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Renuka Iyer <renuka.iyer@iimmdp.org>

MPD 15 Dec 2025 03:12 AM +0530

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

22 DEC 2025
Dear Mr. Kliman

Greetings from IIM Indore !

JIM-Indore is conducting an offline programme on "**Excellence Supply Chain Management**". Through this email we would like to share the information and understand if there are nominations from your organisation for this short duration programme.

Programme Content:

- Value of Information in the Supply Chains through Simulation
- Bullwhip Effect: Causes & Mitigation Strategies in the Supply Chains
- Material Flows in the Supply Chains
- Logistics Management
- Digital Transformation in the Supply Chains
- Network Planning and Optimization
- Critical Chain and Theory of Constraints: Applications in the Supply Chain Management
- Vendor Management: Issues & Challenges in the Supply Chain
- Managing Stakeholders in the Supply Chains

Date: January 05 - 09, 2026 at Indore Campus | **Fees:** Rs. 90,000/- + GST per participant (Includes course material, room on twin sharing basis and board expenses)

Discount : An organisation sponsoring five or more participants to an MDP will be entitled to a group discount of 10% on the total fee payable provided that at least five participants actually attend the programme. (Subject to successful participation). Nomination form(s) and programme fee through Electronic Fund Transfer must reach the MDP office 15 days prior to commencement of the programme.

The participant who completes the programme successfully and pays the alumni fees will be eligible for the Executive Education Alumni status of IIM Indore. In case there are any nominations, we would like to connect and take this conversation ahead. Please reply to this email or connect with me on the below number for a detailed brochure and nomination form.

Best Regards,
Renuka Iyer | Programme Manager
Mobile:- 9833681851 | renuka.iyer@iimmdp.org

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

प्राचीन राजकारण

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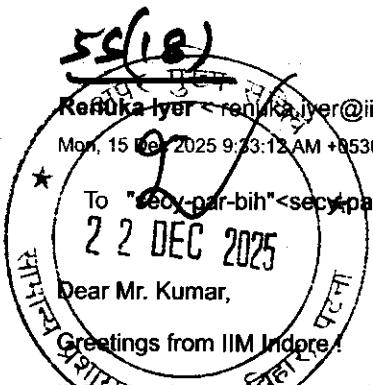
19:1245

PSD-18

S.O-18
G. S. B. M. S.

5/63/870-18

24.19.15



Renuka Iyer <renuka.iyer@iimmmp.org>

Mon, 15 Dec 2025 9:33:12 AM +0530

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

22 DEC 2025

Dear Mr. Kumar,

Greetings from IIM Indore!

IIM Indore is conducting an offline programme on "Excellence Supply Chain Management". Through this email we would like to share the information and understand if there are nominations from your organisation for this short duration programme.

Programme Content:

- Value of Information in the Supply Chains through Simulation
- Bullwhip Effect: Causes & Mitigation Strategies in the Supply Chains
- Material Flows in the Supply Chains
- Logistics Management
- Digital Transformation in the Supply Chains
- Network Planning and Optimization
- Critical Chain and Theory of Constraints: Applications in the Supply Chain Management
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Best Regards,

Renuka Iyer | Programme Manager

Mobile:- 9833681851 | renuka.iyer@iimmmp.org

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

विद्या उत्तरकार

अधिकारी विभाग

विशेष सामान्य प्रशासन

फ़ैक्ट्री नं. 41831

दिनांक.....19.12.25

OSD-18



S.O-18
Rukmini
23 Dec
2025
24.12.2025

5151/211-18
24.12.25

Fwd: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held from 06th January 2026 to 06th January 2026- regarding.

SS(18)

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

Mon, 22 Dec 2025 11:17:55 PM +0530

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

23 DEC 2025

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

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

To: <csn@ddp.mca.gov.in>

Date: Mon, 22 Dec 2025 11:23:00 +0530

Subject: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held from 06th January 2026 to 06th January 2026- regarding.

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

OSD-18

फा.सं / FILE NO: Y-21011/20/2025-ISTM

Date:-22/12/2025

Secretary to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held from 06th January 2026 to 06th January 2026- regarding.

Sir / Madam,

I am directed to say that Institute of Secretariat Training & Management will be conducting a **One Day Online Training Programme on (e-RM-24) "e-Records Management "** from **06th January 2026 to 06th January 2026** for Group A & B officers.

Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organization of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill the form online. The last date for receiving of online nominations is **26th December, 2025**.

3. Names of selected candidates will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs. 2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings through Online payment mode to PAO (DP & AR) as per details given below:-

Website - Bharatkosh.gov.in

S.O-18

Ministry - Personnel, P.G & P

बिहार सरकार
अपर प्रशासन कोषांग
सामान्य उपयोग विभाग
ई-मेल संख्या - 41995
दिनांक 22.12.24

सी.पी.एस.
परिवार
24.12.2025

5186/8116-18
26.12.95

Yours faithfully,

-Sd-
(Balaji.N)
Deputy Director & Course Coordinator
E-mail: [balaji.n\[at\]gov.in](mailto:balaji.n[at]gov.in)
Tel:-011 26737516

695

Code : e-RM - 24
Title : e-Records Management
Duration : 1 day
Mode : Online

AIM OF THE COURSE:

The present training course on e - Records Management is an initiative to meet the challenge of records management under the Right to Information Act, 2005. The Act enjoins upon the public authorities to strengthen their e - records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

ELIGIBILITY CONDITIONS

This course is intended for Gp A Officers and Gp B Officers (Section Officers/ Record Officers/Assistant Section Officers) working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 50.

Last date for receipt of online nomination form is 26th December, 2025.

ANNEXURE-I

COURSE INFORMATION SHEET

Code : e-RM - 24
Title : e-Records Management
Duration : 1 day
Mode : Online

AIM OF THE COURSE:

The present training course on e - Records Management is an initiative to meet the challenge of records management under the Right to Information Act, 2005. The Act enjoins upon the public authorities to strengthen their e - records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

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The maximum number of participants that can be admitted to the Course is 50.

Last date for receipt of online nomination form is 26th December, 2025.

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

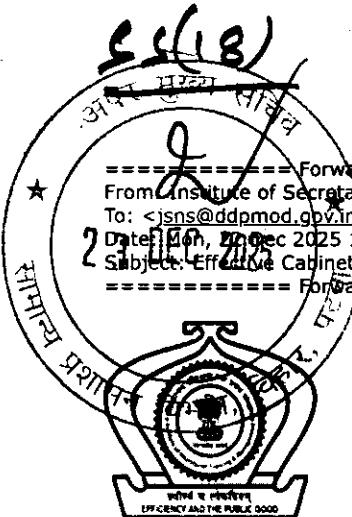
New Delhi - 110067

E-MAIL

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

Mon, 22 Dec 2025 6:31:57 PM +0530

To "Dr B Rajender" <secy-par-bih@nic.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 : Effective Cabinet Notes

Course Code : ECN-04

Date : 09 Mar 2026 to 09 Mar 2026

Mode : Online

S.O-18 For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

 Rakesh Kumar Sharma

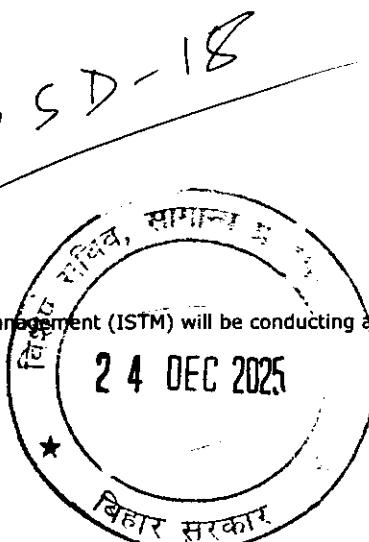
Deputy Director

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 कार्यालय
सामाजिक प्रशासन विभाग
ई-मोबाइल संख्या - 92040
दिनांक 23.12.25
श्री रमेश
राजनीति
24.12.2025

5184/2110-18
26.12.25

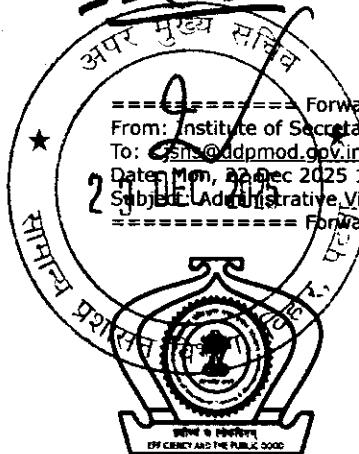
E-MAIL

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

Mon, 22 Dec 2025 6:31:38 PM +0530

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

ss(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 : AV3-20

Date : 16 Mar 2026 to 19 Mar 2026

Mode : Offline

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

Regards

Puneet Kumar Sharma

Deputy Director

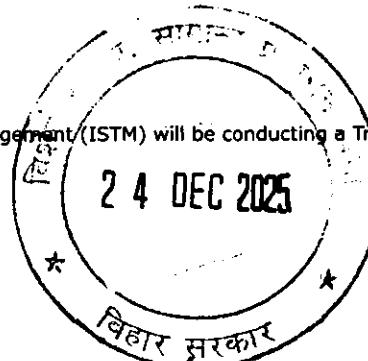
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

OSD-18



S.O.-18
R.K.S
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23.12.25

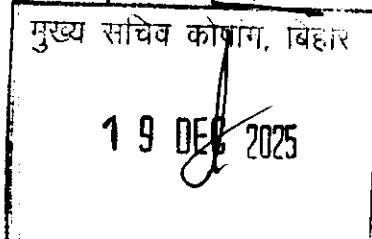
5185/PTT-18
26.12.25

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

Thu, 18 Dec 2025 4:06:28 PM +0530

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

Acs, GRAD



SS(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 Pay Fixation

Course Code : WPF-38

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.

24 DEC 2025

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

19/12/2025

24/12/2025

5177/210-18
26.12.25

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

Wed, 17 Dec 2025 3:53:32 PM +0530

To "csoffice.cg" <csoffice.cg@gov.in>

Acs, GIAD

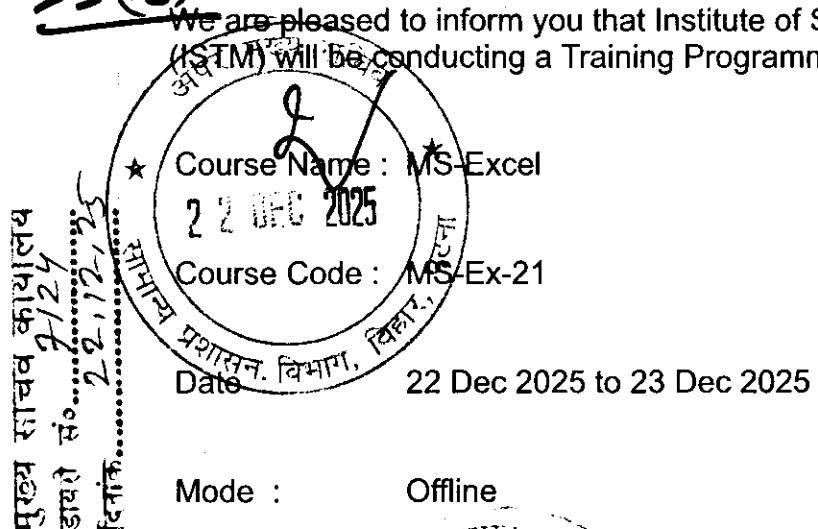
मुख्य सचिव कोषांग, बिहार

18 DEC 2025



Sir/Madam,

SS(18) 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:



Mode : Offline

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

OSD/18
Regards

S.O.-18
Kishore.

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

मुख्य सचिव
पर्सनल और ट्रेनिंग
24.12.2025

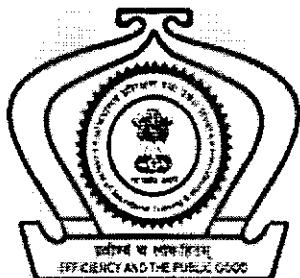
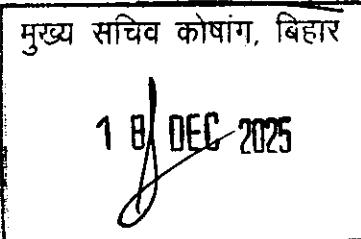
5142/7910-18
24.12.25

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

Wed, 17 Dec 2025 3:55:12 PM +0530

To "csoffice.cg" <csoffice.cg@gov.in>

AcS, GRAD



SS(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

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

Regards

Asif

23 DEC 2025
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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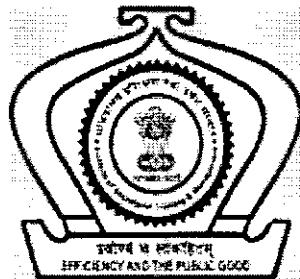
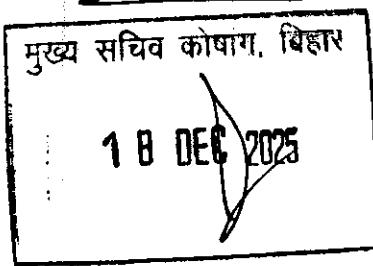
24.12.2025

Right to Information - Public Information Officers by ISTM

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

Wed, 17 Dec 2025 3:56:01 PM +0530

To "csoffice.cg" <csoffice.cg@gov.in>

Acs, GAD

SS(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.

23 DEC 2025
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

27 Dec 2025
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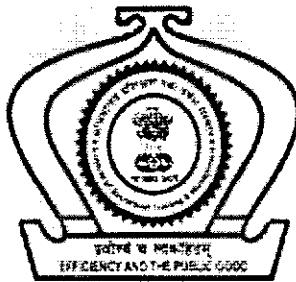
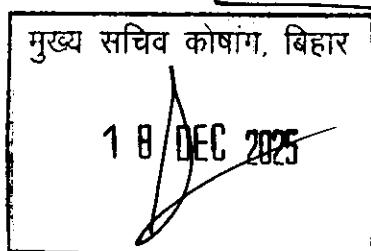
Workshop on e-Office by ISTM

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

Wed, 17 Dec 2025 3:52:22 PM +0530

To "csoffice.cg" <csoffice.cg@gov.in>

Acs. GRAD



Sir/Madam,

SS(18) We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on e-Office
22 DEC 2025

Course Code : WEO-22

Date : 12 Jan 2026 to 13 Jan 2026

Mode : Offline

OSD-18 For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

S.O-18 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

5146/प्र०-18

24.12.15

मुख्य सचिव
24.12.2025