

144
122

Fwd: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

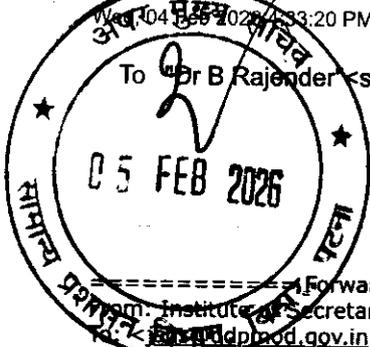
5/18

E-MAIL

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

Wed, 04 Feb 2026 13:20 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Subject: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

Date: Wed, 04 Feb 2026 16:14:19 +0530

Subject: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

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



File No.: Y-17022/01/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंसन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 08th January, 2026

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

Subject: **One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.**

Madam/ Sir,

I am directed to say that a one day Workshop on Income Tax (WITAX-19) will be conducted in **ONLINE MODE** on 13.04.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

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 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 **30th March, 2026**.

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

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-.....3860

दिनांक.....5.2.26

700/5-18
03.02.2026

50-18
3A/18
विविध
9.2.2026

(143)
(HAT)

Enclosure: Annexure

Yours faithfully,

-sd-

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

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



ANNEXTURE

COURSE INFORMATION SHEET

CODE : WITAX-19
TITLE : Workshop on Income Tax
DURATION : One Day (13.04.2026)
TIME : 9:00 AM to 5:30 PM
COURSE CAPACITY : 30-35
OBJECTIVES : At the end of the training course, the participants will be able to:
i) Define Personal Finance.
ii) Differentiate between Personal Finance and Public Finance.
iii) Describe the various ways of Financial Planning.
iv) Explain the provisions of Income Tax.
METHODOLOGY : ONLINE MODE

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 30.03.2026.

ACCEPTANCE OF NOMINATION:

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

COURSE FEE:

- (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
- (ii) A course fee of Rs. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**
- (iii) This course fee should be paid only after confirmation of nomination from ISTM.
- (iv) Course fee is required to be paid through Online Payment Mode as per details given below.

Website - Bharatkosh.gov.in

1A2
1A0

Course Fee - ISTM

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



Sir/Madam,

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

Course Name : Workshop on Income Tax

Course Code : WITAX-19

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Statistical Tools and Techniques by ISTM

141

E-MAIL

S.O(18)



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

Fri, 06 Feb 2026 2:34:52 PM +0530

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

06 FEB 2026

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

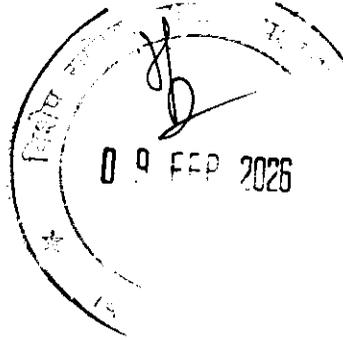
Date: Fri, 06 Feb 2026 12:14:54 +0530

Subject: Statistical Tools and Techniques by ISTM

==== Forwarded message =====



O.S.D-18



Sir/Madam,

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

Course Name : Statistical Tools and Techniques

Course Code : STT-14

Date : 06 Apr 2026 to 07 Apr 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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...4.069
दिनांक.....6.2.26

S.O-18

श्री विद्या
बिना
10.2.2026

723/Sec-18
10.02.2026

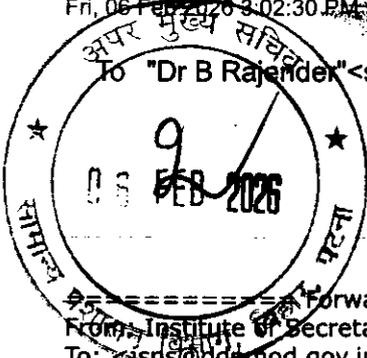
Fwd: Workshop on Pay Fixation 4th to 6th May, 2026 at ISTM, New Delhi

57 (18)

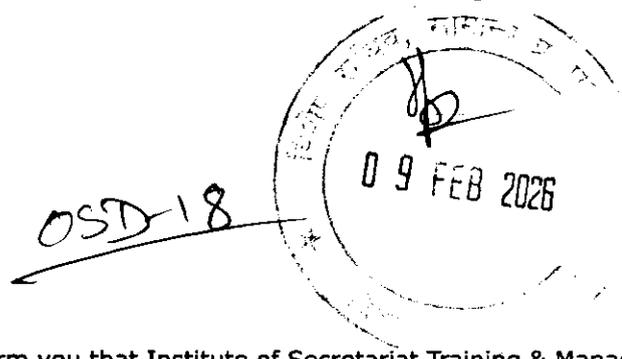
Chief Secretary Bihar < cs-bihar@nic.in >

Fri, 06 Feb 2026 3:02:30 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: <jns@dopt.mod.gov.in>
Date: Fri, 06 Feb 2026 14:52:57 +0530
Subject: Workshop on Pay Fixation 4th to 6th May, 2026 at ISTM, New Delhi
==== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Pay Fixation

Course Code : WPF-39

Date : 04 May 2026 to 06 May 2026

Mode : Offline

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

72/Sec-18
10-02-2026

बिहार सरकार
अपर मुख्य सचिव होशंगा
सामान्य प्रशासन विभाग
ई-मेल संख्या-...4.0.99
दिनांक.....6-2-26

S.O-18
10.2.2026
[Handwritten Signature]

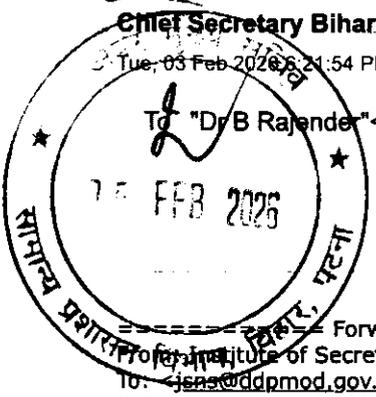
E-MAIL

50112

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

Tue, 03 Feb 2026 21:54 PM +0530

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



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

Date: Tue, 03 Feb 2026 17:56:53 +0530
Subject: Proactive Disclosure of information under RTI-Act & Third Party Audit 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 : Proactive Disclosure of information under RTI Act & Third Party Audit

Course Code : PDI-RTI-08

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Online

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

50-18

[Handwritten signature]
06/02/26

श्री. विद्या
दिनांक
9.2.2026

बिहार सरकार
असल मुख्य अधिकारी कोशंग
आचार्य प्रशासन विभाग
ई-मेल संख्या..... 3865
दिनांक..... 5.2.26

688/Sec-18
09-02-2026

Fwd: Right to Information - Public Information Officers by ISTM

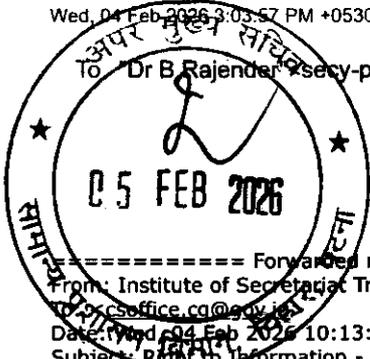
1388

50-18

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

Wed, 04 Feb 2026 3:05:57 PM +0530

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



Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
Date: Wed, 04 Feb 2026 10:13:37 +0530
Subject: Right to Information - Public Information Officers by ISTM



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 : Right to Information - Public Information Officers

Course Code : RTI-PIO-44

Date : 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.

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
कर्मचारी प्रशिक्षण विभाग
आचार्य कृष्ण कुमार त्रिपाठी
385.7
5.2.26

689/sue-18
09.02.2026

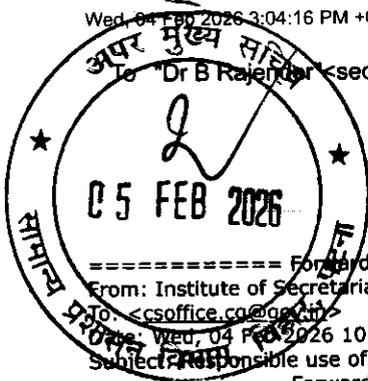
50-18
[Signature]
9.2.2026

50-18

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

Wed, 04 Feb 2026 3:04:16 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cs@nic.in>
Wed, 04 Feb 2026 10:17:45 +0530
Subject: Responsible use of AI in Workplace 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 : Responsible use of AI in Workplace

Course Code : RU-AI-W-08

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 3855
दिनांक- 5.2.26

50-18

Handwritten signature and date: 16/02/26, विनीत 9.2.2026

691/sec-18
09.02.2026

Fwd: Seminar on Right to Information by ISTM

E-MAIL

136

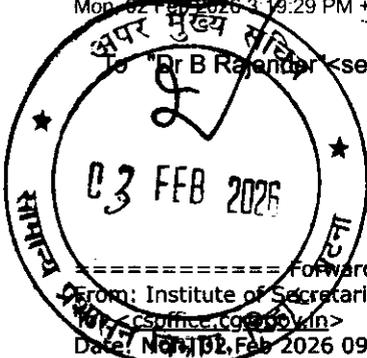
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Chief Secretary Bihar < cs-bihar@nic.in >

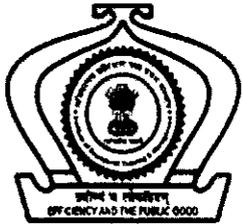
Mon, 02 Feb 2026 3:19:29 PM +0530

अपर मुख्य सचिव
बिहार सरकार

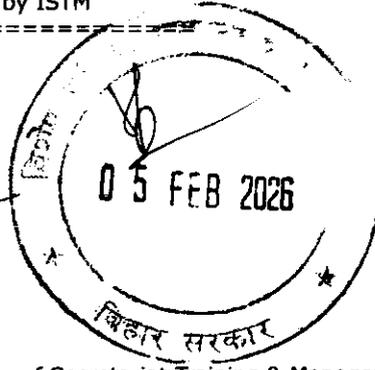
To "Dr B Rajanidar <secy-par-bih@nic.in>



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
<cs@nic.co@nic.in>
Date: Mon, 02 Feb 2026 09:53:10 +0530
Subject: Seminar on Right to Information by ISTM
==== Forwarded message =====



CSD-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 : Seminar on Right to Information
- Course Code : S-RTI-25
- Date : 23 Mar 2026 to 23 Mar 2026
- Mode : Online

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

Regards

Hanuman Prasad Nishad

Assistant Director

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या.....3571
दिनांक.....2.2.26

50-18
[Handwritten signature and date 6.2.2026]

657/शा 0-18
6.2.26

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

135

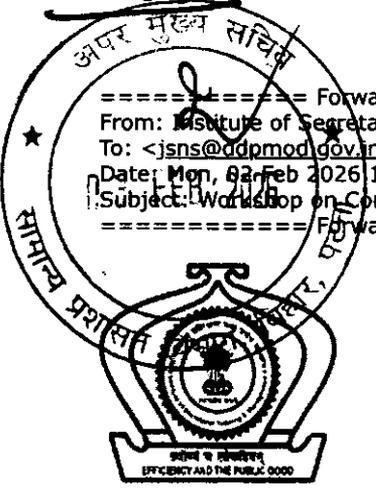
E-MAIL

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

Mon, 02 Feb 2026 5:21:15 PM +0530

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

55(18)



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmodi.gov.in>
Date: Mon, 02 Feb 2026 17:09:39 +0530
Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM
==== Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place

Course Code : WCICRSHW-11

Date : 09 Mar 2026 to 10 Mar 2026

Mode : Offline

OSD-18



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

Regards

Moloy Sanyal

Faculty Consultant

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

655/ एटा-18
6.2.26

So-18

Handwritten signature and date: 6.2.2026

बिहार सरकार
अपर मुख्य सचिव, विशेषांग
सामान्य प्रशासन, विभाग
ई-मेल संख्या.....3672
दिनांक.....3.2.26

Fwd: Responsible use of AI in Workplace by ISTM

E-MAIL

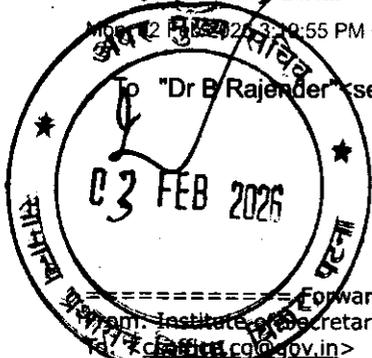
13A

50-18)

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

Mon, 02 Feb 2026 09:55 PM +0530

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



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

Date: Mon, 02 Feb 2026 09:43:13 +0530
Subject: Responsible use of AI in Workplace 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 : Responsible use of AI in Workplace

Course Code : RU-AI-W-08

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कक्षा
सामान्य प्रशासन विभाग
ई-गोत संख्या... 3572
दिनांक... 2.2.26

50-18
[Signature]
[Signature]
6.2.2026

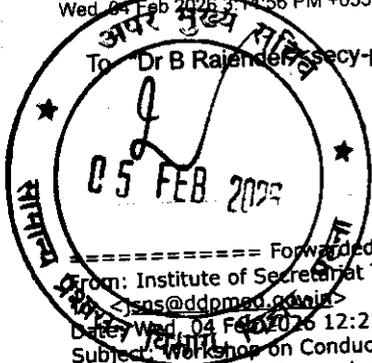
658/ 8A-18
6.2.26

50-18

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

Wed, 04 Feb 2026 3:14:56 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
<ns@ddpmed.gov.in>
Date: Wed, 04 Feb 2026 12:21:42 +0530
Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM
==== Forwarded message =====

ISTM

Sir/Madam,

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

Course Name : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place

Course Code : WCICRSHW-13

Date : 15 Jun 2026 to 16 Jun 2026

Mode : Offline *OSD-18*

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

Regards

Deepak Kumar Bist

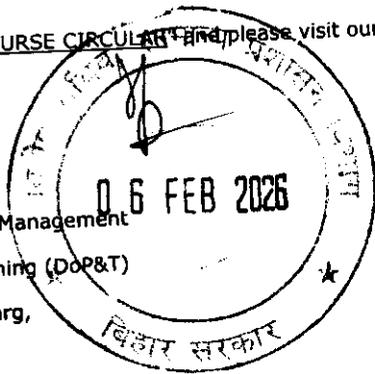
Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



50-18
[Signature]
श्री विद्या
बिनीत
9.2.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
साामान्य प्रशासन विभाग
ई-मेल संख्या-.....3852
दिनांक.....5.2.26

699/sec-18
09.02.2026

Fwd: Statistical Tools and Techniques by ISTM

E-MAIL

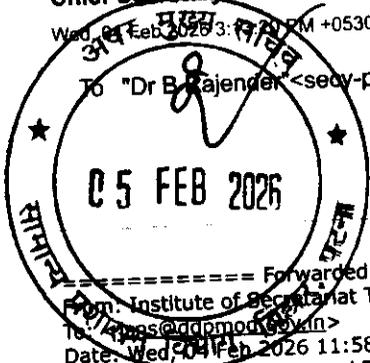
132

55/18

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

Wed, 04 Feb 2026 3:19:20 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Wed, 04 Feb 2026 11:58:39 +0530
Subject: Statistical Tools and Techniques by ISTM
==== Forwarded message =====

ISTM

Sir/Madam,

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

Course Name : Statistical Tools and Techniques

Course Code : STT-14

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline

OSD-18

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

Regards

Sarika Soin

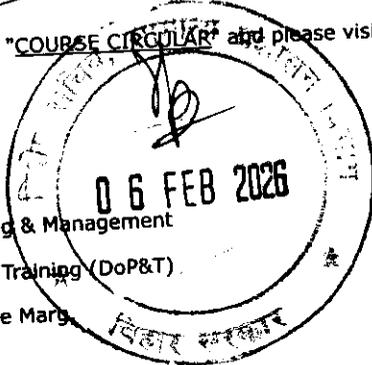
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg.

New Delhi - 110067



बिहार सरकार

अध्यक्ष सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-.....3856

दिनांक.....5.2.26

50-18

Handwritten signature and date 06/02/26

श्री दिशा
वित्त
9.2.2026

691/sec-18
09.02.2026

Fwd: In-Service Course for Sr. Library Professionals by ISTM

E-MAIL

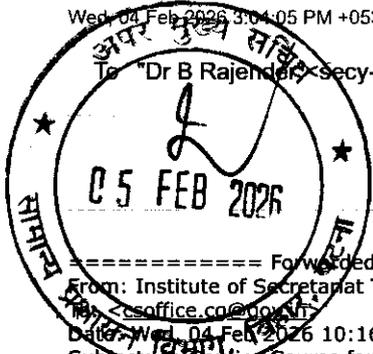
131

50-18

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

Wed, 04 Feb 2026 3:04:05 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
<sooffice.co@gov.in>
Date: Wed, 04 Feb 2026 10:16:28 +0530
Subject: In-Service Course for Sr. Library Professionals by ISTM
==== Forwarded message =====



OSD-18

Sir/Madam,

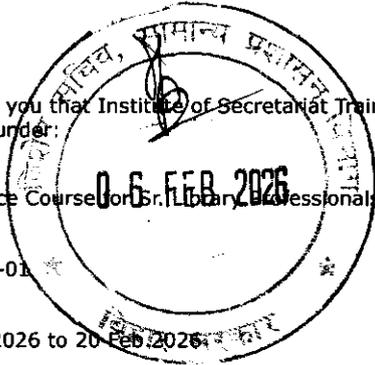
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : In-Service Course for Sr. Library Professionals

Course Code : ISC-SLP-01

Date : 16 Feb 2026 to 20 Feb 2026

Mode : Offline



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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....3.8.56
दिनांक.....5.2.26

50-18

Handwritten signature and date: 9.2.2026

Handwritten signature and date: 09.02.2026

Fwd: Proactive Disclosure of information under RTI-Act & Third Party Audit by ISTM

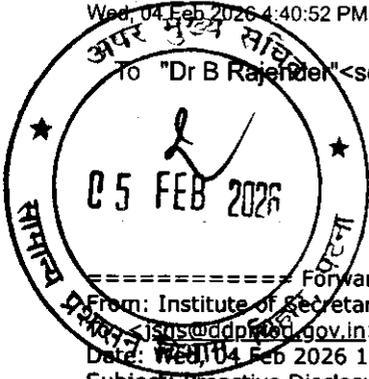
50-18

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

Wed, 04 Feb 2026 4:40:52 PM +0530

E-MAIL

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



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

Date: Wed, 04 Feb 2026 16:24:54 +0530

Subject: Proactive Disclosure of information under RTI-Act & Third Party Audit by ISTM

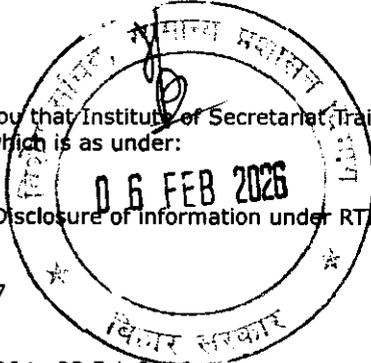
==== Forwarded message =====



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 : Proactive Disclosure of information under RTI-Act & Third Party Audit

Course Code : PDI-RTI-07

Date : 23 Feb 2026 to 23 Feb 2026

Mode : Online

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

710/Sec-18
10-02-2026

बिहार सरकार

अपर मुख्य सचिव कोषांग

सांख्यिक प्रशासन विभाग

ई-मेल संख्या - 3838

दिनांक - 5.2.26

SA (DOP&T)
9.2.2026

50-18

Handwritten signature and date 06/2/26

Fwd: Right to Information - Public Information Officers by ISTM

129

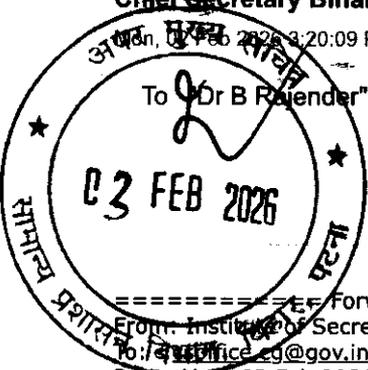
58 (18)

E-MAIL

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

Mon, 02 Feb 2026 4:20:09 PM +0530

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



=====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: office_ig@gov.in
Date: Mon, 02 Feb 2026 09:39:16 +0530
Subject: Right to Information - Public Information Officers 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 : Right to Information - Public Information Officers

Course Code : RTI-PIO-44

Date : 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.

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...3.574
दिनांक.....2.2.26

50-18
OSD-18
05 FEB 2026
A. G. G. G.
विनीता
6.2.2026

660/शा-18
6-2-26

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-07)" to be conducted in ISTM from 23.03.2026 to 24.03.2026.

198

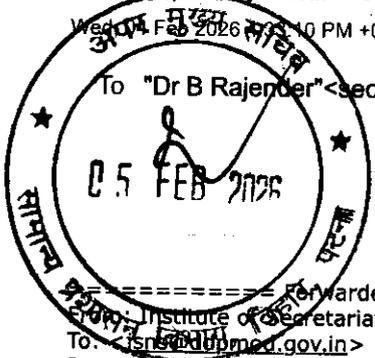
50-18

E-MAIL

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

Wed, 04 Feb 2026 10:10 PM +0530

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



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

Date: Wed, 04 Feb 2026 16:13:08 +0530

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-07)" to be conducted in ISTM from 23.03.2026 to 24.03.2026.

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

OSD-18

File No.: Y-21011/25/2025-ISTM

Date: 18th December, 2025

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

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-07)" to be conducted in ISTM from 23.03.2026 to 24.03.2026.

Madam/Sir,

I am directed to say that a two days Workshop on "Handling RTI Matters (H-RTIM-07)" will be conducted in ISTM from 23.03.2026 to 24.03.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 13th March, 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,

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

Tele No. : 011-26737611

50-18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-38.62
दिनांक-5.2.26
श्री. विद्याल
खिनीत
9.2.2026

698/2025
09.02.2026
sd-

128

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Handling RTI Matters
2. **COURSE CODE:** H-RTIM-07
3. **DURATION:** Two days (23.03.2026 to 24.03.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:**

Overview of the RTI Act, 2005

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

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

7. PARTICIPANTS (Eligibility Conditions)

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

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

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **13th March, 2026.**

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

11. COURSE FEE:

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

(ii) A course fee of Rs. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

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

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

Course Fee - ISTM

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

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.8076072465. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-07

Date : 23 Mar 2026 to 24 Mar 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Responsible use of AI in Workplace by ISTM

125

53 (18)

E-MAIL

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

Mon, 02 Feb 2026 09:20:02 PM +0530

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



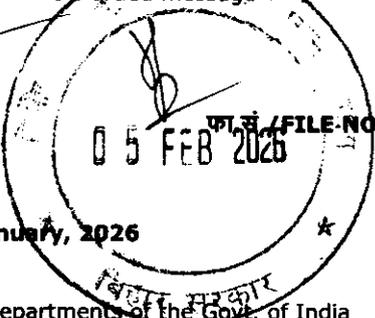
Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
<istm@nic.in>

Date: Mon, 02 Feb 2026 09:42:58 +0530

Subject: Responsible use of AI in Workplace by ISTM

Forwarded message

OSD-18



FILE NO: Y-15019/1/2026-Asst. Dir. RB

Date: 13th January, 2026

To

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

Subject: Workshop on Responsible use of AI in Workplace (RU-AI-W-08) (Offline Mode) from 06, Apr 2026 to 07, Apr 2026 in ISTM.

Madam/Sir,

The Workshop on **Responsible use of AI in Workplace (RU-AI-W-08)** is scheduled to be conducted from **06, Apr 2026 to 07, Apr 2026** in ISTM. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

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

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

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations, the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **30th March 2026**.

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

Encl: Annexure-I

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 3573
दिनांक 02.02.2026

Yours faithfully,

(Rizwana Bano)

Assistant Director & Course Coordinator

Email ID: riwzано.bano14@nic.in

50-18
[Handwritten signature]

आविष्कार
विभाग
6.2.2026

659/रा.0-18
6.2.26

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Responsible use of AI in Workplace (Offline MODE)
2. **COURSE CODE:** RU-AI-W-08
3. **DURATION:** 2 days (06. 04. 2026 to 07. 04. 2026)
4. **OBJECTIVES:**
 - i). To understand the fundamentals of AI, its capabilities and limitations.
 - ii). Recognize ethical considerations and challenges in using AI in govt. operation.
 - iii). Learn best practices for implementing AI responsibility in workplace decision- making.
5. **METHODOLOGY:** The programme will be organised on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies quizzes Discussion on actual problems faced in dealing with specific cases.
6. **PARTICIPANTS (Eligibility Conditions)**
The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.
7. **COURSE CAPACITY:** 40
8. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach him/her before **30th March 2026**.
9. **ACCEPTANCE OF NOMINATION:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.
10. **COURSE FEE & OTHER EXPENSES: -**

A course fee of **Rs. 2,000/- (Rupees Two Thousand Only)** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

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

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

NOTE:

- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

Hostel Accommodation:

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

Shri Bhagaban Padhy

Deputy Director & Hostel Warden
Institute of Secretariat Training and Management,
Department of Personnel and Training,
Hostel Block No.1, Old JNU Campus,
Olof Palme Marg, New Delhi - 110 067. M. No.

Shri Kanta Pr. Dasmana

Consultant & Hotel Caretaker
Institute of Secretariat Training and Management,
Department of Personnel and Training,
Hostel Block No.1, Old JNU Campus,
Olof Palme Marg, New Delhi -M. No-
8447892670

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

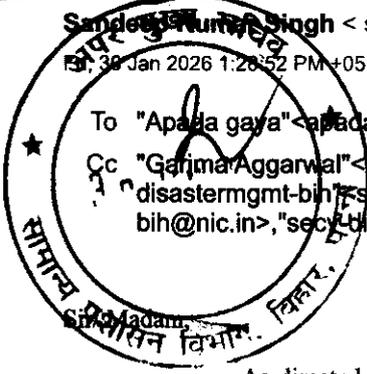
Confirmation email for the 12th Comprehensive Course on Disaster Risk Management scheduled from 02 to 13 February, 2026, at NIDM Campus, Delhi.

2 emails

S.O-18

2026

Handwritten initials/signature in a circle.



Sandeep Singh < sandeepsingh.nidm@nic.in >

Fri, 30 Jan 2026 1:28:52 PM +0530

To "Apada gaya" < apadagaya@gmail.com >

Cc "Garima Aggarwal" < garima.nidm@govcontractor.in >, "secy-par-bih" < secy-par-bih@nic.in >, "secy-disastermgmt-bih" < secy-disastermgmt-bih@nic.in >, "secy-disastetmgnt-bih" < secy-disastetmgnt-bih@nic.in >, "secy-dissterngmt-bih" < secy-dissterngmt-bih@nic.in >

As directed, it is our pleasure to inform that the nomination of **Ms. Surbhi Singh ji** have been accepted to participate in the 12th Comprehensive Course on Disaster Risk Management scheduled from 02nd - 13th February, 2026 at the NIDM, Rohini Delhi.

- Kindly register in the programme by filling the Google Form (<https://forms.gle/oR5bhn8qq6DHfypu9>) or by scanning the QR Code given below.
- Please note that this is a residential course and participants are expected to stay on campus for the duration of the workshop. NIDM will provide modest stay including board and lodging at NIDM, Sector 29, Rohini Campus, Delhi. (Primarily for outstation participants). We request that participants should refrain from bringing their family members.
- All participants are requested to bring a valid photo identity card.
- You are requested to report to NIDM, Rohini on 01st February 2026. Please share your travel itinerary at your earliest convenience. Kindly note that you will need to make your own travel arrangements (to and fro).
- For any assistance regarding lodging and boarding, please contact the hostel management team:
 - Shri U.N. Mishra, Campus Manager, Mob. No. +91-9501106165
 - Shri Durga Singh, Hostel In-charge, Mob. No. +91-9001305337.
- A WhatsApp group has been created to share important information and regular updates. Please join the whatsapp group as per the link- (<https://chat.whatsapp.com/K88NBRmfiGMEhu7rdHqg7>).
- For any query or further information related to the course, please feel free to contact- Mr. Sandeep Singh (9234049954).

Looking forward to your participation and a fruitful learning experience.

With best regards,

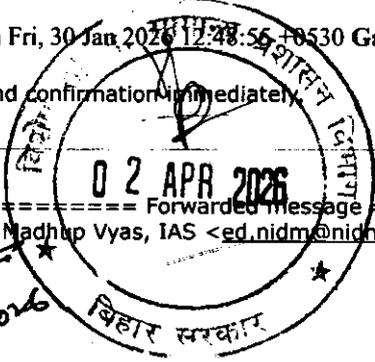


विहार सरकार
अपराध प्रतिक्रिया केंद्र
सामाजिक प्रतिक्रिया विभाग
ई-मेल नंबर 3880
दिनांक 30.1.26

607/स.प.०-18
3.2.26

OSD-18

--- On Fri, 30 Jan 2026 12:48:56 +0530 Garima Aggarwal <garima.nidm@govcontractor.in> wrote ---
pls send confirmation immediately.



Forwarded message
From: Madhup Vyas, IAS <ed.nidm@nidm.gov.in>

श्री विद्या
विनीता
3.2.2026

S.O-18
Handwritten signature

To: "Garima Aggarwal" <garima.nidm@govcontractor.in>
Date: Fri, 30 Jan 2026 12:38:27 +0530
Subject: Fwd: Letter no-100, Date-29-01-2026
===== Forwarded message =====

1224
722

Madhup Vyas, IAS
Executive Director
National Institute of Disaster Management
(Ministry of Home Affairs)
Plot No. 15, Pocket - 3, Block - B, Sector - 29, Rohini, Delhi - 110042
Phone: 91-11-20873401
Website: www.nidm.gov.in

We believe in green correspondence & saving papers.



===== Forwarded message =====
From: Apada gaya <apadagaya@gmail.com>
To: <secy-par-bih@nic.in>, "secy-disastermgmt-bih" <secy-disastermgmt-bih@nic.in>, <secy-disastetmgnt-bih@nic.in>, <secy-disstermgmt-bih@nic.in>, <ed.nidm@nic.in>, "NDC GAYA" <ndc.gaya@gmail.com>
Date: Fri, 30 Jan 2026 12:21:45 +0530
Subject: Letter no-100, Date-29-01-2026
===== Forwarded message =====

Garima Aggarwal (Dr. / Ms.)
Senior Consultant
National Institute of Disaster Management
(Ministry of Home Affairs)
Plot No. 15, Pocket - 3, Block - B, Sector - 29, Rohini, Delhi - 110042
Phone: 91-11-20873416
Website: www.nidm.gov.in

Sandeep Kumar Singh
Junior Consultant
Centre for Recovery and Reconstruction, RI Division
National Institute of Disaster Management, Delhi
Ministry of Home Affairs, Government of India.
+91 92340 49954/ sandeepsingh.nidm@nic.in

—
Respected Sir,

Please find the Attachment

District emergency Opereration Centre (DEOC,GAYA)
New Email Id-deoc-gaya@bihar.gov.in

—
Thanks & Regards

Executive Assistant
Office- Apada, Gaya.

121

Attachment(s)

02-13 Feb 25 GA (1).jpg
7 MB

12_CC_DRM_CNTS.pdf
1.2 MB

Apada gaya < apadagaya@gmail.com >

Fri, 30 Jan 2026 12:22:30 PM +0530

To "secy-par-bih"<secy-par-bih@nic.in>,"secy-disastermgmt-bih"<secy-disastermgmt-bih@nic.in>,"secy-disastetmgnt-bih"<secy-disastetmgnt-bih@nic.in>,"secy-dissterngmt-bih"<secy-dissterngmt-bih@nic.in>,"ed.nidm"<ed.nidm@nic.in>,"NDC GAYA"<ndc.gaya@gmail.com>

Respected Sir,

Please find the Attachment

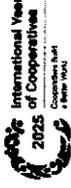
District emergency Operation Centre (DEOC,GAYA)
New Email Id-deoc-gaya@bihar.gov.in

Thanks & Regards

Executive Assistant
Office- Apada, Gaya.

1 Attachment(s)

Letter no-100, Date-29-01-202...
88.4 KB



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Resilient India - Disaster Free India

12th COMPREHENSIVE COURSE ON DISASTER RISK MANAGEMENT (TWO-WEEK RESIDENTIAL COURSE)

02 - 13 FEBRUARY, 2026

NIDM, DELHI

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REGISTRATION



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KEY FEATURES OF THE COURSE

- Blended Learning Approach – Expert Lectures & Case Study Analysis
- Experiential and Participatory Learning
- Technology-Enabled Training
- Field Exposure & Demonstrations
- Evaluation and Feedback Mechanism

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