

MDP on Excellence in Supply Chain Management at IIM Indore Campus

698

5163/शा.18

5163

Renuka Iyer <renuka.iyer@iimmdp.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
- 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](mailto:renuka.iyer@iimmdp.org)

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

विज्ञान सचिव

विज्ञान विभाग

विभाग

4.18.29

19.12.25

OSD-18

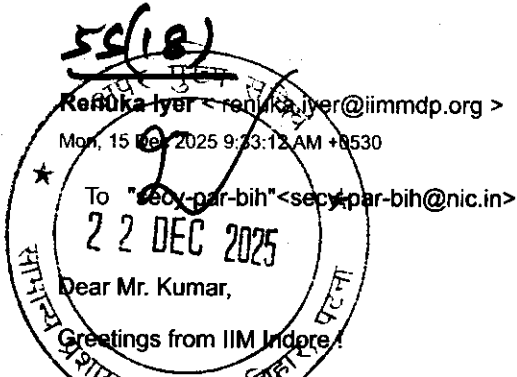
22 DEC 2025

5163/शा.18

24.19.25

S.O-18

for 23/12/25



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#### Programme Content:

- Value of Information in the Supply Chains through Simulation
- Bullwhip Effect: Causes & Mitigation Strategies in the Supply Chains
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Best Regards,  
Renuka Iyer | Programme Manager  
Mobile:- 9833681851 | [renuka.iyer@iimmdp.org](mailto:renuka.iyer@iimmdp.org)

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

विद्या सरकार  
अध्यक्ष, कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल ४४४४४४४४  
दिनांक.....19.12.25



S.O-18

श्री विशाल  
विनोद  
24.12.2025

5151/वता-18

24.12.25

696  
E MAIL

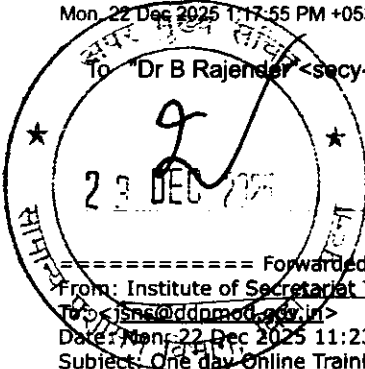
Fwd: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held from 06th January 2026 to 06th January 2026- regarding.

55(18)

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

Mon, 22 Dec 2025 1:17:55 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: <istm@ddpmo.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 =====

057-18

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](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

Ministry - Personnel, P.G & P

S.O-18

*[Handwritten signature]*

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-41995  
दिनांक-22.12.25

5186/5116-18  
26.12.25

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

श्री प्रियाल  
विनीता  
24.12.2025

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

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**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

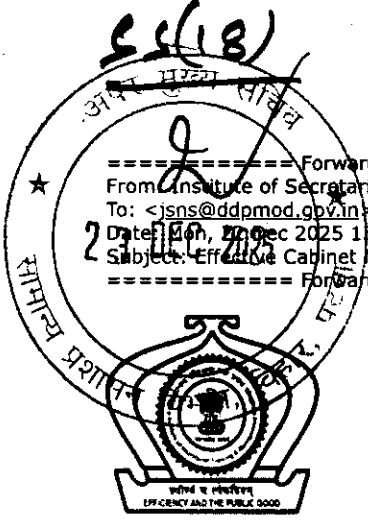
Fwd: Effective Cabinet Notes by ISTM

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>



===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <jsns@ddpmod.gov.in>  
Date: Mon, 22 Dec 2025 15:04:44 +0530  
Subject: Effective Cabinet Notes 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 : Effective Cabinet Notes

Course Code : ECN-04

Date : 09 Mar 2026 to 09 Mar 2026

Mode : Online

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

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सांख्यिक एवं लेखा विभाग  
ई-मेल संख्या- 42040  
दिनांक- 23.12.25

श्री विशाल  
विभागाध्यक्ष  
24.12.2025

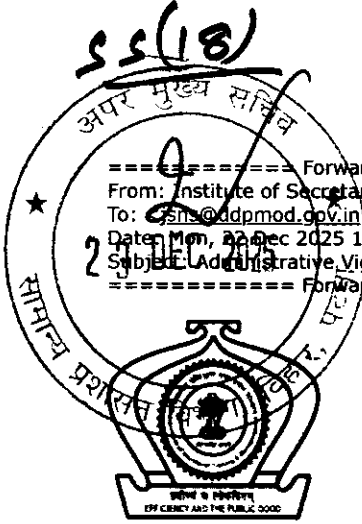
5184/2110-18  
26.12.25

E-MAIL

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

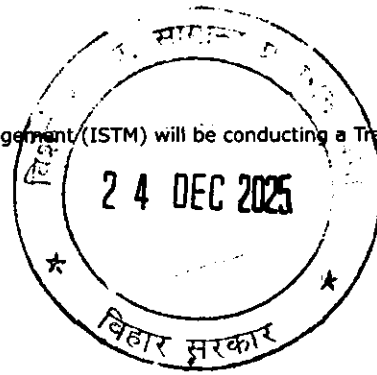
Mon, 22 Dec 2025 6:31:38 PM +0530

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



===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: cs-bihar@nic.in  
Date: Mon, 22 Dec 2025 15:02:51 +0530  
Subject: Administrative Vigilance - Role of IO/PO by ISTM  
===== Forwarded message =====

05D-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](http://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

S.O-18  
विहार सरकार  
अपर मुख्य सचिव, विभाग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 42041  
दिनांक- 23.12.25  
श्री विनायक  
नवीन  
24.12.2025

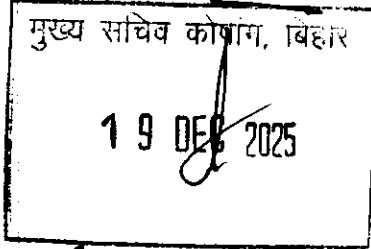
5185/शा.व-18  
26.12.25

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>

Accs, 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 : 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](http://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

मुख्य सचिव कार्यालय  
डायरी सं. 7/43  
दिनांक 22/12/25

OSD-18

S.O-18

श्री विशाख  
विभागाध्यक्ष  
24/12/2025

5177/2110-18  
26.12.25

MS-Excel by ISTM

Institute of Secretariat Training and Management (ISTM) &lt; istm@nic.in &gt;

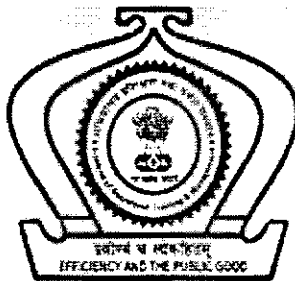
Wed, 17 Dec 2025 3:53:32 PM +0530

To "csoffice.cg"&lt;csoffice.cg@gov.in&gt;

Acs, GIAD

मुख्य सचिव कोषांग, बिहार

18 DEC 2025



Sir/Madam,

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

Course Name : MS-Excel

22 DEC 2025

Course Code : MS-Ex-21

Date 22 Dec 2025 to 23 Dec 2025

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training &amp; Management

Department of Personnel and Training (DoP&amp;T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

5142/2025-18  
24.12.25

श्री विशाल  
विनीत  
24.12.2025

मुख्य सचिव कार्यालय  
डायरी सं० ७/२५  
दिनांक २२.१२.२५

OSD-18

SO-18

E-Mail

E - 4974277

690

In-Service Course for Sr. Library Professionals by ISTM

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

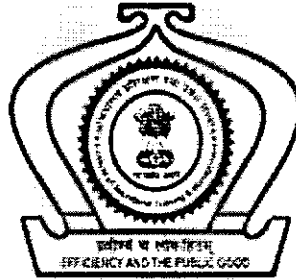
Wed, 17 Dec 2025 3:55:12 PM +0530

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

ACS, GAD

मुख्य सचिव कोषांग, बिहार

18 DEC 2025



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

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

Regards

Wishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

5143/2110-8

24.11.25

मुख्य सचिव कार्यालय  
डायरी सं० 22, 12/25  
दिनांक 22.12.25

OSD-8

S-078

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24.12.2025

E-Mail

E - 4974382 (689)

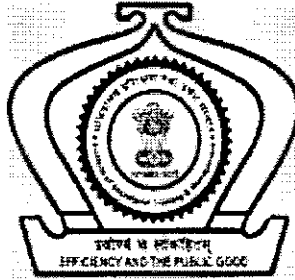
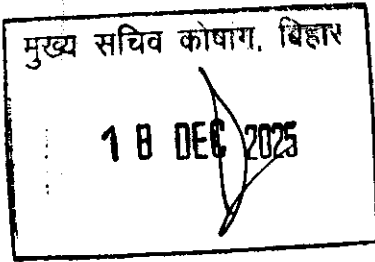
Right to Information - Public Information Officers by ISTM

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](http://www.istm.gov.in).

Regards

Rishore.

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

5144/211-18

24.12.25

24.12.2025

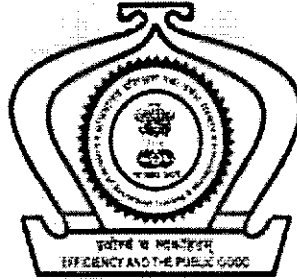
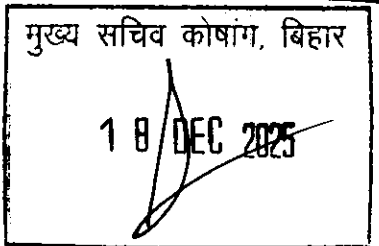
## Workshop on e-Office by ISTM

Institute of Secretariat Training and Management (ISTM) &lt; istm@nic.in &gt;

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

To "csooffice.cg"&lt;csooffice.cg@gov.in&gt;

Accs. 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 e-Office

22 DEC 2025

Course Code : WEO-22

Date : 12 Jan 2026 to 13 Jan 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training &amp; Management

Department of Personnel and Training (DoP&amp;T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विशाल  
विनीता  
24.12.2025

मुख्य सचिव कार्यालय  
डायरी सं० 7/25  
दिनांक 22.12.25

OSD-18

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5146/41018

24.12.25