

55(18)

Tue, 30 Dec 2025 6:23:48 PM +0530

To "secednand"<secadn.and@nic.in>,"secy-political"<secy-political@ap.gov.in>,"pwdsecyap"<pwdsecyap@gmail.com>,"commissionerpowerarn"<commissionerpower.arn@gmail.com>,"arunachalhome"<arunachalhome@gmail.com>,"gadassam"<gad.assam@gov.in>,"secy-par-bih"<secy-par-bih@nic.in>,"secy-personnel"<secy-personnel@chd.nic.in>,"champawat"<champawat@ias.nic.in>,"devcom-d"<devcom-d@nic.in>,"sgad"<sgad@nic.in>,"sect-cmogoat"<sect-cmo.goa@nic.in>,"gadutladakh"<gad.utladakh@ladakh.gov.in>,"cgrajini"<cg.rajini@nic.in>,"gadsecy-hp"<gadsecy-hp@nic.in>,"gad-jk"<gad-jk@nic.in>,"dopjharkhand"<dopjharkhand@gmail.com>,"prsar-dpar"<prsar-dpar@karnataka.gov.in>,"secartd"<secartd@gujarat.gov.in>,"psgad"<psgad@mp.gov.in>,"GAD\_12A"<GAD\_12A@maharashtra.gov.in>,"michaelachom"<michael.achom@gov.in>,"cyriildiengdoh"<cyril.diengdoh@gov.in>,"kumars14"<kumars14@nic.in>,"rescm-pn"<rescm-pn@nic.in>,"secyga"<secy.ga@punjab.gov.in>,"psgad"<psgad@rajasthan.gov.in>,"finsecytr21"<fin.secyr21@gmail.com>,"psecupsecadmin"<psecup.secadmin@nic.in>,"secy-per-ua"<secy-per-ua@nic.in>

Cc: "Esha Katiyar" <eshakatiyar.kb@karmayogi.in>

Dear Sir/Ma'am,

01 JAN 2026

Mission Karmayogi is an initiative of the Government of India to build a citizen-centric and future-ready civil service through a role-based capacity-building approach. Mission Karmayogi, through the iGOT Karmayogi Digital Public Infrastructure, has emerged as the world's largest government learning ecosystem, with 1.4 crore+ officials onboarded, 8 crore+ course registrations, and 6 crore+ course completions across 3,900+ courses developed by 250+ ecosystem partners.

2. In recent months, ~~GOI~~ has begun integrating AI across multiple use-cases, including AI Sarathi and AI Tutor for contextual learning support, AI-driven Capacity Building Plans, role and competency mapping, course recommendations, automated content metadata enrichment, and assessment generation. These initiatives reflect India's growing leadership in leveraging AI to personalise, scale, and enhance capacity building across Central and State Governments.

3. In view of the above and with the objective of accelerating the next phase of AI-enabled capacity-building, Karmayogi Bharat and Capacity Building Commission, in collaboration with IndiaAI Mission are organising a side event – **“AI for Capacity Building: Transforming Governance”** in the run up to the “IndiaAI Mission - AI Impact Summit 2026”, on **8<sup>th</sup> January 2026, Thursday at Vigyan Bhawan, New Delhi, from 10:00 AM onwards**. The workshop will convene senior government leadership, CBU heads, training Institutions and industry partners. It will serve as a strategic platform to define the vision, architecture, and partnerships required to scale AI-enabled capacity building to every level of government and strengthen India’s leadership in AI for public administration.

4. The workshop will be chaired by the Hon'ble Minister of State for Personnel, Public Grievances and Pensions.

5. **We request you to please participate in the workshop.** As we advance towards Mission Karmayogi 2.0, we are exploring innovative AI applications that can enhance personalised learning, competency mapping, assessment creation, content generation, and other key use cases relevant to government capacity building. The detailed agenda and logistical information will be shared shortly. In case of any queries, please feel free to contact **Ms. Esha Katiyar** at Email ID : [eshakatiyar.kb@karmayogi.in](mailto:eshakatiyar.kb@karmayogi.in) , Mobile: +91 8707628770.

We look forward to your active participation and valuable contribution.

With regards

**Chhavi Bhardwaj, IAS**

**CEO, Karmayogi Bharat**

**Department of Personnel & Training**

7th Floor, Parsvnath Capital Tower

**Gole Market, New Delhi - 110001**

**Tel: 011-41100539**

00539  
 ११ विभाग  
 विभाग  
 2.1.2026

विभाग प्रमुख  
जन प्रशिक्षण विभाग  
राजस्थान सरकार, विभाग  
ई-पेपर संख्या- 42738  
दिनांक 30-12-25

$$\begin{array}{r} 67 \overline{) 2110.18} \\ \underline{02.01.26} \end{array}$$

**1 Attachment(s)**

DO Letter 3012-2.pdf

901.3 KB

छवि भारद्वाज, भा.प्र.से.  
मुख्य कार्यकारी अधिकारी  
**Chhavi Bhardwaj, IAS**  
Chief Executive Officer



कर्मयोगी भारत  
कार्मिक और प्रशिक्षण विभाग  
(भारत सरकार)  
**KARMAYOGI BHARAT**  
Department of Personnel & Training  
(Government of India)

DO No. CEO/Karmayogi/2025/3012-2

30<sup>th</sup> December'2025

Dear Sir / Ma'am,

Mission Karmayogi is an initiative of the Government of India to build a citizen-centric and future-ready civil service through a role-based capacity-building approach. Mission Karmayogi, through the iGOT Karmayogi Digital Public Infrastructure, has emerged as the world's largest government learning ecosystem, with 1.4 crore+ officials onboarded, 8 crore+ course registrations, and 6 crore+ course completions across 3,900+ courses developed by 250+ ecosystem partners.

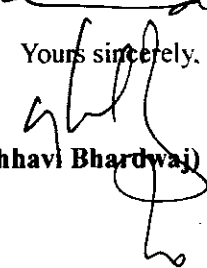
2. In recent months, iGOT has begun integrating AI across multiple use-cases, including AI Sarthi and AI Tutor for contextual learning support, AI-driven Capacity Building Plans, role and competency mapping, course recommendations, automated content metadata enrichment, and assessment generation. These initiatives reflect India's growing leadership in leveraging AI to personalise, scale, and enhance capacity building across Central and State Governments.

3. In view of the above and with the objective of accelerating the next phase of AI-enabled capacity-building, Karmayogi Bharat and Capacity Building Commission, in collaboration with IndiaAI Mission are organising a side event – **"AI for Capacity Building: Transforming Governance"** in the run up to the "IndiaAI Mission - AI Impact Summit 2026", on **8<sup>th</sup> January 2026, Thursday at Vigyan Bhawan, New Delhi**, from **10:00 AM onwards**. The workshop will convene senior government leadership, CBU heads, training Institutions and industry partners. It will serve as a strategic platform to define the vision, architecture, and partnerships required to scale AI-enabled capacity building to every level of government and strengthen India's leadership in AI for public administration.

4. The workshop will be chaired by the Hon'ble Minister of State for Personnel, Public Grievances and Pensions.

5. We would like to request you to kindly nominate a representative to participate in the workshop from your department. As we advance towards Mission Karmayogi 2.0, we are exploring innovative AI applications that can enhance personalised learning, competency mapping, assessment creation, content generation, and other key use cases relevant to government capacity building. The detailed agenda and logistical information will be shared shortly. In case of any queries, please feel free to contact **Ms. Esha Katiyar** at Email ID : **eshakatiyar.kb@karmayogi.in**, Mobile: +91 8707628770.

6. We look forward to your active participation and valuable contribution.

Regards,  
Yours sincerely,  
  
(Chhavi Bhardwaj)

To,

All Secretaries of General Administration Department in states.

Adesh Jain

Chairman, I2P2M and Founder of  
The World Project Management Forum (WPMF)  
B.Sc. B.E. (IISc), M.Engg (Canada)

Lifetime Achievement Award (2014)  
Commonly referred to as Bhishma Pitamah of  
Project Management

I am very excited about your vision,  
(WPMF) Adesh!  
- Andy Kaufman, USA

This appears to me as a timely initiative.  
I fully support your initiative (WPMF).  
- Gilles Caupin, France

International Institute of Projects & Program Management  
(a section 8 not for profit company)

Building project management competencies in a World of Change &  
Pioneering Project Management Certification worldwide

Executive Diploma in Project Management

**EDPM** 5 days Workshop

Building PM Competencies

**Option 1 EDPM (5 days)** - Executive Diploma in Project Management program  
that covers four Levels providing 360° holistic view.

**Option 2 TPM (3 days)** - Totality of Project Management leading to the  
Certificate in Project Management (CIPM) ISO/IEC 17024:2012 Accredited

**Option 3 SRW (2 days)** - Computer Based Real Time Simulation,  
Project Risk Management & Wisdom Sharing & Collective Action Plan

	Bengaluru	Mumbai	Chennai	Delhi
Option 1 EDPM (5 days)	12-16 January	9-13 February	23-27 February	16-20 March
Option 2 TPM (3 days)	12-14 January	9-11 February	23-25 February	16-18 March
Option 3 SRW (2 days)	15-16 January	12-13 February	26-27 February	19-20 March

Shri Pratyaya Amrit  
Chief Secretary  
Government of Bihar

December 29, 2025

Dear Shri Amrit,

Since 2011, International Institute of Projects and Program Management (I2P2M) is organising the **Executive Diploma in Project Management (EDPM)** programs. We have 2600+ professionals from 200+ institutions across 11 countries who have undergone EDPM programs and acquired the EDPM credential. The list of the top 12 companies is given in Encl. 1.

The 5 Day EDPM diploma program is the most unique and top-rated competency development program at a global level, where **Knowledge is transformed into Action**. EDPM program covers the below 4 levels: 3 days on TPM with CIPM certification, 1 Day on real-time simulation from UK and 1 day covering Project Risk Management, Wisdom Sharing & a Collective Action Plan.

We are providing the following options :

**Option 1 : 5-Day EDPM Workshop**

This covers 4 Levels – and provides 360-degree exposure in managing projects and programs.

**Special fee : Rs. 57,500 + GST at 18% per person (Encl. 2)**

**Option 2 : 3-Day Totality of Project Management (TPM)**

Workshop with the ISO/IEC 17024:2012 accredited CIPM Certification exam. The course contents of this workshop are aligned with NITI Aayog's suggested project management syllabus.

**Special Fee : Rs. 24,250 + GST at 18% per person (Encl. 3)**

**Option 3 : 2-Day Workshop covering a leading Real-time Simulation from UK, Project Risk Management, Wisdom Sharing & Action Plan**

The workshop covers 1 day on a Real-Time computer-based simulation from Prendo, UK, and 1 day on Project Risk Management, Wisdom Sharing and a Collective Action Plan.

**Special Fee : Rs. 19,750 + GST at 18% per person (Encl. 4)**

Options 2 and 3 are independent. Please note that one can opt for Option 3 **without** going through Option 2 and vice versa. **Option 1** is the integration of Options 2 and 3. As mentioned on the last page of the enclosed brochure, **Officials from the State / Central Govt. are eligible for a Special 50% discount on the regular fee.**

We look forward to your **opting for one or more of the three options for the upcoming workshops at Bengaluru, Mumbai, Chennai and Delhi.** It is an excellent opportunity for building competencies in today's world of change.

With best wishes,

Adesh Jain  
(Brief background is enclosed)

**Executive Diploma in Project Management (EDPM) workshops in January, February and March 2026**

818

**Adesh Jain** <chairman@i2p2m.com>

Mon, 29 Dec 2025 1:12:07 PM +0530

To "cs-bihar@nic.in"<cs-bihar@nic.in>

December 29, 2025

Dear Shri Amrit,

I2P2M successfully concluded the **33<sup>rd</sup> Global Symposium** and the **7<sup>th</sup> World Project Management Forum (WPMF)** on 22<sup>nd</sup> & 23<sup>rd</sup> 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 January, February and March 2026 at Bengaluru, Mumbai, Chennai 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

716

**6 Attachment(s)**

Shri Pratyaya Amrit.pdf  
562.8 KB

Enclosure 1 Top 12 EDPM Co...  
292.8 KB

Enclosure 2 Option 1 EDPM.pdf  
4.4 MB

Enclosure 3 Option 2 TPM.pdf  
2.6 MB

Enclosure 4 Option 3 SRW.pdf  
2.5 MB

Brief Background of Adesh Jai...  
4.9 MB

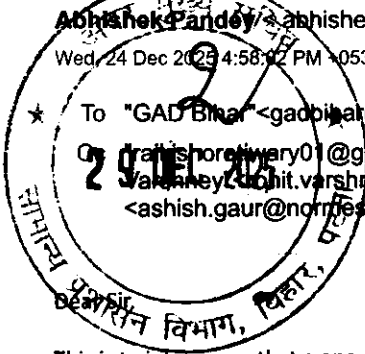
L

E-MAIL

Re: Office Order No-580 Dt-31.10.2025.

5 emails

55(18)



Abhishek Pandey <abhishek.p@qcin.org>

Wed, 24 Dec 2025 4:58:02 PM +0530

To "GAD Bihar" <gadbiha@gmail.com>, "secy-par-bih@nic.in" <secy-par-bih@nic.in>

"rajkishoretiwary01@gmail.com" <rajkishoretiwary01@gmail.com>, "C S Sharma" <cssharma@qcin.org>, "Rohit Varshney" <rohit.varshney@qcin.org>, "Alok Yadav" <alok.yadav@qcin.org>, "Ashish Gaur" <ashish.gaur@normesdecodees.com>, "Love Patel" <love.patel@normesdecodees.com>

This is to inform you that a one-day official visit to the General Administrative Department, Bihar is proposed on 30 December 2025 for the purpose of conducting an internal audit.

The visit will be carried out by

1. Mr. C. S. Sharma,
2. Mr. Love Patel, and
3. Mr. Abhishek Pandey,

who will be visiting the department on the said date.

Further, a virtual meeting is planned on 25 January at 10:30 AM for discussion and review of relevant documentation in preparation for the internal audit.

We kindly request your confirmation for the above-mentioned schedule. The virtual meeting link is attached below.

[Click here to join](#)

Thank you for your support and cooperation.

Kind Regards,

अभिषेक पाण्डेय | Abhishek Pandey

Contact: +91 9045205908

National Accreditation Board for Education and Training (NABET)

प्रशिक्षण व क्षमता निर्माण (टीसीबी) प्रकोष्ठ | Training and Capacity Building (TCB) Cell

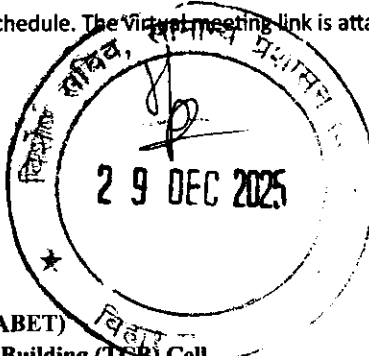
भारतीय गुणवत्ता परिषद् | Quality Council of India

वर्ल्ड ट्रेड सेंटर | World Trade Centre,

K-100, प्रथम तल, नरौजी नगर | K-100, 1st Floor, Nauroji Nagar, सफदजंग एन्क्लेव | Safdarjung Enclave,

नई दिल्ली-110029 | New Delhi-110029.

W: [www.qcin.org](http://www.qcin.org) | M: +91 88409 73966 | E: [abhishek.p@qcin.org](mailto:abhishek.p@qcin.org)



भारतीय गुणवत्ता परिषद्  
QUALITY COUNCIL  
OF INDIA  
Creating an Ecosystem for Quality

बिहार सरकार  
अपरा मुख्यालय कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या: 42516  
दिनांक: 29.12.25

From: Abhishek Pandey <abhishek.p@qcin.org>

Sent: Monday, December 15, 2025 11:38 AM

To: GAD Bihar <gadbiha@gmail.com>; secy-par-bih@nic.in <secy-par-bih@nic.in>

Cc: rajkishoretiwary01@gmail.com <rajkishoretiwary01@gmail.com>; C S Sharma <cssharma@qcin.org>; Rohit Varshney <rohit.varshney@qcin.org>;

Alok Yadav <alok.yadav@qcin.org>; Ashish Gaur <ashish.gaur@normesdecodees.com>; Love Patel <love.patel@normesdecodees.com>

Subject: Re: Office Order No-580 Dt-31.10.2025.

Respected Sir,

Greetings from the Quality Council of India (QCI).

This is in continuation of the visit of the QCI team to the General Administration Department (GAD), Patna on 25-26 November 2025 for the development of the documentation system in alignment with the requirements of ISO 9001:2015.

37/2110-18  
02.01.26



214

Please find attached herewith the ISO 9001:2015 documentation system developed for GAD, Patna, based on the discussions held and inputs received from the concerned officials during the said visit. The documentation has been prepared in accordance with the applicable clauses of the standard and keeping in view the functional requirements of the Department.

You are kindly requested to review the enclosed documents and share your observations/comments, if any, at your convenience. Upon receipt of your feedback, the necessary modifications, as deemed appropriate, shall be incorporated for finalization of the documentation.

We request your kind cooperation and support in this regard. In case of any clarification or further assistance, please feel free to contact the undersigned.

Kind Regards,

अभिषेक पाण्डेय | Abhishek Pandey

Contact: +91 9045205908

National Accreditation Board for Education and Training (NABET)

प्रशिक्षण व क्षमता निर्माण (टीसीबी) प्रकोष्ठ | Training and Capacity Building (TCB) Cell

भारतीय गुणवत्ता परिषद् | Quality Council of India

वर्ल्ड ट्रेड सेंटर | World Trade Centre,

K-100, प्रथम तल, नरौजी नगर | K-100, 1st Floor, Nauroji Nagar, सफदरजंग एन्क्लेव | Safdarjung Enclave,

नई दिल्ली-110029 | New Delhi-110029.

W: [www.qcin.org](http://www.qcin.org) | M: +91 88409 73966 | E: [abhishek.p@qcin.org](mailto:abhishek.p@qcin.org)



From: Abhishek Pandey <[abhishek.p@qcin.org](mailto:abhishek.p@qcin.org)>

Sent: Thursday, November 20, 2025 1:59 PM

To: GAD Bihar <[gadbihar@gmail.com](mailto:gadbihar@gmail.com)>; [secy-par-bih@nic.in](mailto:secy-par-bih@nic.in) <[secy-par-bih@nic.in](mailto:secy-par-bih@nic.in)>

Cc: [rajkishoretiwary01@gmail.com](mailto:rajkishoretiwary01@gmail.com) <[rajkishoretiwary01@gmail.com](mailto:rajkishoretiwary01@gmail.com)>; C S Sharma <[cssharma@qcin.org](mailto:cssharma@qcin.org)>; Rohit Varshney <[rohit.varshney@qcin.org](mailto:rohit.varshney@qcin.org)>;

Alok Yadav <[alok.yadav@qcin.org](mailto:alok.yadav@qcin.org)>; Ashish Gaur <[ashish.gaur@normesdecodees.com](mailto:ashish.gaur@normesdecodees.com)>; Love Patel <[love.patel@normesdecodees.com](mailto:love.patel@normesdecodees.com)>

Subject: Re: Office Order No-580 Dt-31.10.2025.

Dear Sir,

Greetings from QCI!

Ahead of the training on ISO 9001:2015 conducted on 4-5 November 2025, our team will be visiting GAD Patna for the purpose of developing the documentation system aligned with ISO 9001. The team will arrive in Patna on 24th November 2025 (evening).

The visiting team will consist of:

- Mr. Love Patel, Expert – QCI
- Mr. Alok Yadav, Staff – QCI

They will be available at GAD on 25th and 26th November 2025 to work closely with your officials on preparing, structuring, and finalizing the required documentation system.

I kindly request you to arrange suitable accommodation at GAD for the team during their visit. The team will leave on 26th November evening by 4.00 PM

Additionally, it is requested that your team remain available and extend the necessary support over these two days to ensure smooth and efficient progress of the documentation development work.

Please feel free to contact me in case of any clarification or assistance required.

Kind Regards,

अभिषेक पाण्डेय | Abhishek Pandey

Contact: +91 9045205908

National Accreditation Board for Education and Training (NABET)

प्रशिक्षण व क्षमता निर्माण (टीसीबी) प्रकोष्ठ | Training and Capacity Building (TCB) Cell

भारतीय गुणवत्ता परिषद् | Quality Council of India

वर्ल्ड ट्रेड सेंटर | World Trade Centre,

**From:** C S Sharma <cssharma@qcin.org>  
**Sent:** Friday, October 31, 2025 4:02 PM  
**To:** Rohit Varshney <rohit.varshney@qcin.org>  
**Cc:** Abhishek Pandey <abhishek.p@qcin.org>  
**Subject:** FW: Office Order No-580 Dt-31.10.2025.

FYIP

**From:** GAD Bihar <gadbihar@gmail.com>  
**Sent:** 31 October 2025 15:47  
**To:** C S Sharma <cssharma@qcin.org>  
**Subject:** Office Order No-580 Dt-31.10.2025.

Letter of GAD, Govt. of Bihar

Please find attachment

General Administration Department

**Note:- Please do not reply to this email id.  
Please reply on official email id of GAD specified below  
[secy-par-bih@nic.in](mailto:secy-par-bih@nic.in)**

**3 Attachment(s)**

IS9001\_2015 (For Training Pu...  
14.1 MB

ISO 9001\_Training Material.pdf  
3.8 MB

QCI\_Trg\_Schedule\_'ISO 9001...  
223.5 KB

52

E-MAIL

Sopa9m:Sopa9m:Sopa9m:NPC Residential Training Program on "Procurement Management & Financial Management" Feb. 23-27, 2026 Sri Vijaya Puram (Port Blair), A & N-Request for Nominations

SS(18)

Rajesh Sund <rajesh.sund@npcindia.gov.in>

Fri, 26 Dec 2025 3:16:16 PM +0530

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

29 DEC 2025

T2526ESG09  
26th Dec. 2026

Sub: NPC Residential Training Program on "Procurement Management & Financial Management"  
Feb. 23-27, 2026 Sri Vijaya Puram (Port Blair), A & N-Request for Nominations

Sir/Madam,

National Productivity Council of India (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 Program on "Procurement Management & Financial Management" during Feb. 23-27, 2026 (Port Blair, A & N).

NPC Training Program has been designed to inculcate the importance of Public Procurement & Financial Management by updating skills, knowledge on best practices needed to effectively manage procurements and contracts in the public sector environment within the organization. The Training shall also emphasize various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

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 Participant.  
★ GST 18% per participant is applicable on Participation fees.

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

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

Thanking you and looking forward to receiving nominations.

Yours sincerely,

Rajesh Sund

Director (Economic Services)

Faculty & Programme Coordinator

Direct Phone: 91-11-24607303

Mob: 8799784715

Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)

ABOUT TRAINING PROGRAM

## 1. LEARNING OBJECTIVES

- To understand the kind of system and practices existing in Procurement Management and to evolve better methods.
- To understand the General Financial Rules in Public Procurement
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal.
- To understand the pitfalls of Financial Management.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key Financial Risks.

## 2. BROAD PROGRAMME COVERAGE

- Concept of Procurement Management
- Procurement of Consulting Services
- Contract Management & Vendor selection
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

## 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 various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Associations, Boards, Financial Institutions, NBFC & Autonomous Organizations 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 Expert & other Renowned and Experienced Trainer from the respective field.

## 6. PROGRAMME FEE & SCHEDULE

Programme Code	T2526ESG09
Programme Fees	<b>For Residential Participants— Rs. 70,000</b> (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. <b>For Non-Residential Participants— Rs. 55,000</b> (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	<b>Feb. 23-27, 2026 at Sri Vijaya Puram (Port Blair), A &amp; N</b> <b>Programme starts on 23-02-2026 at 1430 hrs.</b> <b>Programme closes on 26-02-2026 at 1800 hrs.</b> Check in for Residential Participants: <b>23-02-2026 (AN)</b> Check out for Residential Participants: <b>27-02-2026 (FN)</b>
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.	

**Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.**

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 fees.***

## 7. PAYMENT DETAILS

Programme fees inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 and send to:

Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)

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:

Also provide GST No. of Organization/Institution along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%

Signature

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

Tick, if Organization is GST Exempted



OR if Organization is Not GST Exempted



### SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

*As per GST 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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

### DECLARATION

I certify that the above information is correct

709

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

## 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 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.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- 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.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Nominations may be sent to the following address:

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

➤ **Last date for Receiving of Nominations: 09-02-2026**

## FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

PROGRAMME	DATES	VENUE
Conflict Resolution and Strategic Financial Management	Mar 24-28, 2026	Gangtok, Sikkim

208

Fwd: Workshop on e-Office by ISTM

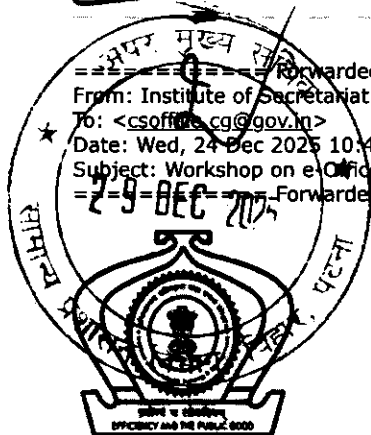
E-MAIL

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

Wed, 24 Dec 2025 11:31:02 AM +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: <csoffice.cg@gov.in>  
Date: Wed, 24 Dec 2025 10:49:08 +0530  
Subject: Workshop on e-Office by ISTM  
Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-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

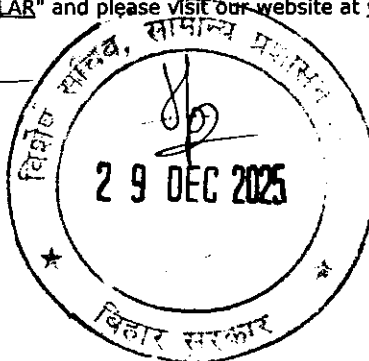
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

OSD-18



S.O-18

बिहार सरकार  
सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-42223  
दिनांक-24.12.25

44/2110-18  
07.01.26

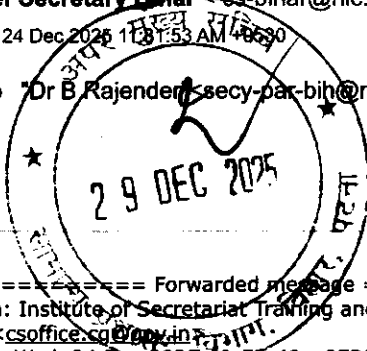
207

5(18)

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

Wed, 24 Dec 2025 11:31:53 AM +0530

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



===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@nic.in>  
Date: Wed, 24 Dec 2025 10:52:49 +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](http://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

OSD-18



S.O-18

श्री निशाम

बिहार सरकार  
आवर मुक्त सचिवालय कोयंबांग  
सामान्य प्रशासन विभाग  
ई-मेल सचिव-42225  
दिनांक 24.12.25

45/2110-18  
62.01.76



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

E-MAIL

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

Wed, 24 Dec 2025 11:31:22 AM +0530

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

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Wed, 24 Dec 2025 10:50:37 +0530  
Subject: In-Service Course for Sr. Library Professionals 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 : 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](http://www.istm.gov.in).

Regards

Kishore .

Assistant Director

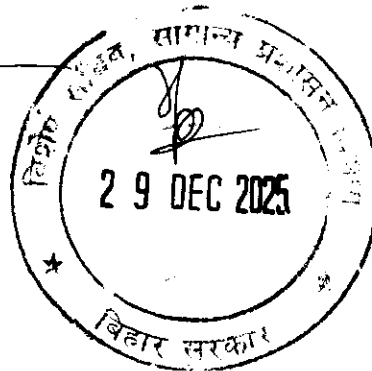
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

OSD-18



S.O-18

श्री निशाम

भाग  
भाग  
42224  
24.12.25

46/2110-18  
02.01.26

Fwd: Workshop on e-Office by ISTM

55(18)

205  
E MAIL

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

Wed, 31 Dec 2025 3:27:16 PM +0530

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

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <isns@dpmod.gov.in>  
Date: Wed, 31 Dec 2025 15:16:31 +0530  
Subject: Workshop on e-Office by ISTM  
===== Forwarded message =====



Sir/Madam,

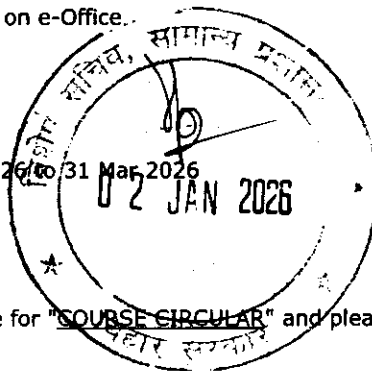
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on e-Office.

Course Code : WEO-23

OSD-18 Date : 30 Mar 2026 to 31 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

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.D-18

विशेष सचिव  
5.01.26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-गैट नगर 42 नगर  
केन्द्र 342 नगर

89/871-18  
5.1.26

E-Mail

204

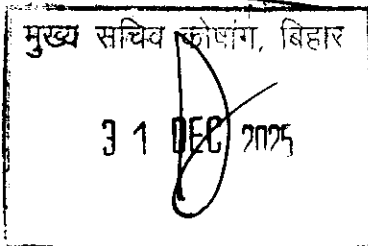
## Workshop on e-Office by ISTM

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

Wed, 31 Dec 2025 9:48:56 AM +0530

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

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 e-Office

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

New Delhi - 110067

New Delhi - 110067

New Delhi - 110067

New Delhi - 110067

New Delhi - 110067

New Delhi - 110067

New Delhi - 110067

81/2110-18  
5.1.26

2111021 4211005

—

Level - A - DAKSHTA by ISTM

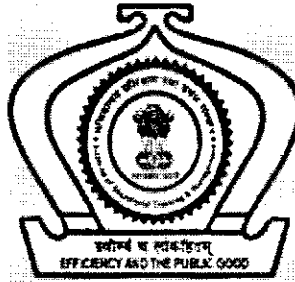
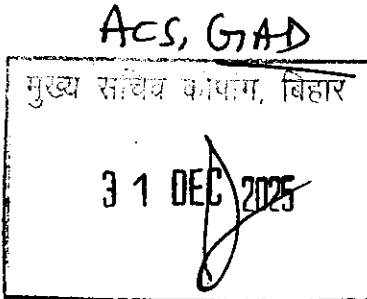
E-Mail

203

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

Wed, 31 Dec 2025 10:44:36 AM +0530

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



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 : Level - A - DAKSHTA

Course Code : LA-DAKSHTA-05

Date : 12 Jan 2026 to 16 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).

The programme is meant for the staff of the level of Senior Secretariat Assistants (SSAs in Pay level-4/6) and equivalent with 2-6 years of service. It is requested to send nomination by 9th January 2026.

Regards

Handman Prasad Nishad

Assistant Director

Institute of Secretariat Training &amp; Management

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

JNU Campus (OLD), Olof Palme Marg,

202

New Delhi - 110067

## Right to Information - Public Information Officers by ISTM

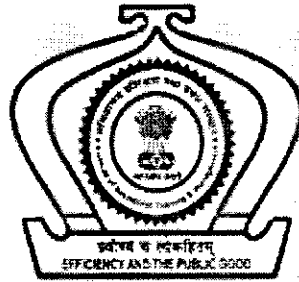
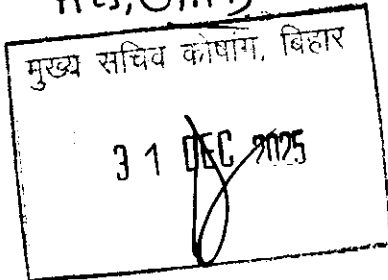
E-Mail

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

Wed, 31 Dec 2025 9:46:43 AM +0530

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

Accs, G.A.D



53 (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

Kishore

Assistant Director

Institute of Secretariat Training &amp; Management

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

BINU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विद्याल  
विनीता  
5.01.2026

S.O-18  
5/01/26

83/21018  
5.1.26

## In-Service Course for Sr. Library Professionals by ISTM

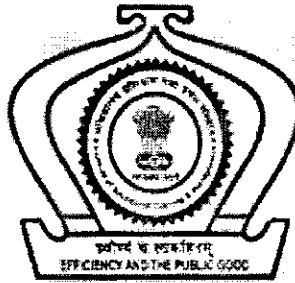
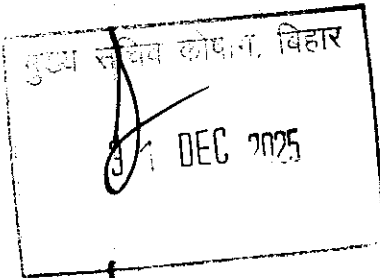
E-Mail

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

Wed, 31 Dec 2025 9:47:59 AM +0530

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

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

Regards

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

S.D-18

Handwritten signature and date: 05/01/2026

Handwritten text: 84/210-18, 5.1.26