena < vipra.meena88@gov.in >

Fri, 23 Jan 2026 3:09:28 PM +0530

To "Jitendra Gupta" <jitendra.gupta66@gov.in>, "PCCF HoFF" <pccf-hp@nic.in>, "Member (HRD)" <memberhrd@indiapost.gov.in>, "secy-par-bih" <secy-par-bih@nic.in>, "perssecy" <perssecy@nic.in>, "Rachna Shaha" <shaha@nic.in>, "syedrizzwi" <syed.rizwi@gov.in>, "ccfadmingaz" <ccfadmingaz@nic.in>, "Office of CEO NHA" <ceo.nha@nha.gov.in>, "dir_ifgtb" <dir_ifgtb@icfre.org>, "Arindam Banerjee" <arindam.banerjee@gov.in>, "directoracademy" <directoracademy@hotmail.com>



Cc "Sachin Mittal" <mittal.sachin@gov.in>, "NISHANT MANDHOTRA" <hp162@ifs.nic.in>, "Pradeep Kumar" <pradeep.kumar@ifs.nic.in>, "Anil Kumar Thakur" <anil.kumarthakur66@gov.in>, "Kumad Singh" <kumad.18@ifs.nic.in>, "ypuneet" <ypuneet@nic.in>, "SREEKALA VENUGOPAL" <sp.venugopal@nic.in>, "up430" <up430@ifs.nic.in>, "Ghayas Uddin Ahmed" <financial.advisor@nha.gov.in>, "Charanjit Taneja" <c.taneja@nic.in>, "MADHAVARAJ GR" <ms350@ifs.nic.in>, "R.V.S. Bhanu Prasad" <rvs.bhanu@gov.in>, "pnmpathak21" <pnmpathak21@gmail.com>, "UMA MAGESH" <uma.magesh@nic.in>

Respected Sir/Madam,

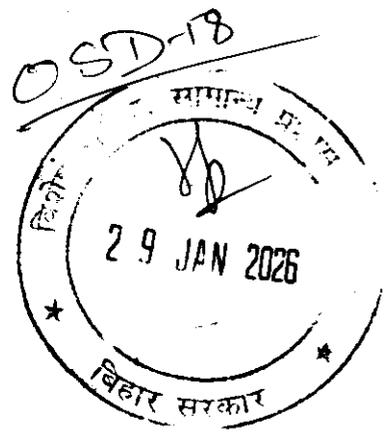
The following Officers have been nominated for One Week In-Service Training Program on the subject "Delivering Good Governance in Himalayan & North-East States & UTs" at Lal Bahadur Shastri National Academy of Administration (LBSNAA) at Gangtok from February 16, 2026 to February 20, 2026.

- 2. In this regard, kindly facilitate the release of the nominated officers to enable their participation in the programme.
- 3. For any further details, kindly contact the institute at the following:

Name: Shri Amod
Mobile: 8979353137
Email: ist-trgdiv@lbsnaa.gov.in

Regards,

Vipra Meena
Section Officer (IST/IIPA)
Training Division, DoPT
Room No. 407, Old JNU Campus
New Delhi - 110067
Tel.: 011-26706347



विभागाध्यक्ष
अपर सचिव, प्रशिक्षण
विभाग
ई-मेल संख्या- 2821
दिनांक 27.1.26

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30.1.26

Vipra Meena < vipra.meena88@gov.in >

Tue, 20 Jan 2026 11:50:33 AM +0530

To "jitendragupta66" <jitendra.gupta66@gov.in>, "pccf-hp" <pccf-hp@nic.in>, "memberhrd" <memberhrd@indiapost.gov.in>, "secy-par-bih" <secy-par-bih@nic.in>, "perssecy" <perssecy@nic.in>, "shahr" <shahr@nic.in>

<shahr@nic.in>,"syedrizzwi"<syed.rizwi@gov.in>,"ccfadmingaz"<ccfadmingaz@nic.in>,"ceonha"
<ceo.nha@nha.gov.in>,"dir_ifgtb"<dir_ifgtb@icfre.org>,"arindambanerjee"
<arindam.banerjee@gov.in>,"directoracademy"<directoracademy@hotmail.com>

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<kumar.p73@gov.in>,"anilkumarthakur66"<anil.kumarthakur66@gov.in>,"kumad18"
<kumad.18@ias.gov.in>,"ypuneet"<ypuneet@nic.in>,"spvenugopal"<sp.venugopal@nic.in>,"up430"
<up430@ifs.nic.in>,"financialadvisor"<financial.advisor@nha.gov.in>,"ctaneja"<c.taneja@nic.in>,"ms350"
<ms350@ifs.nic.in>,"rvsbhanu"<rvs.bhanu@gov.in>,"pnmopathak21"
<pnm.pathak21@gmail.com>,"pathaniakumud18"<pathaniakumud18@gmail.com>,"ist-trgdiv"<ist-
trgdiv@lbsnaa.gov.in>

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Respected Sir/Madam,

The following Officers have been nominated for One Week In-Service Training Program on the subject "**Delivering Good Governance in Himalayan & North-East States & UTs**" at Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie from **February 16, 2026 to February 20, 2026**.

2. In this regard, kindly facilitate the release of the nominated officers to enable their participation in the programme.
3. For any further details, kindly contact the institute at the following:

Name: Shri Amod
Mobile: 8979353137
Email: ist-trgdiv@lbsnaa.gov.in

Regards,

Vipra Meena
Section Officer (IST/IIPA)
Training Division, DoPT
Room No. 407, Old JNU Campus
New Delhi – 110067
Tel.: 011-26706347

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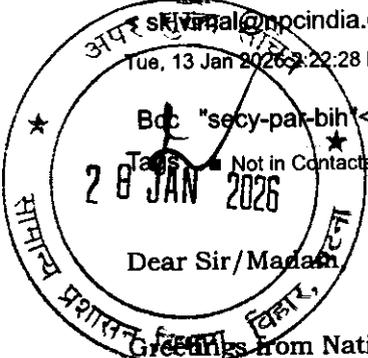
Sl. No.	Name	Email ID	Mobile	Position	Service	Ministry/Department/State/UT/CDU	Category	Officer Name	Official Email	Remarks
1	SACHIN MITTAL	mittal.sachin@gov.in	9868093037	Deputy Director General	IPoS/Indian Postal Service	Department of Posts	Cadre	Jitendra Gupta	jitendra.gupta66@gov.in	Cadre Controlling Authority/ state Government/ Ministry/ Department
2	NISHANT MANDHOTRA	hp162@ifs.nic.in	9418644195	Conservator of Forests	IFoS/Indian Forest Service	Himachal Pradesh	Cadre	Sameer Rastogi	pccf-hp@nic.in	DoPT
3	Pradeep Kumar	kumar.p73@gov.in	8826521075	Deputy Director General	IPoS/Indian Postal Service	Department of Posts	Cadre	PEA	memberhrd@indiapost.gov.in	Cadre Controlling Authority/ state Government/ Ministry/ Department
4	Anil Kumar Thakur	anil.kumarthakur66@gov.in	9835450160	Additional Secretary	IAS/Indian Administrative Service	Bihar	Cadre	General Administration Department	secy-par-bih@nic.in	DoPT
5	Kumad Singh	kumad.18@ias.gov.in	9418133730	Settlement officer	IAS/Indian Administrative Service	Himachal Pradesh	Cadre	Sudha Devi	perssecy@nic.in	DoPT
6	Puneet Yadav	ypuneet@nic.in	8240864884	Additional Secretary (Central Staffing Scheme)	IAS/Indian Administrative Service	DARPG/Administrative Reforms and Public Grievances	Deputation-Central Staffing Scheme	Ms. Rachna Shah	shahr@nic.in	DoPT
7	SREEKALA P VENUGOPAL	sp.venugopal@nic.in	9953842030	Director	CSS/Central Secretariat Service	Education	Cadre	Shri Syed Ekram Rizwi	syed.rizwi@gov.in	DoPT
8	Rajesh Kumar	up430@ifs.nic.in	9716983177	Divisional Forest Officer Agra	IFoS/Indian Forest Service	Uttar Pradesh	Cadre	Sunil chaudhary	ccfadmingaz@nic.in	DoPT
9	Ghayas Uddin Ahmed	financial.advisor@nha.gov.in	9868520236	Financial Advisor	IDAS/Indian Defence Accounts Service	Health and Family Welfare	Deputation-Central Staffing Scheme	Sunil Kumar Barnwal	ceo.nha@nha.gov.in	DoPT

10	CHARANJIT TANEJA	c.taneja@nic.in	8700121216	Deputy Secretary	CSS/Central Secretariat Service	Education	Cadre	Syed Ekram Rizvi	syed.rizwi@gov .in	DoPT
11	Madhavaraj G R	ms350@ifs.nic.in	9511685795	Deputy Conservator of Forests	IFoS/Indian Forest Service	Environment, Forest and Climate Change	Deputation- Central Staffing Scheme	T RABIKUMAR	dir_ifgtb@icfre. org	DoPT
12	R.V.S. BHANU PRASAD	rvs.bhanu@gov.i n	9868919659	Senior Principal Private Secretary	CSSS/Central Secretariat Stenographers Service	Health and Family Welfare	Cadre	Arindam Banerjee	arindam.banerj ee@gov.in	DoPT
13	Poonam Pathak	pnm.pathak21@g mail.com	8395889144	Deputy Director	State Civil Service Officers on Deputation	R.S. Tolia	ATI	B.P. Pandey	directoracadem y@hotmail.com	DoPT

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Training programme on Improving Leadership, Managerial and Administrative Skills during 9th to 13th February 2026 at Sri Vijayapuram (A & N Islands)

SJ(18)



shivraj@npcindia.gov.in >

Tue, 13 Jan 2026 2:22:28 PM +0530

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

To: Not in Contacts

Dear Sir/Madam,

Greetings from National Productivity Council (NPC)!

National Productivity Council is a premier organization under the DPIIT, Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training, and research assignments in frontier areas of management and technology-oriented disciplines.

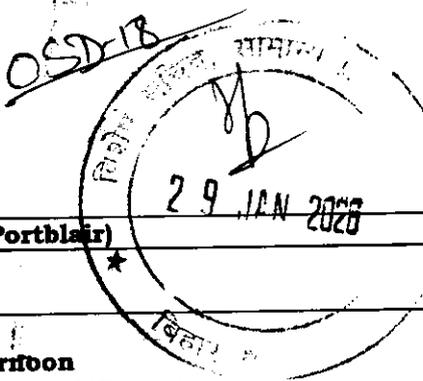
We are pleased to inform you that NPC is scheduling following Training Programme on:

1. "Improving Leadership, Managerial and Administrative Skills" during 9th-13th February 2026 in Sri Vijayapuram (A & N Islands)

Details of the programs are given below:

"Improving Leadership, Managerial and Administrative Skills"	
Programme coverage:	
<ul style="list-style-type: none"> • Effective Leadership and Managerial Skills • Motivation and Team building • Personality Development • Modern HR practices • Modern performance management system • Time and Stress Management • Knowledge Management • Total Quality Management • Customer Relationship Management • Conflict Resolution • Crisis Management • Change Management • Participative Management 	
Venue: Sri Vijaya Puram (Previously Portblair)	
Date: 9th - 13th February, 2026	
Arrival day : : 9th February, 2026 Afternoon (Check in time from afternoon onwards at Hotel/Resort)	
Departure day : 13th February, 2026 Forenoon (Check out time from forenoon onwards at Hotel/Resort)	
Last Date for Nomination: 27th January 2026	

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामाजिक कल्याण विभाग
ई-मेल नं. 158/599-28.7.7
दिनांक 28.1.26



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TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments

07/18

Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions. The details of the training programme and their coverage enclosed.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 70,000 plus GST @ 18% amounting to Rs. 82,600/- (Rupees Eighty Two Thousand Six Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 55,000/- plus GST @ 18% amounting to Rs. 64,900/- (Rupees Sixty Four Thousand Nine Hundred Only) per participant. The residential participation fee includes the cost of accommodation, food, stationery, course material, and faculty charges.

FACULTY AND METHODOLOGY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Shri J.K. Singh, Regional Director Patna.

PAYMENT DETAILS

❖ Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

❖ PAN No: AAATN0402F

❖ GSTIN: 10AAATN0402F2ZK

❖ ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch

❖ A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265

❖ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

> GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.

> Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.

> Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 70,000 plus GST @ 18% amounting to Rs. 82,600/- (Rupees Eighty Two Thousand Six Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 55,000/- plus GST @ 18% amounting to Rs. 64,900/- (Rupees Sixty Four Thousand Nine Hundred Only) per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Mr. Shailesh Kumar Vimal, Dy. Director at Mob.: 07888724793, and email- sk.vimal@npcindia.gov.in

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

J K Singh

Regional Director,

National Productivity Council

3rd floor, Sudama Bhawan, Boring Road

Crossing, Patna- 800 001

Phone : 0612-2558311,

Mobile: +91-6202565271

Email : jk.singh@npcindia.gov.in ,

patna@npcindia.gov.in
• Website: www.npcindia.gov.in

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1 Attachment(s)

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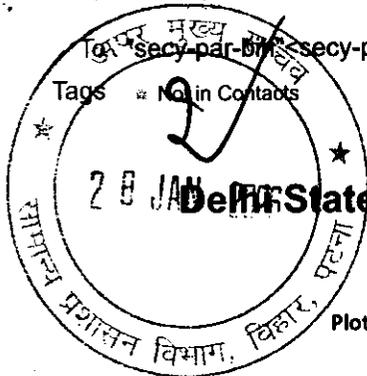
E-MAIL

Sopa9m:Executive Development Program - Call for Nominations

S.S. (18)

< directorgeneral@dsistd.org >

Wed, 14 Jan 2026 6:57:52 PM +0530



secy-par-bih@nic.in

Tags: No in Contacts

Delhi State Institute Of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

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

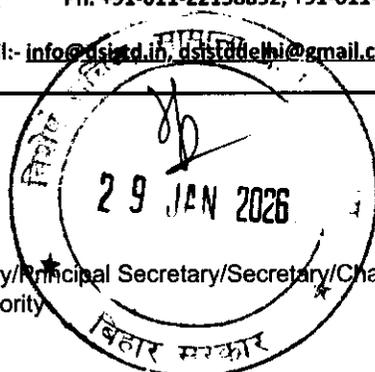
Ref No 26-49-669,

Dated

To,

The Hon'ble Secretary/Chief Secretary/Principal Secretary/Secretary/Chairman/Managing Director/Director/Vice Chancellor/Registrar/Competent Authority

New Delhi



SUBJECT: Executive Development Programme - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute of Secretariat Training & Development (DSISTD), an ISO 9001:2015 capacity building training institute, is pleased to invite nominations from your esteemed Department/Organization for participation in its **Executive Development Programmes (EDPs)** scheduled during **February?April 2026** at various locations across India.

DSISTD conducts capacity-building programmes for officers of Central and State Government Departments, Autonomous Bodies, PSUs, and other public sector organizations with the objective of enhancing administrative efficiency, leadership capabilities, and professional competencies.

The upcoming programmes focus on contemporary and priority areas of governance such as:

- Leadership & Managerial Skills
- Public Procurement, GeM, PFMS & GST
- e-Governance and Digital Transformation
- Stress Management, Emotional Intelligence & Work-Life Balance
- Project, Financial & Contract Management
- ESG, CSR and Sustainable Development
- Change Management, Negotiation & Conflict Resolution
- Accounting Standards and Accrual Accounting in Government

विहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....2972
दिनांक.....28.1.26

511/शा 0-18
30.1.26

The programmes are being organized as **Residential Executive Development Programmes** at locations including **Jim Corbett, Srinagar, Shimla, Dalhousie, Manali, Cochin (Kochi) and Darjeeling**. A detailed schedule

S.O-18
श्री विशाम



containing programme titles, dates, venues, and fee structure is enclosed for your kind reference.

Key highlights:

- Residential programmes in 4-Star hotels
- Certificate of Participation upon successful completion
- GST exempted as per Ministry of Finance Notification No. 12/2017 ? Central Tax (Rate)
- Admission on a first-come, first-served basis

We request you to kindly circulate this information among eligible officers and forward nominations at the earliest to enable timely confirmation and logistical arrangements.

For any clarification or assistance, please feel free to contact us.

We look forward to your positive response and participation.

Yours faithfully,

For

Delhi State Institute of Secretariat Training & Development (DSISTD)

Addl. Director (Training)

Email: info@dsistd.in | dsistddelhi@gmail.com

Website: www.dsistd.in

Phone: +91-011-22158852 / 22158851

Regards,

Akash Choudhary

Manager (TRG)

Mob: +91-9811094923

1 Attachment(s)

Executive Development Progra...

580.7 KB

NPC Residential Training Program on "Conflict Resolution & Strategic Financial Management" (March 23-27, 2026, Gangtok, Sikkim) - Request for Nominations

S.O (18)

E-MAIL

103

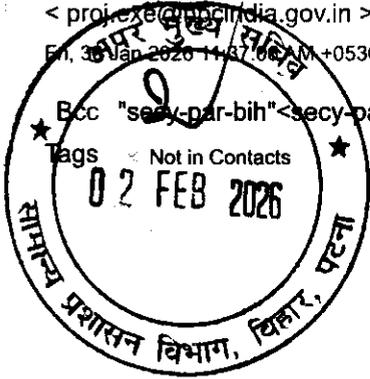
<proj_exe@npcindia.gov.in>

Fri, 30 Jan 2026 11:07:06 AM +0530

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

Tags < Not in Contacts

02 FEB 2026



T2526ESG10
29th Jan. 2026

Sub: NPC Residential Training Program on "Conflict Resolution & Strategic Financial Management" (March 23-27, 2026, Gangtok, Sikkim) - Request for Nominations

Sir/Madam,

National Productivity Council (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Programme on "Conflict Resolution & Strategic Financial Management" during March 23-27, 2026, Gangtok, Sikkim.

Conflict Resolution is conceptualized as the methods and processes involved in facilitating peaceful ending of conflict and retribution. Strategic Financial Management enables optimum allocation and utilization of organization's financial resources so as to achieve its objectives and maximize its value. These are vital activities in any organization therefore, NPC training programme has been designed to provide the importance of learning techniques and strategies that can effectively be utilized for managing conflict at the workplace and to help participants to understand various aspects of financial management to further develop the skills and strategic aspects of finance & conflict resolution for enabling them to contribute effectively within the organization thereby contributing to transparency as well as accountability.

The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for executives/officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) MNCs etc., for improving their Administrative and Financial Capabilities.

The participation fee is Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participants. GST @18% per participant is applicable on Participation fees.

We are sure that your organization would find the Training Programme immensely useful. We request you to take advantage of this opportunity and nominate officials to participate in the Residential Training Programme.

Please confirm the participations latest by March 09th, 2026. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

OSD-18

(Rajesh Sund/राजेश सण्ड)
Director (Economic Services)/निदेशक (इकनोमिक सर्विसेज)
औद्योगिक कार्यक्रम संचालक/Program Coordinator
राष्ट्रीय उत्पादकता परिषद/ National Productivity Council
नई दिल्ली - 110003/ New Delhi - 110003
दूरभाष नं०- 88609898/6994648724 Phone -011-24607303
8799784715 /9868844272
Email: rajesh.sund@npcindia.gov.in

बिहार सरकार
अपर मुख्य सचिव, विभाग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....3419
दिनांक.....30.1.26

श्री विद्याल
विभागा
3-2-2026

610/2710-18 S.O-18
3-2-26

ABOUT TRAINING PROGRAM

94
102

1. LEARNING OBJECTIVES

- Understand the fundamental concepts of conflicts.
- Defined confrontation and their role in managing conflict at the workplace
- Acquire specific tactical approaches to conflict situations
- To understand the pitfalls of Strategic Financial Planning;
 - To enable the participants to use qualitative and quantitative tools and measures to distinguish the key risks
 - To enable the participants, learn & develop unique strategies, implement correctly and set financial targets.

2. BROAD PROGRAMME COVERAGE

- Demonstrated skills in resolving conflict and confrontation
- Managing conflict and strategies that can be effectively utilized for resolving the conflict situation;
- Insight into Financial Planning, Risk Management and Investments;
- Concepts, Objective and Approaches of Strategic Financial Management;
- Financial Decision Making & Valuation Techniques
- Integration of Strategy, Finance and Operations

3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

4. PARTICIPANTS' PROFILE

Officers and Officials from Central & State Governments/ Departments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), Associations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code: T2526ESG10	
Programme Fees	For Residential Participants—Rs. 70,000/- For Non-Residential Participants—Rs. 55,000/-. GST @18% per participant is applicable on Participation fees.
Program Schedule	March 23-28, 2026 (Gangtok, Sikkim) Programme starts on 23-03-2026 at 1430 hrs. Programme closes on 26-03-2026 at 1800 hrs. Check in for Residential Participants: 23-03-2026 (AN) Check out for Residential Participants: 27-03-2026 (FN)
Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	
Program Venue Details etc will be intimated a week before the start of the program only.	
NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations.	
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,500 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant.	

7. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
<ul style="list-style-type: none">• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.• Programme Fees per Participant plus GST to be paid in advance.• NPC'S PAN No: AAATN0402F,• NPC'S GSTIN: 07AAATN0402F1Z8	

8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

- Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):
- Also provide GST No. of Organization/Institution along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%
- Nominations may be sent to the following address:

Shri Rajesh Sund
Director (ES), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715
Email: rajesh.sund@npcindia.gov.in

➤ **Last date for Receiving of Nominations: 09-03-2026**

9. GENERAL INSTRUCTIONS

- ⊕ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability.
- ⊕ Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ⊕ The accommodation will be booked on first-come-first-served basis.
- ⊕ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ⊕ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program.
- ⊕ The fee once deposited is non-refundable, however, substitutions are allowed.
- ⊕ NPC shall not bear any charges towards participants' to & fro travel from their residence /place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ⊕ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ⊕ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ⊕ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ⊕ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ⊕ Any other terms and conditions apply as may be notified by NPC at any point of time.

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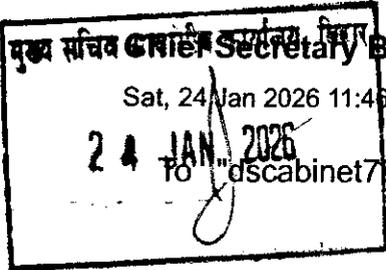
E-Mail

Fwd: Invitation to Participate | RESSummit 2047 – Capacities and Public Policy (CAPP-RES 2026 Edition)

2 emails

ACS, Environment / ACS, UAD

Secy., DMD

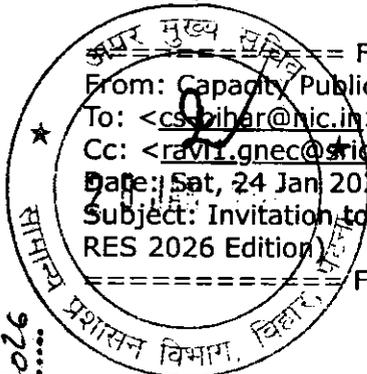


मुख्य सचिव ~~राज्य~~ Secretary Bihar <cs-bihar@nic.in>

Sat, 24 Jan 2026 11:46:35 AM +0530

To "dscabinet78" <dscabinet78@gmail.com>

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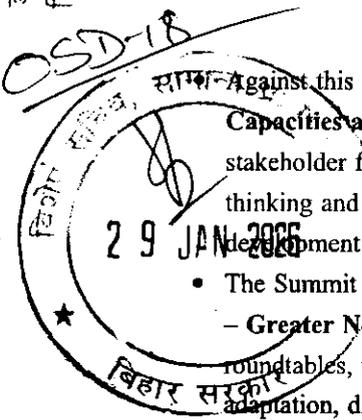
===== Forwarded message =====
From: Capacity Public Policy <capacity.publicpolicy@iitr.ac.in>
To: <cs-bihar@nic.in>
Cc: <ravi.l.gnec@srlic.iitr.ac.in>
Date: Sat, 24 Jan 2026 10:54:23 +0530
Subject: Invitation to Participate | RESSummit 2047 – Capacities and Public Policy (CAPP-RES 2026 Edition)

मुख्य सचिव कार्यालय
आयसी सं. 525
दिनांक 27.01.2026

Respected Sir/Madam,

The increasing convergence of climate-induced extremes, disaster and industrial risks, environmental degradation, and resource pressures necessitates a forward-looking, integrated approach to resilience and sustainable development. These evolving challenges underline the importance of strengthening the linkage between scientific knowledge, policy frameworks, and on-ground implementation.

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30.1.26



Against this backdrop, the Resilience and Sustainability Summit: Vision 2047 (RESSummit 2047) – Capacities and Public Policy (CAPP-RES 2026 Edition) is being convened as a high-level, multi-stakeholder forum to advance strategic dialogue and action. The Summit aims to foster systems-based thinking and enhance institutional and human capacities for risk-informed, resilient, and sustainable development aligned with India's Vision 2047.

- The Summit is being hosted by ICARS, IIT Roorkee, during 16–18 March 2026 at the IIT Roorkee – Greater Noida Campus (NCR). The programme includes high-level plenary sessions, policy roundtables, thematic technical sessions, and structured dialogues addressing key areas such as climate adaptation, disaster risk reduction, health resilience, chemical and industrial safety, sustainability governance, and resource efficiency.
- We look forward to your nominations of suitable officials/faculty/scientists and policy professionals to participate in this unique forum focused on Capacities and Public-Policy. Nominated officials may register through the RESSummit 2047 website: <https://www.iitr.ac.in/capacity-publicpolicy2026>. Those interested to present a paper may submit abstract (however, paper presentation is not mandatory). We would appreciate a line of your confirmation to Dr. Ravi Katiyar, Scientist at ICARS, IIT Roorkee, (ravi.l.gnec@srlic.iitr.ac.in; Mobile: +91 9958085528), in order to facilitate necessary arrangements. Further details can be seen on the website of the RESSummit 2047.

SD-18
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Capacities and Public Policy (CAPP-RES 2026 Edition) RESSummit 2047

“जलवायु एवं आपदा संकट से संरक्षण: तत्परता एवं संवहनीयता की ओर” - शिखर सम्मेलन 02

अनुकूलन, आपदा जोखिम-तन्त्रकता व वहनीयता हेतु समेकित केन्द्र

INTEGRATED CENTRE FOR ADAPTATION, DISASTER RISK-RESILIENCE AND SUSTAINABILITY (DST-ICARS)

भारतीय प्रौद्योगिकी संस्थान रूड़की - वृहत नोएडा परिसर

Indian Institute of Technology Roorkee - Gr. Noida Campus

Reference: IITR/ICARS/2026/RESSummit2047

Date: 24-01-2026

To,

The Chief Secretary
(All States/UTs-As per list)

Subject: Invitation to Participate | RESSummit 2047 – Capacities and Public Policy (CAPP-RES 2026 Edition)

Dear Sir/Madam,

The increasing convergence of climate-induced extremes, disaster and industrial risks, environmental degradation, and resource pressures necessitates a forward-looking, integrated approach to resilience and sustainable development. These evolving challenges underline the importance of strengthening the linkage between scientific knowledge, policy frameworks, and on-ground implementation.

2. Against this backdrop, the **Resilience and Sustainability Summit: Vision 2047 (RESSummit 2047) – Capacities and Public Policy (CAPP-RES 2026 Edition)** is being convened as a high-level, multi-stakeholder forum to advance strategic dialogue and action. The Summit aims to foster systems-based thinking and enhance institutional and human capacities for risk-informed, resilient, and sustainable development aligned with India's Vision 2047.

3. The Summit is being hosted by ICARS, IIT Roorkee, during **16–18 March 2026** at the **IIT Roorkee – Greater Noida Campus (NCR)**. The programme includes high-level plenary sessions, policy roundtables, thematic technical sessions, and structured dialogues addressing key areas such as climate adaptation, disaster risk reduction, health resilience, chemical and industrial safety, sustainability governance, and resource efficiency.

4. We look forward to your nominations of suitable officials/faculty/scientists and policy professionals to participate in this unique forum focused on Capacities and Public-Policy. Nominated officials may register through the RESSummit 2047 website: <https://www.iitr.ac.in/capacity-publicpolicy2026>. Those interested to present a paper may submit abstract (however, paper presentation is not mandatory). We would appreciate a line of your confirmation to **Dr. Ravi Katiyar**, Scientist at ICARS, IIT Roorkee, (ravil.gnec@sric.iitr.ac.in; Mobile: +91 9958085528), in order to facilitate necessary arrangements. Further details can be seen on the website of the RESSummit 2047.

Thanking you, with warm regards,

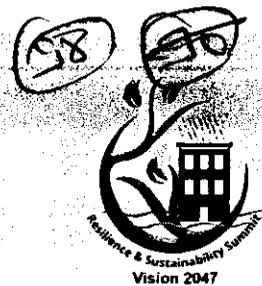
Yours Sincerely,

Prof. Anil K. Gupta

Secretary, RESSummit 2047

Professor (WRDM)

PI, ICARS, IIT Roorkee-Greater Noida Campus (NCR)



Accommodation Guide

GNEC IITR has a lavish guest house. Other than this, there are plenty of options around the campus for accommodation within the range of 1.5 - 10 KM.

GNEC IITR guest house link: <https://share.google/vAeJUFJR7DB2oK9dT>

Grow Inn

A-24A, Knowledge Park III,
Greater Noida, Uttar
Pradesh 201310
<https://share.google/wO9xVhoqwjLIIEQzW>

Le Seasons Park

R-2, P3 Rd, Block B, Builders
Area, Greater Noida, Uttar
Pradesh 201315
<https://share.google/5bbiQ22ScjzLUqNxl>

The Park Residency

BB-42, Ansal Golf
Link-1, behind SNG
Plaza, Greater
Noida, Uttar
Pradesh 201315



Radisson Blue Hotel

Site-Iv, Tower C-8,
2nd Cross Ave Rd,
Block C, Kasna,
Surajpur Site 4,
Greater Noida,
Uttar Pradesh
201306
<https://share.google/VH9acl37nDW5fKKz>

Sandane Homes The Luxury Boutique

BB-28, Block B,
Ansal Golf Link
-1, Greater
Noida, Uttar
Pradesh 201315
<https://share.google/iZG7qzFRR25hmnijk>

Ginger Greater Noida, Pari Chowk

Main Road, near State
Bank Of India, Knowledge
Park I, Greater Noida,
Uttar Pradesh 201310
<https://share.google/nQmM5vxajtAWyzxZB>

Jaypee Greens- Atlantic

G-Block, Surajpur - Kasna
Rd, Block B, Jaypee
Greens, Greater Noida,
Uttar Pradesh 201315
<https://share.google/6SEToqRZVv0wohq51>

Expolnn Suites & Convention

25-29,
Knowledge Park
II, Greater Noida,
Noida, Uttar
Pradesh 201310
<https://share.google/vHQ8u4IKSjTu4KOAS>



About ICARS

ICARS is a first and unique establishment of Govt. of India (a Joint Centre under DST) at IIT Roorkee's Gr. Noida Campus (NCR) - first ever institution on Adaptation to Climate change in India and this part of the world, and unique as it works on integration of Adaptation with Disaster Resilience and Sustainability.

ICARS's mandate is focused around policy linked research, action research, reserach to support capacity building, and research integration into policy and operational processes. ICARS is developing a network called "ADRES (Adaptation, Disaster-Resilience, Environment and Sustainability Network)" towards a National Adaptation - DRR Academy.

ICARS is also the anchoring institution for Ministry of Enviornment-Forests and Climate change for facilitating National Adaptation Plan and is the India Focal Point for Hindu-Kush-Himalaya DRR Knowledge Hub with ICIMOD. ICARS is recognized recently as professional member of Santiago Network (of UN-DRR) on Loss & Damage, through the Avoidable Deaths Network. ICARS has recently conceived a global initiaitve "Accelerating Transformation (AccTra)" in cooperation with Australian National University.

How to reach ICARS IITR?

By Cab



Indira Gandhi
International airport

48 KM - 50.6 KM

Options: Uber, Ola, Rapido

Prepaid taxi

Approx Time: 1 hr 45 minutes

By Metro+Road

Take the Magenta line, from IGI Terminal 1 Platform 1, to
Botanical Garden

Then either book a cab /auto from Botanical Garden
Metro St to GNEC IITR or,

Take a bus from Botanical to Knowledge Park, then take
an E-riksha/ Auto to GNEC IITR.

Approx time: 2 hr 30 min



Hazrat Nizamuddin,
East, New Delhi, Delhi
110013

33.1 KM

Direct Cab Options-

Uber, Ola, Rapido

Prepaid taxi

Approximate Time: 47 min - 1 hr

6 min walk to Sarai Kale Khan - Nizamuddin Metro
Station, Take the Pink line from Platform 1, Maujpur-
Badarpur, Get off at the next stop, Mayur Vihar-1 for

Blue line (Noida Electronic City), Platform 1

Get off at Noida Sector 52

Walk for 9 min to change for the Aqua line (Depot
Station), Noida Sector 51, Platform 2

Get off at Knowledge Park 2

Take an E-rikshaw/ Auto to reach

GNEC IITR



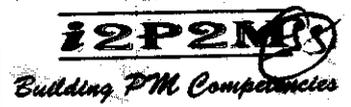
Vision 2047

Towards a Resilient, Sustainable, and Inclusive India @ 2047

24

1000

Project Risk Management (Managing Uncertainties)



Project Risk Management
Leading to the Introductory Certificate in Project Risk Management

Timings (For all Locations): 9.00 am to 3.30 pm

Bengaluru

17 April 2026

Mumbai

22 May 2026

Delhi

19 June 2026

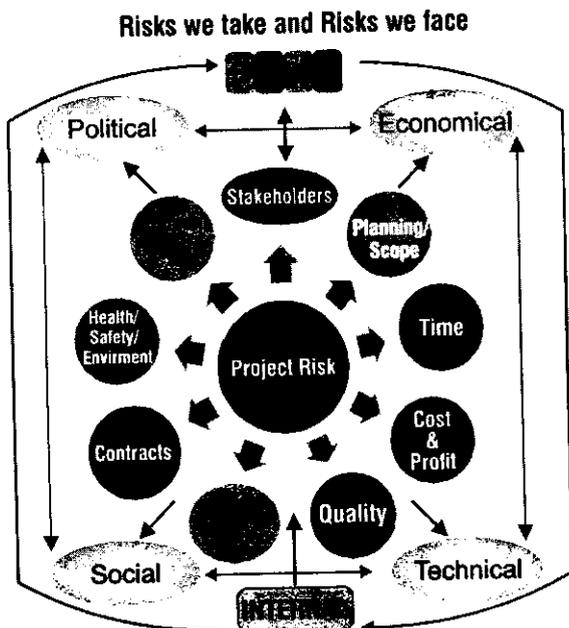


Adesh Jain

Adesh Jain is the Chairman, International Institute of Projects and Program Management (i2P2M), a not for profit company and Founder of World Project Management Forum (WPMF). He holds a Bachelor of Electrical Engineering from the Indian Institute of Science, Bangalore in 1965 and Master of Engineering from Canada in 1967. He worked in Canada till 1973 and decided to return to India. In 1978, he was heading one of the 7 divisions of BHEL. In 1992, he formed the Centre for Excellence in Project Management (CEPM) with an aim of creating a project oriented India.

He was invited twice to give presentations at the NASA PM Challenge Conferences in 2010 and 2012 on 'Breaking boundaries- the key to innovation' and 'Awakening of project consciousness through stakeholders buy-in' respectively. Recognizing his global contribution in project management, he was conferred the Life Time Achievement Award in 2014. His book "Assorted Thoughts on Project Management" was released by Shri Nitin Gadkari, Minister of Road Transport & Highways in 2014. He is often referred to as Bhisma Pitamah of Project Management. **In short, he is a visionary leader shaping the PM profession globally.**

Projects are taken up to build the future and have many uncertainties. Risk is, therefore, at the center stage of managing projects. Risk management is 70% of project management. Diverse interests of stakeholders contribute significantly to project risks. Along with Risk management concepts some success stories in managing risks will also be covered. As shown in Figure-1, Risk Is Everywhere (RIE). Risk is uncertainty that matters.



©Adesh Jain 2018

Figure-1

7 Risks Management Processes



The one day workshop will cover all the Seven Risk Management Processes in a structured way. Risk Management is an ongoing process from concept to commissioning.

Risks are those uncertainties that matter

risks we take and risks we face
Being proactive in risk is least risky

Create new possible futures by viewing risks - both threats and opportunities

Managing uncertainties requires Risk Mindset



Project Risk Management (Managing Uncertainties)

SYLLABUS

- **Unit 1: Conceptual Framework**
 - What is Risk Management
 - Risks – Sources of its Origin
 - Seven Phases of Risk Management
 - Information and Decision Making



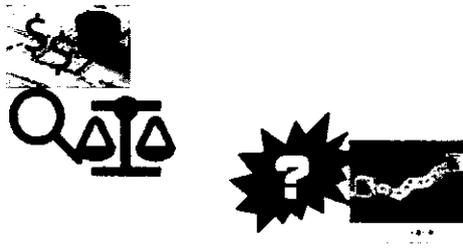
- **Unit 2: Brief on Risk Management Vocabulary and Models**
 - Risk Management Related Basic Terms
 - Risk Management Models
 - Enterprise Risk Management (ERM)
 - Risk Management Standards – ISO 31000



- **Unit 3: Risk Plan & Risk Identification**
 - Risk Management Plan
 - Risk Identification
 - Risk Categorisation



- **Unit 4: Risk Quantification**
 - Risk Analysis Guidelines
 - Risk Qualitative Analysis
 - Risk Quantitative Analysis
 - Tools and Techniques for Risk Analysis
 - Decision Tree and Sensitivity Analysis
 - Monte Carlo Simulation
 - PERT and Standard Deviation



- **Unit 5: Risk Response Development**
 - Risk Evaluation and Terminology
 - Risk Response Strategies
 - Risk Response and Mapping
 - RCSA
 - Risk Reserves



- **Unit 6: Risk Response Execution and Control**
 - Evaluating the Risk Management Plan
 - Linkage between Performance, Execution, Control and Change
 - Execute Risk Strategy
 - Risk Response Control Terms
 - Communication during Risk Control



- **Unit 7: Lessons Learnt from Risk Management**
 - Documentation Guidelines
 - Benefits of Lessons Learnt
 - Effective Project Closeout
 - Make Future better



**Project Risk Management
(Managing Uncertainties)**

Sample Certificate



i2P2M

International Institute of
Projects & Program Management
(a not for profit company)

setting a new benchmark in executive education globally &
pioneering project management certification worldwide

CERTIFICATE

This is to certify that

XXXXXXXXXXXXXXXXXX

Has been formally evaluated and having attained the required level of project risk management knowledge and it's application in developing competencies to manage project risks is hereby granted the global credential

**INTRODUCTORY CERTIFICATE IN PROJECT RISK MANAGEMENT
(Intro CrtPRM)**

by

**INTERNATIONAL INSTITUTE OF PROJECTS &
PROGRAM MANAGEMENT**

(Incorporated under Section 8 of the Co's act 2013 - a not for profit company)

Certificate Number : XXXXXXXXXX

Issued on November XXXXXX

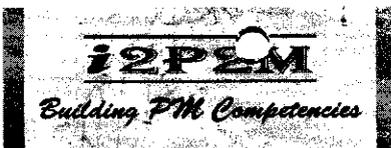
Adesh Jain
Chairman



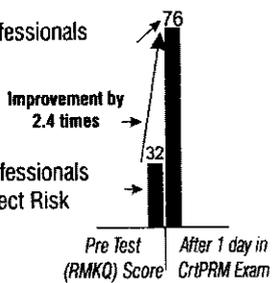
Website: www.i2p2m.com

i2P2M's professional liability arising out of this certification,
if any, is limited to the extent of value of certification fee charged from the certified person

Project Risk Management (Managing Uncertainties)



Average Score of 2500+ Professionals in Intro CrtPRM Exam in %



Average Score of 2500+ Professionals in Pre Test at the start of Project Risk Management 1 day program.

As per the previous project risk management programs, on average there was an improvement in the knowledge level of a participant by a factor of 2.4 times. We conduct an initial assessment before the program begins related to risk management. The average score of this initial assessment is then compared with the average score of the participants after going through the Introductory Certificate in Project Risk Management examination. Improvement by a factor of 2.4 is a massive gain just after going through a day long risk management program which covers 7 risk management processes.

Introductory Certificate in Project Risk Management (Intro CrtPRM) Examination

Bengaluru - 17 April 2026 Mumbai - 22 May 2026 Delhi - 19 June 2026
from 2.30 to 3.30 pm

Since the launch of Certificate in Risk Management credential in 2011, as on date there are over 2500+ professionals across 11 countries from 185+ companies across all sectors with CrtPRM certification. India is one of the few countries where we have a specialised certificate in project risk management. EDPM i2P2M has introduced a project risk management credential Introductory Certificate in Project Risk Management (Intro CrtPRM). The exam will cover all the seven risk management processes given on previous page.

Level 4
(1/4 day)

Wisdom Sharing by global thought leaders & Collective Action Plan

Timings (For all Locations): 3.30 am to 5.30 pm

Bengaluru

17 April 2026

Mumbai

22 May 2026

Delhi

19 June 2026

Wisdom Sharing (3.30 am to 4.30 pm)

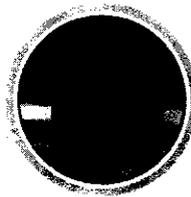
Belgium India



Antonio Nieto-Rodriguez (Belgium) is the Author of the Harvard Business Review Project Management Handbook, the HBR article The Project Economy Has Arrived, and four other books, Antonio is the creator of concepts such as the Project Economy and the Project Manifesto. His research and global impact in modern management have been recognized by Thinkers50. Fellow and Former Chairman of the Project Management Institute, and is the co-founder of the Strategy Implementation Institute.

Topic: The Project Economy Has Arrived, and Why Project Management Had to Be Reinvented (Video based)

Today, about 70% of projects fail to deliver their objectives. Considering that every year approximately 48 trillion US dollars are invested in projects, we fail to deliver trillions of benefits, value, and impact in organizations and society at large. If we increase our success ratio from 30% to 60%? Just imaging the amount of value that we would be adding to the world, approximately the GDP of China in extra benefit. To achieve this incredible goal, project management and projects managers will need to reinvent themselves.



Adesh Jain (India)
Chairman i2P2M & Founder of WPMF

The word 'Project Mindset' was coined and introduced by Adesh Jain in August 1999 in Stockholm, Sweden while giving a one day seminar on "Project Mindset – the Key to Competitiveness". In last 20 years, lot of development has taken place in refining the conceptual framework of 'Project Mindset'. A thought provoking presentation will be given to the participants with the latest conceptual framework of the role played by a Project Mindset in managing projects. The first 3 Wisdom Sharing sessions from outside India shall be through video recording moderated by Adesh Jain.

Topic : Project Mindset - The DNA of the World of Change

Collective Action Plan (4.30 to 5.30 pm)

Learnings gained through EDPMs 4 levels prepares participants to apply the knowledge/experience gained at their workplace. In the Collective Action Plan, based on participant's participation, the facilitator will create a set of 4 to 5 recommendations to be implemented in their company. The most unique USP of EDPM program 's 4 levels are to transform competency development to measurable outcome.

E-5196498
E-MAIL
(51)

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

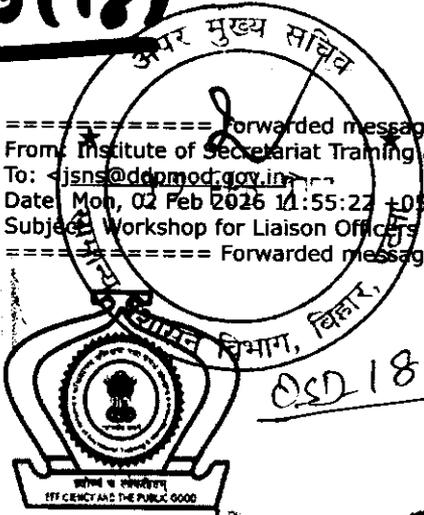
Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 02 Feb 2026 3:04:15 PM +0530

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

52(18)

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 02 Feb 2026 11:55:22 +0530
Subject: Workshop for Liaison Officers (SC/ST) by ISTM
===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 24 Feb 2026 to 25 Feb 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 कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....2556
दिनांक.....2.2.26

S.O-18
श्री विशाल
विनीत
5.2.2026

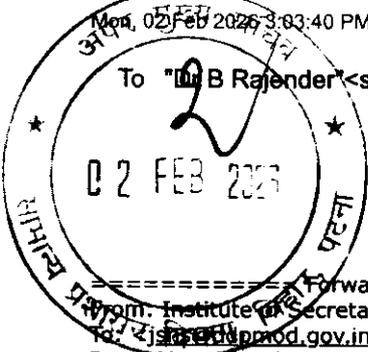
633/शा-18
5.2.26

Fwd: Workshop on e-Procurement & GeM by ISTM

E-5146295
E-MAIL
50

53(18)

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



Mon, 02 Feb 2026 3:03:40 PM +0530

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

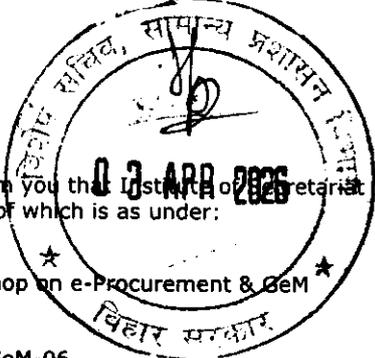
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From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: istm@nic.in
Date: Mon, 02 Feb 2026 11:58:37 +0530
Subject: Workshop on e-Procurement & GeM by ISTM
===== Forwarded message =====



OSD-18

Sir/Madam,

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



Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-06

Date : 23 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-3556
दिनांक-2.4.26

50-18
[Handwritten Signature]
श्री विद्याल
विभाग
5.2.2026

629/शा.18
5.2.26

Fwd: Administrative Vigilance Role of IO/PO by ISTM

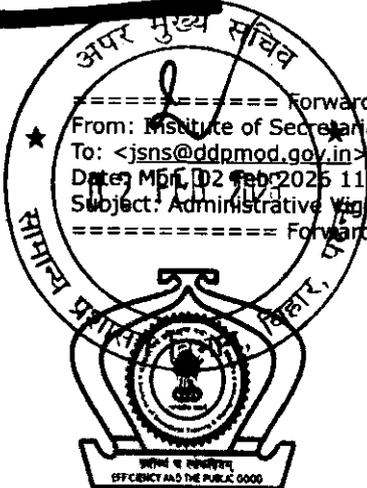
E-5146349
E-MAIL (89)

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

Mon, 02 Feb 2026 3:03:55 PM +0530

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

S.S(18)



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 02 Feb 2026 11:57:18 +0530
Subject: Administrative Vigilance Role of IO/PO by ISTM
==== Forwarded message =====

0.5D 18

Sir/Madam,

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



Course Name : Administrative Vigilance Role of IO/PO

Course Code : AV1-26

Date : 09 Mar 2026 to 13 Mar 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार
अपर मुख्य सचिव के.भाग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 3555
दिनांक- 2.2.26

S.O-18
A. S. M. V.
आ. वि. शा. 18
19.02.2026
S. 2. 2026

627/211-18
5-2-26

Fwd: Effective Cabinet Notes by ISTM

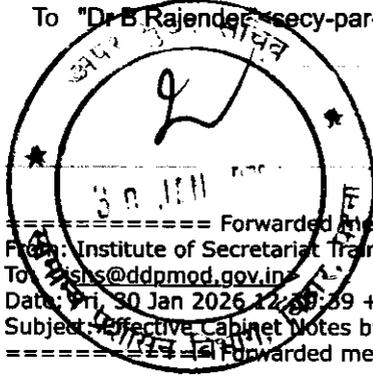
88

53-187

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

Fri, 30 Jan 2026 1:26:29 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: dshs@ddpmod.gov.in
Date: Fri, 30 Jan 2026 12:59:39 +0530
Subject: Effective Cabinet Notes 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 : Effective Cabinet Notes

Course Code : ECN-04

Date : 09 Mar 2026

Mode : Online

बिहार सरकार
अपर प्रशासनिक कौशल
सामान्य प्रशासन विभाग
ई-मेल संख्या 3269
दिनांक 30.1.26

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

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

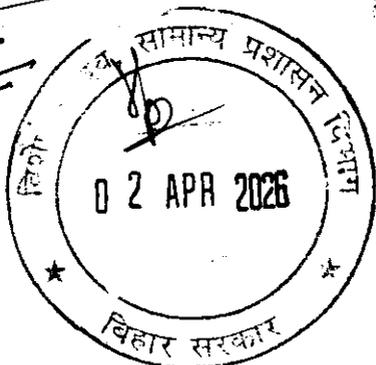
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

581 / 510-18
3-2-26

S.O-18
[Signature]

OSD-18
श्री विशाल
विनीत
3-2-26



E-5140223

(87)

Revised Course Circular for three Days "Refresher Course for Under Secretary Level Officers with Four years' service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

E-Mail

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

Wed, 28 Jan 2026 6:12:00 PM +0530

To "jsns"<jsns@ddpmod.gov.in>

ACS, GIAD



मुख्य सचिव कोषांग, बिहार
28 JAN 2026



फा.सं / FILE NO: Y-12017/02/2025-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

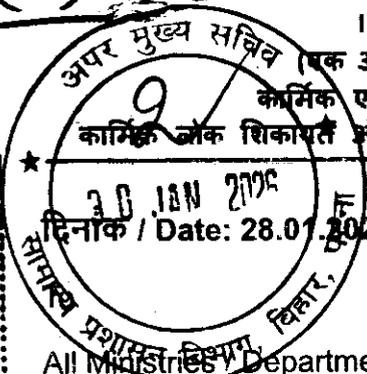
(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कर्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

55(18)

मुख्य सचिव कार्यालय
हमी सं. 604
दिनांक 30.01.2026



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

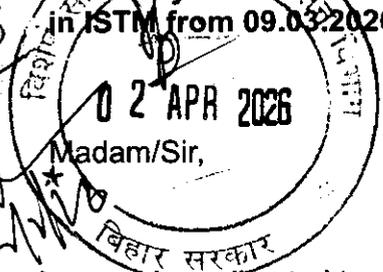
All Public Sector Undertakings / All Autonomous Bodies

OSD-18

Subject: Revised Course Circular for three Days "Refresher Course for Under Secretary Level Officers with Four years' service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

S0-18

श्री विशाल
विनीत
3-2-2026



Madam/Sir,

605/211-18
3.9.26

I am directed to say that a three days "Refresher Course for Under Secretary Level Officers with four years' service (RCUS-02)" will be conducted in ISTM from 09.03.2026 to 11.03.2026. Details of the objectives of programme, its content, eligibility

86 conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **27th February, 2026**.

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

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Coordinator

Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)

Tele No. : 011-26737611

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



ANNEXURE

REFRESHER COURSE INFORMATION SHEET

85

1. **COURSE TITLE:** Refresher Course for Under Secretary Level Officers with Four years' Service
2. **COURSE CODE:** RCUS-02
3. **DURATION:** Three days (09.03.2026 to 11.03.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:** At the end of the training course, the participants will be able to:
 - Ø Describe EFC/SFC
 - Ø Prepare a Cabinet Note.
 - Ø Draft a Public Policy.
 - Ø Examine a Policy documents.

6. METHODOLOGY: Group discussions, group activities, case studies, and other methods of training sessions. Sharing best practices across different organizations.

7. PARTICIPANTS (Eligibility Conditions)

The course is meant for Officers of the level of Under Secretary of CSS.

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 **27th February, 2026**.

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

11. **Hostel Accommodation:**

TS/A

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Telephone No.011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Fwd: MS-Power Point by ISTM

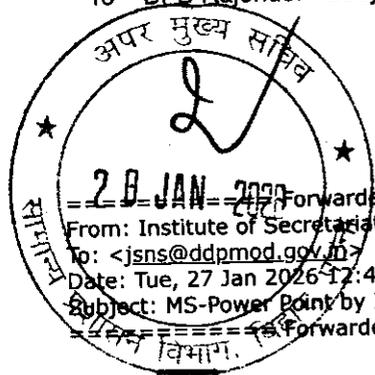
5548)

E-MAIL

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

Tue, 27 Jan 2026 3:33:51 PM +0530

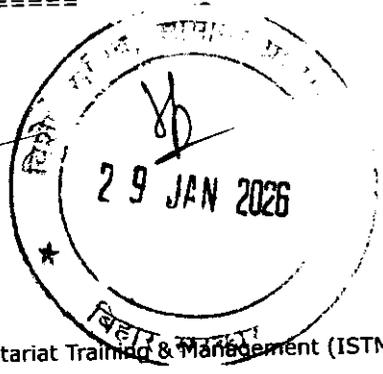
To "Dr B Rajender"<secy-par-bih@nic.in>



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Tue, 27 Jan 2026 12:46:42 +0530
Subject: MS-Power Point by ISTM
==== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : MS-Power Point

Course Code : MS-PP-18

Date : 23 Feb 2026 to 24 Feb 2026

Mode : Offline

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

Regards

Sarika Soin

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विभागाध्यक्ष
अपर मुख्य सचिव कोषांग
सचिवालय, बिहार सरकार
दस्तावेज संख्या- 3020
दिनांक- 28.1.26

S.O-18
[Handwritten Signature]
श्री विशाल

513/शां०-18
30.1.26

Workshop on Pay Fixation by ISTM

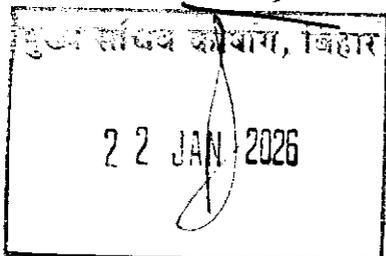
E-Mail

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

Thu, 22 Jan 2026 9:19:17 AM +0530

To "jsns"<jsns@ddpmod.gov.in>

ACS, GAD



Sir/Madam,

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

Course Name : Workshop on Pay Fixation

Course Code : WPI-38

02 Mar 2026 to 03 Mar 2026

Mode : Offline

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

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

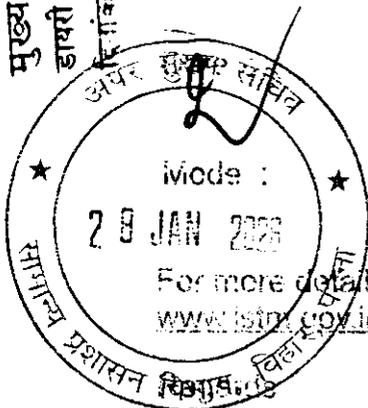
Department of Personnel and Training (DoP&T)

UNU Campus (OLD), Olof Palms Marg,

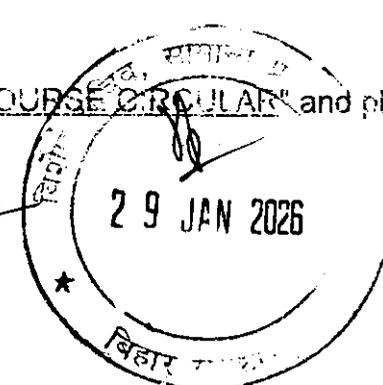
New Delhi - 110067

55(18)

मुख्य सचिव कार्यालय
हाथी सं. 5/4
दिनांक 27.01.2026



OSD-18



S.O-18

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97 फ़ोन

515 / शां-18
30.1.26

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

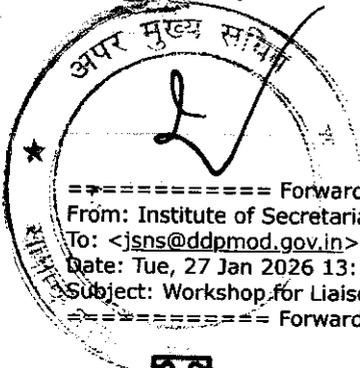
S.O. 18

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

Tue, 27 Jan 2026 3:28:54 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@ddpmod.gov.in>
Date: Tue, 27 Jan 2026 13:19:02 +0530
Subject: Workshop for Liaison Officers (SC/ST) by ISTM
==== Forwarded message =====



Sir/Madam,

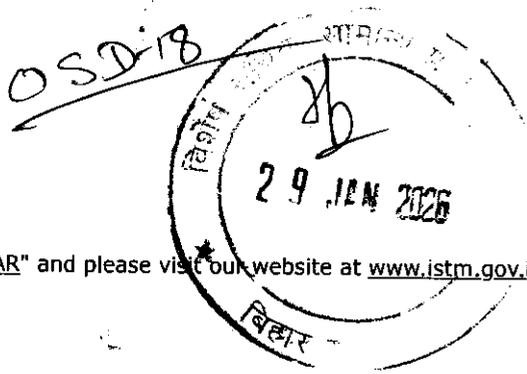
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-33

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline



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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18

Handwritten signature and initials.

श्री विश्वाम

बिहार सरकार
अपर मुख्य सचिव
सांख्यिक विभाग
दिल्ली
दिनांक 27.1.26

520/शां-18
30.1.26

Fwd: One Day Online Workshop on Stress Management (SM-18) to be conducted on 27th April, 2026- reg.

80

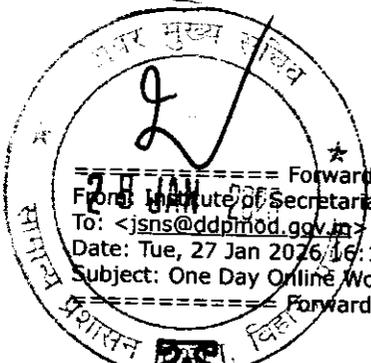
50-18

E-MAIL

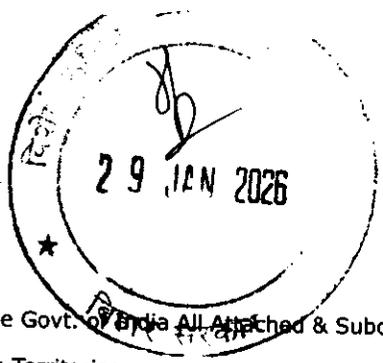
Chief Secretary Bihar <cs-bihar@nic.in >

Tue, 27 Jan 2026 6:00:26 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmo.gov.in>
Date: Tue, 27 Jan 2026 16:16:57 +0530
Subject: One Day Online Workshop on Stress Management (SM-18) to be conducted on 27th April, 2026- reg.
==== Forwarded message =====



बिहार सरकार
अपर मुख्य सचिव कोषांग
साक्षात् प्रशासन विभाग
ई-मेल संख्या.....2955
दिनांक.....28.1.26

To OSD-18

All Ministries / Departments of the Govt. of India All Attached & Subordinate Offices
All State Governments / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: - One Day Online Workshop on Stress Management (SM-18) to be conducted on 27th April, 2026- reg.
Madam/Sir,

This Institute will be conducting one-day online workshop on "Stress Management" scheduled to be held on 27th 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**.

- Nomination form for the above mentioned workshop shall be filled online at 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 **27th March, 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 31st March, 2025.
- 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
- 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 already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme.
- 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 to starting of the workshop and no separate communication by post would be issued.

50-18
श्री विशाल
508/रा०-18
30.1.26

29

Encl: - Annexure-I

gards

Namita Malik

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

ANNEXURE-I

COURSE INFORMATION SHEET

Code : (SM-18)

Title : **Stress 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.
- <!--[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:

i. No course fee is required for CSS, CSSS, and State Govt. & UT officials.

ii. A Course fee of Rs.2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through online mode as follows: -

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

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

iv. Please share the copy of payment receipt on email namita.malik@gov.in

NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. 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.**

Tel: 011-26737608

Fwd: Litigation Management by ISTM

E-MAIL

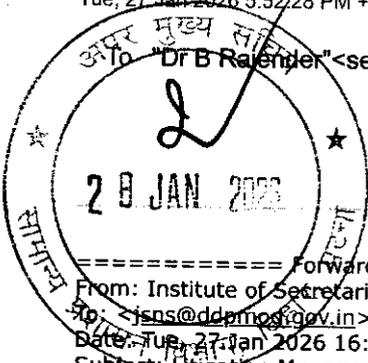
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Chief Secretary Bihar <cs-bihar@nic.in>

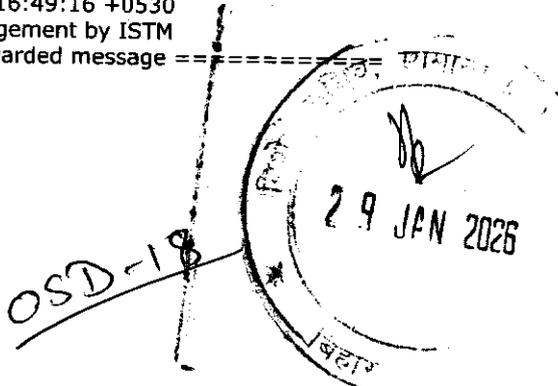
Tue, 27 Jan 2026 5:52:28 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddprrnps.gov.in>
Date: Tue, 27 Jan 2026 16:49:16 +0530
Subject: Litigation 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 : Litigation Management

Course Code : LTM-11

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

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

509/रा-18
30.1.26

S.O-18
श्री विशाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 2954
दिनांक- 28.1.26

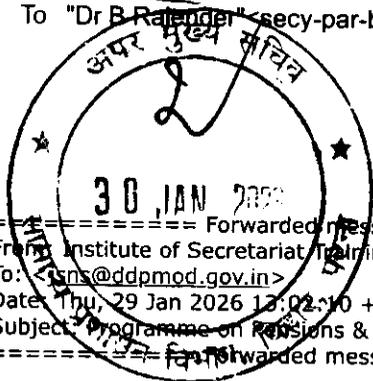
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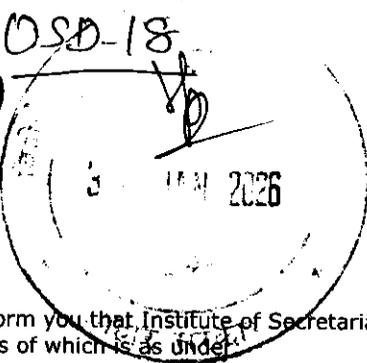
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 29 Jan 2026 1:29:45 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: <csns@ddpmod.gov.in>
Date: Thu, 29 Jan 2026 13:02:10 +0530
Subject: Programme on Pensions & Other Retirement Benefits 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 : Programme on Pensions & Other Retirement Benefits

Course Code : PRB-01-22

Date : 23 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

550-18

Handwritten signature and date: 2/2/26

विहार सरकार
अपर मुख्य सचिव
विभाग प्रमुख, निर्यात
4-पैम (असल) - 3286
30.1.26

560/910-18
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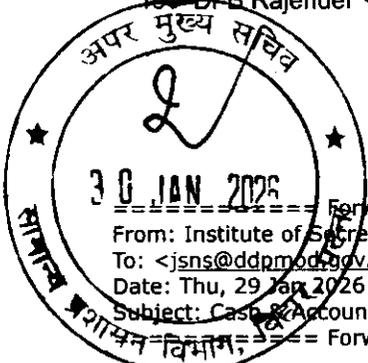
Fwd: Cash & Accounts by ISTM

50-18

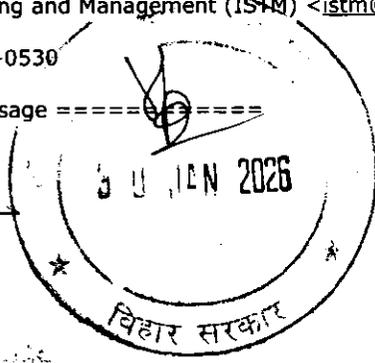
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 29 Jan 2026 1:29:59 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, 29 Jan 2026 13:03:48 +0530
Subject: Cash & Accounts by ISTM
Forwarded message



OSD 18

Sir/Madam,

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

Course Name : Cash & Accounts

Course Code : C&A-187

Date : 13 Apr 2026 to 12 Jun 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

50-18

श्री विद्यालक्ष
विनीता
2.2.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 3298
दि.ंक- 20.1.26

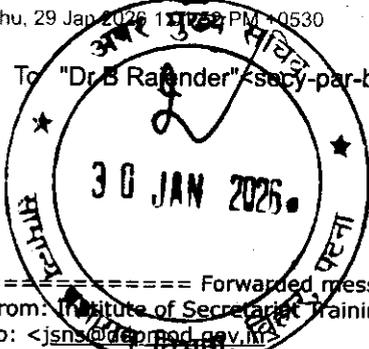
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2-2-26

S-118

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

Thu, 29 Jan 2026 12:59:35 PM +0530

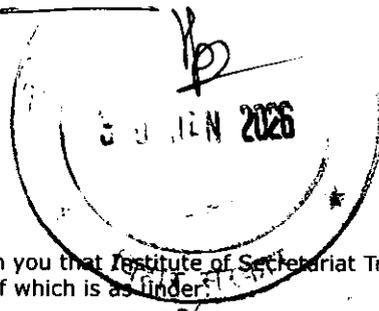
To: "Dr B Rajender" <secy-par-bih@nic.in>



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@dopt.nic.in>
Date: Thu, 29 Jan 2026 12:59:35 +0530
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
==== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-06

Date : 16 Mar 2026 to 18 Mar 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18

Handwritten signature and date 2.2.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....2292
दिनांक.....30/1/26

Handwritten note: 558/सा-18 / 2.2.26