

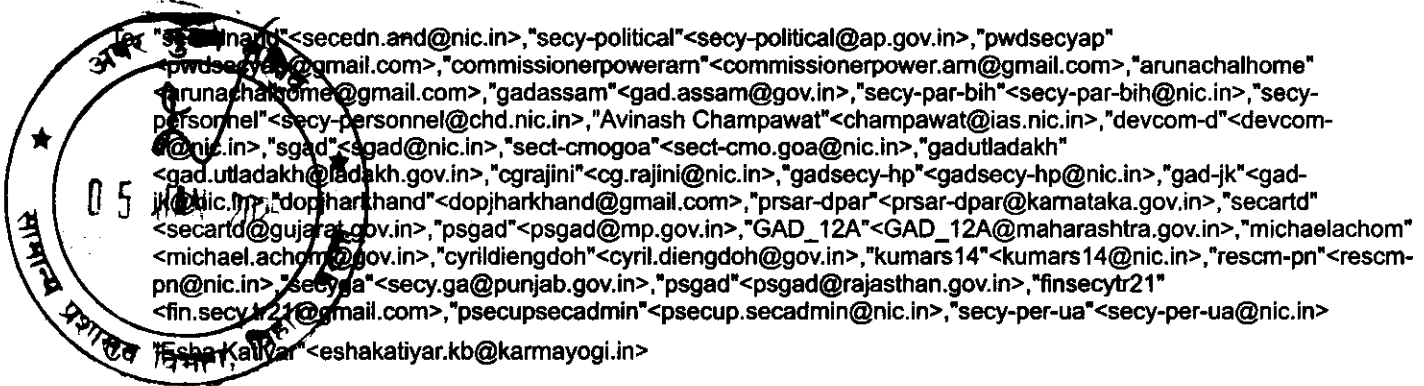
Re: Invitation for the event on "AI for Capacity Building: Transforming Governance"

2 emails

55 (18)

Chhavi Bhardwaj <ceo.karmayogi@gov.in>

Fri, 02 Jan 2026 3:24:08 PM +0530



Dear Sir/Ma'am,

In continuation to the trail mail, please find attached the detailed agenda for the event. Kindly confirm your participation if you haven't done so already. We look forward to your participation in the event.

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

OSD-18

बिहार सरकार
अपर मुख्य सचिव, जोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-222.....
दिनांक.....2.1.26..

--- On Tue, 30 Dec 2025 18:23:44 +0530 Chhavi Bhardwaj <ceo.karmayogi@gov.in> wrote ---

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.

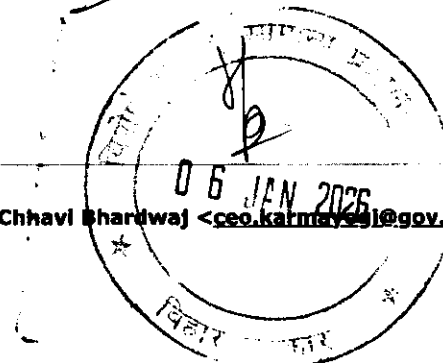
3. In view of the above and with the objective of accelerating the next phase of AI-enabled capacity-building, Karmayogi Bharat and Capacity Building Commission, in collaboration with IndiaAI Mission are organising a side event - "AI for Capacity Building: Transforming Governance" in the run up to the "IndiaAI Mission - AI Impact Summit 2026", on 8th 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, Mobile: +91 8707628770.

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

S.D-18
गुप्त
श्री विद्या
दिनांक
6.01.26



123/शा-18
7.1.26

23
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

2 Attachment(s)

DO Letter 3012-2.pdf
901.3 KB

Agenda - AI for Capacity Buildi...
215.8 KB

Chhavi Bhardwaj <ceo.karmayogi@gov.in>

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

To "secednand"<secedn.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-cmogoa"<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>,"cyrildiengdoh"<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,

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.

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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 , Mobile: +91 8707628770.

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

With regards
Chhavi Bhardwaj, IAS
CEO, Karmayogi Bharat
Department of Personnel & Training

22

7th Floor, Parsvnath Capital Tower
Gole Market, New Delhi - 110001
Tel: 011-41100539

1 Attachment(s)

DO Letter 3012-2.pdf
901.3 KB

726

छवि भारद्वाज, मा.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

30th 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.

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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.

- 225
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.



कर्मयोगी भारत
— लोकहितं नमः कर्मयोगम् —



**CAPACITY
BUILDING
COMMISSION**

INDIAi

Event on “AI for Capacity Building: Transforming Governance”

IndiaAI Mission – AI Impact Summit 2026

Organised by: Karmayogi Bharat and Capacity Building Commission in partnership with IndiaAI Mission

- **Venue:** Vigyan Bhawan, New Delhi
- **Date:** 8th January 2026
- **Time:** 10:00 – 16:00

#	Time	Session / Responsible Official
1	10:00 – 10:30 (30 minutes)	Registration
2	10:30 – 10:40 (10 minutes)	Welcome Address and Context Setting <ul style="list-style-type: none"> • Smt Chhavi Bhardwaj, CEO, Karmayogi Bharat Video on AI use cases implemented by Karmayogi Bharat
3	10:40 – 11:00 (20 minutes)	Opening Remarks: Vision for AI-Driven Capacity Building <ul style="list-style-type: none"> • Shri Subramanian Ramadorai, Chairperson, Karmayogi Bharat • Smt Radha Chauhan, Chairperson, Capacity Building Commission • Smt Rachna Shah, Secretary, Department of Personnel & Training • Shri S. Krishnan, Secretary, Ministry of Electronics and Information Technology (MeitY)

23

#	Time	Session / Responsible Official
4	11:00 - 11:05 (5 minutes)	Launch of Karmayogi Bharat's new AI feature: <ul style="list-style-type: none"> • Karmayogi Classroom
5	11:05 - 11:25 (20 minutes)	Keynote Address <i>Dr. Jitendra Singh, MoS for Personnel, Public Grievances & Pensions</i>
6	11:25 - 12:00 (35 minutes)	Tea Break
7	12:00 - 13:00 (60 minutes - 10 minutes per demo)	Session 1: Demos/Thought Leadership - Innovation Showcase Live demonstrations/Thought Leadership by ecosystem partners: <ul style="list-style-type: none"> • <i>Shri Shankar Maruwada, Co-Founder and CEO, EkStep Foundation & People+AI</i> • <i>Shri Pratyush Kumar, Co-Founder, Sarvam AI</i> • <i>Shri Mitesh Khapra, Associate Professor, IIT Madras and Co-Founder, AI4Bharat</i> • <i>Shri Ankush Sabharwal, Founder / CEO, CoRover.ai and BharatGPT</i> • <i>Shri Aakash Chaudhry, Founder & MD, Sparkl</i> • <i>Shri Sushmit Bagchi, Sr Programme Manager, IIT Bombay</i>
8	13:00 - 14:00 (60 minutes)	Lunch
9	14:00 - 15:00 (60 minutes)	Session 2: Panel Discussion 1 - AI for Building Future-Ready Civil Services

#	Time	Session / Responsible Official
		<p>Moderator: Shri Pankaj Bansal, Board Member, Karmayogi Bharat</p> <p>Panelists:</p> <ul style="list-style-type: none"> • Shri Adil Zainulbhai, Former Chairperson, CBC • Shri Abhishek Singh, CEO, IndiaAI Mission • Smt Debjani Ghosh, Distinguished Fellow - NITI Aayog and Board Member, Karmayogi Bharat • Shri Nand Kumarum, CEO, National e-Governance Division (NeGD)
10	15:00 - 15:50 (50 minutes)	<p>Session 3: Panel Discussion 2: "Strategies for scaling AI in public sector"</p> <p>Moderator: Dr. Vashima Shubha, CBC</p> <p>Panelists:</p> <ul style="list-style-type: none"> • Shri Shyam Sunder Gudimella, Director, Center for Centre for Learning and Teaching Excellence, ISB • Smt. Sapana Srikanth, Chief General Manager – Capability Building, HPCL • Shri C. Jayakumar, Executive Vice President and Head of Corporate Human Resources, L&T • Smt. Shipra Bhalla Chowdhary, Senior Director - Government Affairs, SAP India • Senior Executive, IBM (To be confirmed)
11	15:50 - 16:00 (10 minutes)	<p>Guidance & way forward</p> <p>Speaker: Chairperson, CBC</p>

(20)

E-Mail No.12/55/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 30th December, 2025.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Public Administration and Governance" from 6th to 10th April, 2026 in Singapore.

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Public Administration and Governance" from 6th to 10th April, 2026 in Singapore** under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in Public governance and administration. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/pag2026>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (iii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. **Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 30.01.2026 positively at the following address:-**

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2878,
Email- pankaj.gangwar@gov.in
phourasia.anil@nic.in

Contd.....2/-

6. Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.nic.in under the link "Foreign Training Programmes" [<https://mofapp.nic.in/training/default.aspx>].

(Pankaj Gangwar)

Under Secretary to the Govt. of India

1. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
2. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://mofapp.nic.in/training/default.aspx>].

भारत सरकार
वित्त मंत्रालय
आर्थिक कार्य विभाग
(बीपीसी एंड टी अनुभाग)

.....

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 30 दिसम्बर, 2025.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 6 से 10 अप्रैल, 2026 तक "लोक प्रशासन और शासन" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 6 से 10 अप्रैल, 2026 तक "लोक प्रशासन और शासन" पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो सार्वजनिक शासन और प्रशासन में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/pag2026>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 30.01.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसी एंड टी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
हॉल नं. 15076, कार्तव्य भवन -1, नई दिल्ली-110001।
पीएच:- 011 - 2401 2878,
ईमेल- pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [<https://mofapp.nic.in/training/default.aspx>] लिंक के तहत अपलोड किया जाता है।



(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
2. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://mofapp.nic.in/training/default.aspx>]

PUBLIC ADMINISTRATION AND GOVERNANCE

06 TO 10 APRIL 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by

CIVIL SERVICE COLLEGE

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

Civil Service College

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms. By sharing the Singapore government's experience and best practices, CSC hopes to promote good governance and develop goodwill, co-operation and understanding between different governments across the world.

Course Objectives

This course will share Singapore's experience in public governance and administration in building a future-ready and responsive public service.

Synopsis

Topics to be covered include:

- Singapore's approach to governance and public service transformation;
- Public accountability and financial management in the Singapore public service;
- Human resource management in the Singapore public service;
- Harnessing technology in the public service delivery;
- The public service as convenor for citizen engagement and participation.

Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

Course Duration and Venue

The course will be held over 5 days from **06 to 10 April 2026** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in Public Governance and Administration;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

736

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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Application Procedure

(Closing date for nomination: **06 February 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/pag2026> by **06 February 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY

3. **Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. **Nominations:-**

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. **Clearance:-**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

533

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement	
2.	Complete DEA Proforma alongwith Vigilance Clearance	
3.	Whether Application has been recommended/ nominated by Line Ministry/Department/State Government	
4.	Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.	

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. _____ Designation _____ working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of _____ in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on _____ sponsored by _____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

In-person Singapore Cooperation Programme on "Public Administration and Governance" from 6th to 10th April, 2026 in Singapore

231

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,
Min. Of Finance**

<
chourasia.anil@nic.in
>

Tue, 30 Dec 2025 3:06:46 PM +0530

To "ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd"<jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale"<d.jagdale@gov.in>,"Vijay Kumar Sinha Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Ashish Madhaorao More"<jsbo@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Raj Kumar"<ddgestt@indiapost.gov.in>,"anandsunita"<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"<information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-goat@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs"<cs@tn.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

230

westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"
<cs.pon@nic.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Public Administration and Governance**" from 6th to 10th April, 2026 in Singapore, for information and necessary action.

With regards,

Anil Kumar Chourasia,
Assistant Section Officer,
(BPC&T) Section,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan-1, New Delhi.
Tele: 24012886.

1 Attachment(s)

12-55-25-final.pdf

3.2 MB

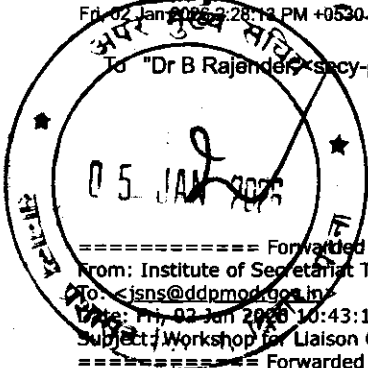
251

S-0 (18)

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

Fri, 02 Jan 2026 2:28:13 PM +0530

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



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmo.gov.in>
Date: Fri, 02 Jan 2026 10:43:19 +0530
Subject: Workshop for Liaison Officers (SC/ST) by ISTM
==== Forwarded message =====



Sir/Madam,

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

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

Course Code : WLO-SC/ST-33

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

Puneet Kumar Sharma

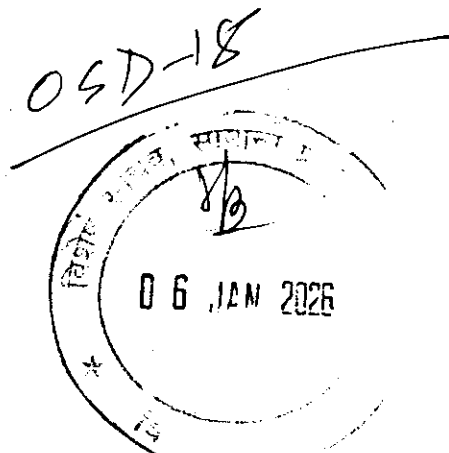
Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



विभाग प्रमुख
अपर सचिव
सामान्य प्रशासन
ई-से
288
05.1.26

S-0-18
प्रतिष्ठा व समर्पण
6.01.2026

134/शा-18
7.1.26

Fwd: Statistical Tools and Techniques by ISTM

58(18)

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

Fri, 02 Jan 2026 14:15:13 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@ddindia.gov.in

Date: Fri, 02 Jan 2026 14:15:13 +0530

Subject: Statistical Tools and Techniques by ISTM

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

FILE NO:Y-14041/1/2026-O/o DD OM

Date: 2nd 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: A Two days Training Programme on "Statistical Tools and Techniques" (STT-14) to be conducted from 06th April to 07th April, 2026 in ISTM.

Madam/Sir,

I am directed to state that Two Days' Training Programme on "Statistical Tools and Techniques" (STT-14) will be conducted by this Institute from 06th April to 07th April, 2026. Details regarding the aim of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at 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 on the email id- [balaji.n\[at\]nic.in](mailto:balaji.n[at]nic.in).

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 27th March, 2026.

4. Only such candidates, whose nominations are accepted for the Training Programme 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

Yours faithfully

Balaji

Sd/-

(Balaji N)

Deputy Director & Course Coordinator

E-mail: [balaji.n\[at\]gov.in](mailto:balaji.n[at]gov.in)

Tel: 011-26737516

बिहार सरकार
 अपर मुख्य सचिव, प्रशासन
 सामान्य प्रशासन विभाग
 -मेल संख्या- 272...
 तंक 2.1.26

135/का-18
 7.1.26

श्री विज्ञान
 विनीत
 6.1.2026

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Training Programme on Statistical Tools and Techniques

2. **COURSE CODE:** STT-14

3. **DURATION:** Two days (06th April to 07th April, 2026)

4. **AIM OF THE COURSE:**

To equip the participants with various concepts and software tools related to application of Statistical Techniques .

5. **OBJECTIVE :**

At the end of the programme the officers will be able to:

- (i) Acquiring data/Understanding customer needs
- (ii) Data Analysis
- (iii) Presenting and disseminating data effectively
- (iv) Data Visualization
- (v) Identifying the relevant concepts and variables for which data are required

6. **METHODOLOGY:**

The programme will be organised on highly participative lines. The training methods will include Lectures/ power point presentations, Exercises and discussion etc.

7. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for Officers & Staff in the Central/State Government offices and PSUs/Autonomous Bodies, who have undergone basic level course in excel or have extensive working knowledge in excel.

8. **COURSE CAPACITY:**

The maximum number of participants that can be admitted to the Course is 35.

9. **NOMINATIONS FOR THE COURSE:**

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **27th 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 & 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.

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 accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

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

E-MAIL

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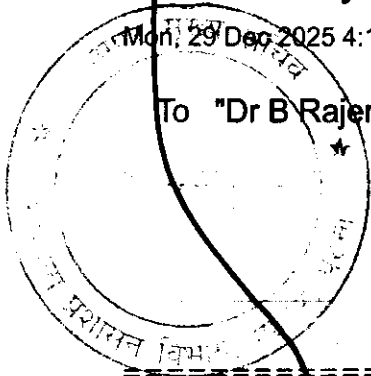
Fwd: Litigation Management by ISTM

S.S (18)

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

Mon, 29 Dec 2025 4:15:48 PM +0530

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



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

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

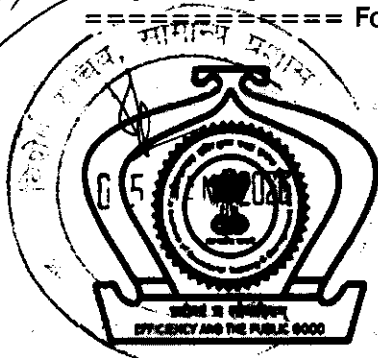
To: <jsns@depmod.gov.in>

Date: Mon, 29 Dec 2025 16:00:06 +0530

Subject: Litigation Management by ISTM

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

S.S-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 : Litigation Management

S.S-18 Course Code : LTM-10

Date : 19 Jan 2026 to 20 Jan 2026

Mode : Offline

बिहार सरकार
आयुक्त सचिव कोषांग
सामान्य प्रशासन विभाग
-मैम नं०- 48
दिनांक 01.01.2026

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

Regards

Anit Shishir Kerketta

Deputy Director

श्री विद्याल
कर्मिणी
05.01.2026

104/2110-18
5.1.26



Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

E-Mail

Confirmation of Nomination for Building Capacities for the Present and Future – Reg.

e-HRMS < noreply-cscms@gov.in >

Fri, 02 Jan 2026 12:11:50 PM +0530

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

Dear PRATAYAY AMRIT,

This is to inform you that the nomination of Manoj Kumar for the Building Capacities for the Present and Future has been approved. The said program is being conducted as part of the Department of Personnel & Training (DoPT)'s In-Service Training (IST) initiative.

- **IST Programme Name:** Building Capacities for the Present and Future
- **Training Institute:** Lal Bahadur Shastri National Academy of Administration (LBSNAA)
- **Scheduled Dates:** 09-02-2026 to 13-02-2026
- **Location:** Mussoorie

As per DoPT's OM , the logistics expenses of staying and training will be borne by DoPT as per the eligibility criteria mentioned in the OM. In this regard, you are kindly requested to facilitate Manoj Kumar in their participation and make necessary arrangements to ensure a smooth process.

Note: This is a system-generated email. Please do not reply to this email. For all queries, kindly contact meena.rajesh13@nic.in / 011-26706347

Best regards,
DoPT Training Wing

06 JAN 2026

S.O-18

06/01/26
श्री विष्णु
विनोद
06.01.2026

117 / 2110-18
6.1.26

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

Fri, 02 Jan 2026 2:29:21 PM +0530

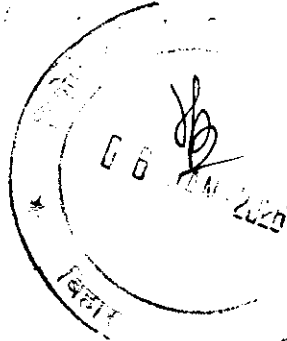
To "Dr B Rajender" <secy-par-bih@nic.in>

05 JAN 2026

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <secy-par-bih@nic.in>
 Date: Fri, 02 Jan 2026 10:37:54 +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, योजना
 सामान्य प्रशासन विभाग
 ई-मेल संख्या: 289
 दिनांक: 5.1.26

133/2110-18
 7.1.26

S.D-18

08/01/26
 रा. विभागा
 वि. वि. वि.
 6.01.26

249

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

551182
Chief Secretary Bihar < cs-bihar@nic.in >

02 Jan 2026 1:55:22 PM +0530

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

05 JAN 2026

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

To: <jsns@ddpmo.gov.in>

Date: Fri, 02 Jan 2026 12:33:22 +0530

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

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

05D-18
Date: 02/01/2026

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

06 JAN 2026
फाइल / FILE NO: Y-21011/20/2025-ISTM
Subject: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 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" on 24th February 2026 for Group A & B officers.

2. 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 **17th February, 2026**.

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

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

50-18
ANNEXURE-I

विभाग
06.01.26
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

COURSE INFORMATION SHEET

132/शां० 18
7.1.26

243

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

Last date for receipt of online nomination form is 17th February, 2026.

742

Re: Office Order No-580 Dt-31.10.2025.

E-MAIL

7 emails

55 (18)

Abhishek Pandey <abhishek.p@qcin.org>

Sat, 03 Jan 2026 11:35:59 AM +0530

To "GAD Bihar" <gadbihar@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>

Dear Sir,

Greetings for the day!

For the purpose of upcoming assessment, Mr. Love Patel will be visiting the GAD Patna on 5th and 6th January 2026. The travel plan is as follows:

Arrival at Patna - 04th January 2026 ; 07:35 PM

Accommodations is required to be booked as per the below schedule:

Check-in Date - 04th Jan. 2026

Checkout Date - 06th Jan 2026

Furthermore, an internal audit was conducted and some documentation was prepared in the last visit, we have now completed the documentation part, please find the attached final documents with the mail.

Additionally we request to GAD team to sign the Internal Audit and MRM documents from the attached folder. Once signed, kindly arrange to take printouts and maintain them in the respective files for records before the initiation of the assessment on 5th January 2026.

In case if there are any issues, please let us know.

Thank You!

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 | M: +91 88409 73966 | E: abhishek.p@qcin.org

बिहार सरकार
अवर मुख्य सचिव, विभाग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 452
दिनांक- 5.1.26

CELEBRATING
25
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ANNIVERSARY

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

श्री विशाल
चिनीता
06.01.2025

140/2110-18
7.1.26

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

Sent: Wednesday, December 24, 2025 4:52 PM

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

54
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.

Dear Sir,

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, सफदरजंग एन्क्लेव | Safdarjung Enclave,

नई दिल्ली-110029 | New Delhi-110029.

W: www.qcin.org | M: +91 88409 73966 | E: abhishek.p@qcin.org



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

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

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

To: GAD Bihar <gadbihar@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.

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.

'ESCI IT Training Calendar 2026 - 27.

E-MAIL

755

55 (18)

< training1@escihyd.org >

Fri, 02 Jan 2026 11:10:50 AM +0530

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

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

Tags Not in Contacts

Dear Sir/ Madam,
Greetings from Engineering Staff College of India !!!

Wish you Happy and Prosperous New Year 2026!!

The **Engineering Staff College of India (ESCI)** is a premier **National Training Institute** and an autonomous organ of India's largest body of professional engineers, 'The **Institution of Engineers (India)**'. ESCI was established in 1981 with the mandate of providing quality training and education in engineering and techno-management domains.

Thanks for nominating your officers / Staff members in the financial year 2025-26 programs.
IT Division-ESCI offers customized IT Professional Development Programs for Your Officials / Executives / Staff Members for Technology Upgradation

Please find the attached IT Training Calendar 2026 - 27 for your reference.

For more program details & brochures, please visit our website <https://escihyd.org/division/it>

Kindly nominate your employees/officers/executives, so that they can make use of this opportunity to upgrade their skills, For the benefit of the organization

We will also design and conduct exclusive offline/online training programs for your employees according to your requirements at your Campus / ESCI Campus.

If you have any queries, please feel free to contact us.

With Regards
Syed Azgar
Sr Faculty & Head IT
8886661060

Information Technology (IT) Division
Engineering Staff College of India (ESCI)
Gachibowli, Old Bombay Road,
Hyderabad - 500032
Phone : 040 - 66304124/23/25
E-mail : it@escihyd.org
Facebook : <https://www.facebook.com/ESCIHyd/>
Twitter : <https://twitter.com/ESCIHyd/>

दिनांक 25.01.26
अपर सूचना अधिकारी
सामान्य प्रशासन विभाग
ई-मेल संख्या-259
दिनांक-2.1.26

प्रतिपादित
दिनांक
05.01.2026

112 / 810 - 18
5.1.26



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)

(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Old Bombay Road, Gachibowli, Hyderabad, Telangana – 500 032, India



Information Technology Division

ESCI IT Calendar 2026-27

2026

WELCOME NEW YEAR



(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)

Centre for Promotion of Professional Excellence



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)



INFORMATION TECHNOLOGY DIVISION Continuing Professional Development Programs IT Calendar 2026 – 27

S. No.	Course Title	Code	Date	Duration	Online / Offline	Course Fee
1.	Project Management & Monitoring using MS Project 2021	IT2016	20 - 22 Apr 26	3	Offline/ Online	18000/ 11000
2.	Data Management using MS Access & MS Excel 2019	IT2069	27 - 30 Apr 26	4	Offline/ Online	24000/ 15000
3.	GEM Procurement Procedures – Gem Account operation from Basic to expertise	IT2085	04 - 06 May 26	3	Online	11000
4.	Generative AI for Managers & Team Leaders – at IEI Centre, Srinagar, J&K	IT2092	06 - 08 May 26	3	Offline	40000
5.	Cyber Security & Cyber Hygiene for IT / OT Officers	IT2088	18 - 20 May 26	3	Offline/ Online	18000/ 11000
6.	Working with BOSS Linux & LibreOffice	IT2080	18 -21 May 26	4	Offline	24000/ 15000
7.	Building Cyber Security & AI Resilience for Senior Managers & Leaders - At Ooty, TN	ITOP01	20 – 22 May 26	3	Offline	40000
8.	Network & Security Administration	IT2020	01 - 05 June 26	5	Offline/ Online	30000/ 18000
9.	Mobile Application Development Using REACT NATIVE	IT2024	08 - 12 June 26	5	Offline/ Online	30000/ 18000
10.	Certification on Microsoft Power BI Data Analyst (PL 300)	IT2030	22 - 25 June 26	4	Offline	30000
11.	Information Security Management System (ISMS - ISO 27001) Lead Implementer	IT2040	06 - 09 July 26	4	Offline/ Online	24000/ 15000
12.	Effective Utilization of MS Office Application for Office Administration	IT2061	20 - 22 July 26	3	Offline/ Online	18000/ 11000
13.	Cyber Security Tools & Security Audit	IT2043	27 - 30 July 26	4	Offline/ Online	24000/ 15000
14.	AI Powered Full Stack Development with JAVA	IT2036	03 - 07 Aug 26	5	Online	30000
15.	BOSS Linux Administration	IT2015	10 - 13 Aug 26	4	Offline/ Online	24000/ 15000
16.	Artificial Intelligence Management System (AIMS) (ISO/IEC 42001:2023)	ITOP02	10 - 12 Aug 26	3	Offline/ Online	18000/ 11000
17.	Certification program on MS Azure Cloud Administration (AZ 900 MS Certification)	IT2017	17 - 20 Aug 26	4	Offline/ Online	24000/ 15000
18.	Security Operations Center (SOC) Analyst	IT2055	01 - 04 Sept 26	4	Offline	24000
19.	Advanced Excel for Report Generation & Analytics	IT2073	07 - 09 Sept 26	3	Offline/ Online	18000/ 11000
20.	Empowering Women in the Digital World (Building Cyber & AI Resilience)	IT2096	21 - 23 Sept 26	3	Offline/ Online	18000/ 11000
21.	Developing ML and AI applications with Python	IT2077	21 - 30 Sept 26	9	Offline	50000
22.	Network Administration: Configuring & Securing LANs and WANs	IT2001	05 - 09 Oct 25	5	Offline/ Online	30000/ 18000

**ESCI**

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23.	Procurement Rules for Goods & Services including Gem Portal & GFR 2017 Guideline	IT2084	05 - 07 Oct 26	3	Online	11000
24.	Project Management & Monitoring using MS Project 2021	IT2016	05 - 07 Oct 26	3	Offline/ Online	18000/ 11000
25.	Generative AI for Managers & Team Leaders At Shillong, Meghalaya	ITOP03	28 - 30 Oct 25	3	Offline	40000
26.	Cyber Security Best Practices for Managers & Executives	IT2089	26 - 28 Oct 26	3	Offline/ Online	18000/ 11000
27.	Smart Manufacturing & Process Automation with AI and ML	IT2087	02 - 05 Nov 26	4	Offline/ Online	24000/ 15000
28.	Building Cyber Security & AI Resilience for Senior Managers & Leaders – IEI, Shimla, HP	ITOP04	11 - 13 Nov 26	3	Offline	40000
29.	Firewall & VPN Security Administration	IT2007	16 - 20 Nov 26	5	Offline	30000
30.	Certification Preparation program on Project Management Professional (PMP) – (With PMI PDUS & Original PMI Material)	IT2053	16 - 20 Nov 26	5	Offline	35000
31.	AI Tools to Enhance Work Productivity (ChatGPT & Copilot Intergradation with MS Office Applications)	IT2090	25 - 27 Nov 26	3	Offline/ Online	18000/ 11000
32.	Data Analysis and Visualization using MS Power BI	IT2029	01 - 04 Dec 26	4	Offline/ Online	24000/ 15000
33.	IT Tools & Techniques for Office Administration	IT2076	07 - 09 Dec 26	3	Offline/ Online	18000/ 11000
34.	Information Security Management System (ISMS - ISO 27001) Lead Implementer - At IEI Centre, Srinagar J&K	ITOP05	16 - 18 Dec 26	3	Offline	40000
35.	Advanced Cyber Security & Forensic Process for IT Professionals	IT2041	14 - 18 Dec 26	5	Offline	30000
36.	Web Development using MERN Stack	IT2037	04 - 08 Jan 27	5	Offline	30000
37.	Advanced Excel for Report Generation & Analytics	IT2073	06 - 08 Jan 27	3	Offline/ Online	18000/ 11000
38.	Generative AI & Deep Learning Applications	IT2078	18 - 22 Jan 27	5	Offline	30000
39.	Working with BOSS Linux & LibreOffice	IT2080	01 - 04 Feb 27	4	Offline/ Online	24000/ 15000
40.	Big Data Analysis for decision Making (Hands-on training on Power BI) At Ooty, TN	IT2028	03 - 05 Feb 27	3	Offline	40000
41.	AI Powered Cyber Security risks & prevention techniques	IT2097	08 - 11 Feb 27	4	Offline/ Online	24000/ 15000
42.	Network Administration: Configuring & Securing LANs and WANs	IT2020	22 - 26 Feb 27	5	Offline/ Online	30000/ 18000
43.	AI-Enabled Surveillance, Monitoring & Safety Systems for Mining Sector At Jaipur, Rajasthan	ITOP06	03 - 05 Mar 27	3	Offline	40000

Note: 18% GST Extra (GST Nil for All State & Central Govt. Departments like DRDO, DGQA & Govt. Departments).

Mr.Syed Azgar, Head IT | Mr.Murali, Project Engineer | Ms.Soumya, Jr Faculty | Ms Jyothi Jr Faculty
8886661060 / 040-66304123 9177461391 / 040-66304125 040-66304124 040-66304125

Old Bombay Road, Gachibowli, Hyderabad, Telangana - 500 032, India

Visit us on our Web Portal www.escihyd.org Mail : it@escihyd.org Phone : 040-66304123 24/25. 8886661060