

45 26

E-MAIL

Sopa9m:Executive Development Program - Call for Nominations

< chairman@dsistd.org >

Wed, 14 Jan 2026 6:22:50 PM +0530

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

Tags Not in Contacts



Delhi State Institute Of Secretariat Training & Development

(An ISO 9001;2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No 26-49-669,
Dated

New Delhi

To,

OSD-18

The Hon'ble Secretary/Chief Secretary/Principal Secretary/Secretary/Chairman/Managing Director/Director/Vice Chancellor/Registrar/Competent Authority



SUBJECT: Executive Development Program for Nominations

Dear Sir/Madam,

The Delhi State Institute of Secretariat Training & Development (DSISTD), an ISO 9001:2015 capacity building training institute, is pleased to invite nominations from your esteemed Department/Organization for participation in its **Executive Development Programmes (EDPs)** scheduled during **February?April 2026** at various locations across India.

DSISTD conducts capacity-building programmes for officers of Central and State Government Departments, Autonomous Bodies, PSUs, and other public sector organizations with the objective of enhancing administrative efficiency, leadership capabilities, and professional competencies.

The upcoming programmes focus on contemporary and priority areas of governance such as:

- Leadership & Managerial Skills
- Public Procurement, GeM, PFMS & GST
- e-Governance and Digital Transformation
- Stress Management, Emotional Intelligence & Work-Life Balance
- Project, Financial & Contract Management
- ESG, CSR and Sustainable Development
- Change Management, Negotiation & Conflict Resolution
- Accounting Standards and Accrual Accounting in Government

बिहार सरकार
अपना मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 2026
दिनांक..... 15/1/26

S.O-18
19/01/26
श्री विभागाध्यक्ष
सचिवालय
19.01.2026

358/2110-18
20.1.26

The programmes are being organized as **Residential Executive Development Programmes** at locations including **Jim Corbett, Srinagar, Shimla, Dalhousie, Manali, Cochin (Kochi) and Darjeeling**. A detailed schedule



containing programme titles, dates, venues, and fee structure is enclosed for your kind reference.

Key highlights:

- Residential programmes in 4-Star hotels
- Certificate of Participation upon successful completion
- GST exempted as per Ministry of Finance Notification No. 12/2017 ? Central Tax (Rate)
- Admission on a first-come, first-served basis

We request you to kindly circulate this information among eligible officers and forward nominations at the earliest to enable timely confirmation and logistical arrangements.

For any clarification or assistance, please feel free to contact us.

We look forward to your positive response and participation.

Yours faithfully,

For

Delhi State Institute of Secretariat Training & Development (DSISTD)

Addl. Director (Training)

Email: info@dsistd.in | dsistddelhi@gmail.com

Website: www.dsistd.in

Phone: +91-011-22158852 / 22158851

Regards,

Akash Choudhary

Manager (TRG)

Mob: +91-9811094923

1 Attachment(s)

Executive Development Progra...

580.7 KB



Delhi State Institute Of Secretariat Training & Development (An ISO 9001;2015 Institute)

Plot No 15, Pratap Nagar, Above KBM Electro, Pocket 1, Mayur Vihar, Delhi, 110091

Ph. +91-011-22158852, +91-011-22158851, +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com Website www.dsistd.in

Ref No:- EDP /SAC/63-63-969

New Delhi, Dated 14th January, 2026

To,

E-mail

The Hon'ble Secretary/Chief Secretary/Principal Secretary/Secretary/Chairman/Managing Director/Director/Vice Chancellor/Registrar/Competent Authority

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD), as a capacity building training institute for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee Per Participant	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
2.	Leadership & Managerial Skills, Management & Business Administration	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
3.	Leadership & Team Building	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
4.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
5.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)



6.	Emotional intelligence for Effective Leadership & Work Life Balance	9-11 February,2026	Jim Corbett (Uttarakhand) India	56,600.00 (INR)	76,600.00 (INR)
7.	Leadership & Managerial Skills, Management & Business Administration	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
8.	e-governance & Advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
9.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
10.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	23-25 February, 2026	Srinagar (Jammu & Kashmir)	56,600.00 (INR)	76,600.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
12.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
13.	Leadership & Team Building	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
14.	Emotional intelligence for Effective Leadership & Work Life Balance	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
15.	Public Procurement and Contracts management	23-25 February, 2026	Shimla (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
16.	Leadership & Managerial Skills, Management & Business Administration	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
17.	Professional Work & Personal Life Balance for High Productivity in Organization	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
18.	Environment, Social and Governance (ESG)- Way to Sustainability	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
19.	CORPORATE SOCIAL RESPONSIBILITY (CSR)- Business meets Community for Sustainable Development	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
20.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	9-11 March,2026	Dalhousie (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
21.	e-governance & advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
22.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
23.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
25.	Book Keeping & Accounting, Accounting Standards &	23-25 March,2026	Manali	56,600.00 (INR)	76,600.00 (INR)

21 22

	Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.		(Himachal Pradesh)		
26.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
27.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	23-25 March,2026	Manali (Himachal Pradesh)	56,600.00 (INR)	76,600.00 (INR)
28.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
29.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
30.	Leadership & Managerial Skills, Management & Business Administration	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
31.	Leadership & Team Building	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
32.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	6-8 April, 2026	Cochin (Kochi) Kerala, India	56,600.00 (INR)	76,600.00 (INR)
33.	Emotional intelligence for Effective Leadership & Work Life Balance	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
34.	Public Procurement and Contracts management	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
35.	Systematic Problem Solving, Conflict resolution and change Management	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
36.	Negotiation & Conflict Resolution Strategies	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
37.	Leadership & Managerial Skills, Management & Business Administration	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
38.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)
39.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	20-22 April, 2025	Darjeeling West Bengal, India	56,600.00 (INR)	76,600.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GST Exempted

Ministry of Finance, Government of India, (Department of Revenue)
Notification No 12/2017- Central Tax (Rate) New Delhi, the 28th June, 2017

Sl. No72, Chapter Section, Heading Group or Service Code (Tariff), Description Of Services, Services provided to the Central Government, State Government, Union territory administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

GENERAL INSTRUCTIONS

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for 4 days and 3 nights.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner at hotel.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

The Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

ADMISSION PROCEDURE

3/10

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly

For Delhi State Institute Of Secretariat Training & Development



Handwritten signature: *Navdeep Singh*
Circular stamp: Delhi State Institute of Secretariat Training & Development

Additional Director (TRG)

39
30

E-MAIL

Re: Office Order No-580 Dt-31.10.2025.

8 emails

S.S(18)

Abhishek Pandey < abhishek.p@qcin.org >

Wed, 14 Jan 2026 12:03:54 PM +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 >



Dear Sir,

Hearnest congratulations from QCI on achieving the ISO 9001 certification!

We are confident that this certification will further strengthen your management system and enhance overall operational efficiency.

As the project has now been successfully completed, please find attached the final Proforma Invoice for your kind review and approval. We kindly request you to process the payment at your earliest convenience.

Thank you for your cooperation and support throughout the project.

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



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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या: 1725
दिनांक: 14.1.26

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

Sent: Saturday, January 3, 2026 11:32 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.



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

श्री विशाल
वतीरा
16.01.2026

325/का 0-18
16.1.26

S.O-18

16/01/26



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

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.

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, सफदजंग 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.

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Training programme on "Team Building and Leadership" at Silver Sands Sea Princess Beach Resort, Port Blair, during 2nd to 6th March 2026 -reg.

E-Mail

< m.natarajan@npcindia.gov.in >

Wed, 14 Jan 2026 3:41:07 PM +0530

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

Tags Not in Contacts

Acc, GAD

Chennai,
January 14, 2026

Sir/ Madam,

Greetings!!

At the outset we wish you and your family a Happy & Propserous New Year 2026

We are glad to announce the above training program at Sri Vijayapuram, formerly known as Port Blair.

Team building is a management technique used to improve the efficiency and performance of the workgroups in an organization through various activities. Team leaders play a key role in this. Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, especially in today's complex and competitive World. Essentially, leaders are responsible for nurturing the skills of individual employees and bringing them together to work as a cohesive team

National Productivity Council, Chennai, is organizing the above-mentioned training program at Sea Princess Beach Resort, Port Blair. The main objective of the program is to enhance the knowledge and skills required to build effective teams, and to develop the right qualities in the participants to become an effective leader.

A brochure mentioning the details like program objectives, coverage, fee, and other details is enclosed herewith.

Please submit your completed application form (provided on page 5 of the attached brochure), along with the payment details, to the following email addresses: chennai@npcindia.gov.in, and m.natarajan@npcindia.gov.in on or before 20th February 2026.

We encourage you to take advantage of this opportunity by nominating a few officials for this training program.

Yours truly,
M. Natarajan
Director,
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India)
Chennai.

SS(18)
मुख्य सचिव कार्यालय
348
डाकरी सं० 16.01.2026
दिनांक

OSD-18

S.O-18

विशाल
वित्त
19/01/2026
19.01.2026

360/का०-18
20.1.26

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26

Encl.: A Brochure

1 Attachment(s)

Team Building Leadership 202...

498.3 KB



35
28

NATIONAL PRODUCTIVITY COUNCIL
Dr Ambedkar Institute of Productivity, 6, Aavin Dairy Road,
Ambattur Industrial Estate (North), Ambattur, Chennai – 600050.
chennai@npcindia.gov.in; m.natarajan@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **“Team Building & Leadership”**

Programme Code: **T2526CHN06**

Programme Duration: Four (4) days

Location: **Port Blair.**

Details of Nominated Participants:

S. No	Name of the Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

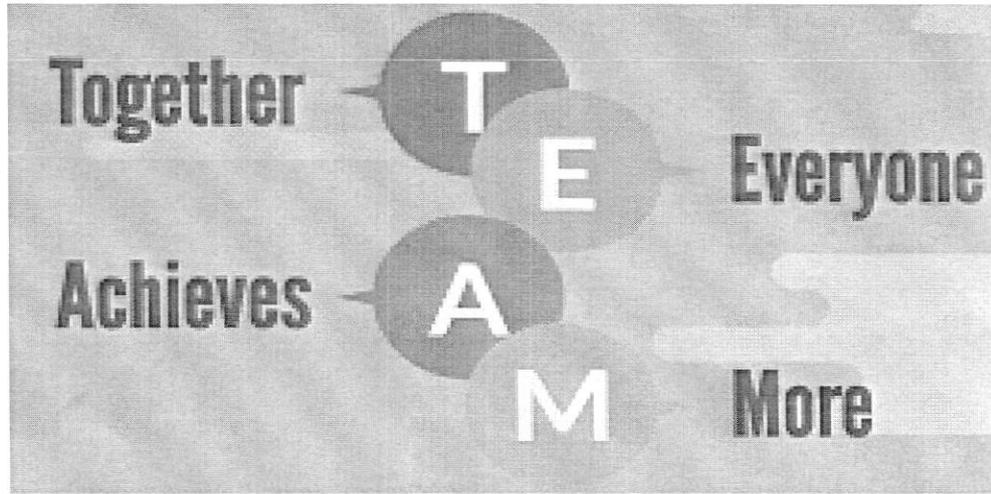
Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- Name of the Bank: State Bank of India; Branch : Korattur Branch, Chennai – 600080.
- Savings Bank Account No.:39783959115
- Account Holder’s Name: National Productivity Council
- IFSC Code: SBIN0017247 GSTIN: 33AAATN0402F1ZD
- Programme Fees per Participant plus GST to be paid in advance.



Training Programme on "Team Building & Leadership"



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

6, Aavin Dairy Road,

Ambattur Industrial Estate (North),

Ambattur,

Chennai – 600 050.

Tel: 7200208675, 9962840115

chennai@npcindia.gov.in

33 28

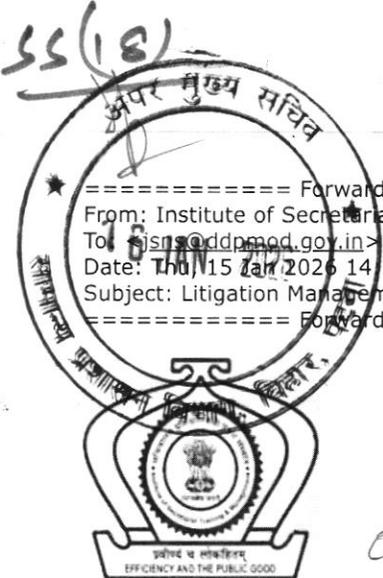
Fwd: Litigation Management by ISTM

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

Thu, 15 Jan 2026 4:08:42 PM +0530

E-MAIL

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



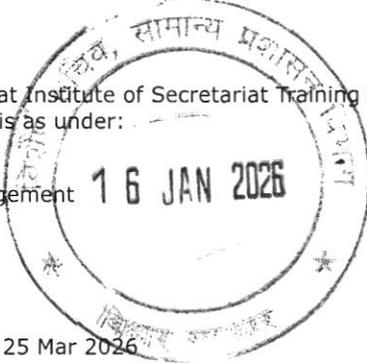
==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: jsns@ddpmod.gov.in
Date: Thu, 15 Jan 2026 14:36:30 +0530
Subject: Litigation Management by ISTM
==== Forwarded message =====

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 : Litigation Management



Course Code : LTM-11

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

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या-1990
दिनांक.....15.1.26

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19.01.2026

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19.1.26

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Fwd: Seminar on Right to Information by ISTM

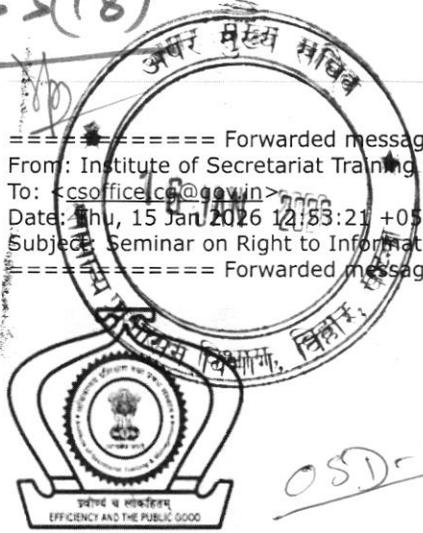
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 15 Jan 2026 4:35:01 PM +0530

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

55(18)

==== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <csoffice@nic.in>
 Date: Thu, 15 Jan 2026 12:53:21 +0530
 Subject: Seminar on Right to Information 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 : Seminar on Right to Information

Course Code : S-RTI-25

Date : 23 Mar 2026 to 23 Mar 2026

Mode : Online



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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

50-18

16/01/26
 श्री विशाल
 विनोद
 19.01.2026

विहार सरकार
 अपर मुख्य सचिव कोषांग
 सामान्य प्रशासन विभाग,
 ई-मेल संख्या- 200/
 दिनांक.....15.1.26

345/का-18

19.1.26

Workshop on Pay Fixation by ISTM

E-Mail

(3)

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

Fri, 16 Jan 2026 9:57:32 AM +0530

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



Sir/Madam,

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

Course Name : Workshop on Pay Fixation

Course Code : WPF-38

Date : 02 Mar 2026 to 03 Mar 2026

Mode : Offline

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

Regards

Jay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

मुख्य सचिव कार्यालय
आगम सं. 363
दिनांक: 19.01.2026

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श्री विशाल
विनीता
21.01.2026

373 / शां-18
21.1.26

E-Mail

In-Service Course for Sr. Library Professionals by ISTM

30

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

Fri, 16 Jan 2026 10:21:27 AM +0530

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

Accs, GrAD



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:

374/18

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

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मुख्य सचिव कार्यालय
डा.स. सं. 364
दिनांक 19.01.2026

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Handwritten text: 374/18, 21.1.26

One-day online workshop on Unified Scheme/New Pension Scheme by ISTM

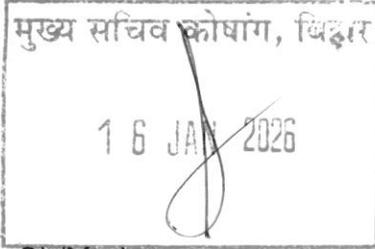
(99)

E-Mail

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

Fri, 16 Jan 2026 10:22:52 AM +0530

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



Sir/Madam,

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

Course Name : One-day online workshop on Unified Scheme/New Pension Scheme

Course Code : W-UPS/NPS-06

Date : 29 Jan 2026 to 29 Jan 2026

Mode : Online

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

OSD-18



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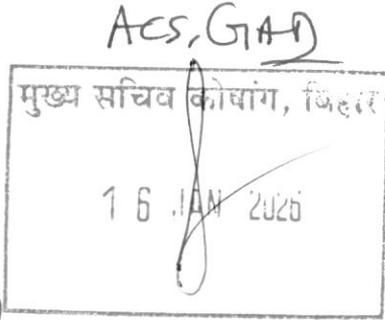
Workshop on Office Procedure & Noting & Drafting by ISTM

E-Mail

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

Fri, 16 Jan 2026 12:41:03 PM +0530

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



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मुख्य सचिव कार्यालय
डाक सं. 369
दिनांक 19.01.2026

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 Office Procedure & Noting & Drafting

Course Code : WOP&ND-06

Date : 16 Mar 2026 to 18 Mar 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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21.01.2026

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E-Mail

E-508966722

Programme on Pensions & Other Retirement Benefits by ISTM

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

Thu, 15 Jan 2026 4:21:59 PM +0530

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



Sir/Madam,

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

Course Name : Programme on Pensions & Other Retirement Benefits

Course Code : PRB-01-22

Date : 23 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

Vijay Kumar Keshari

OSD-18

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



मुख्य सचिव कार्यालय
 डावरी सं. 361
 दिनांक 19.01.2026

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 21.01.2026

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E-Mail

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Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

Acc. GAD

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

Fri, 09 Jan 2026 11:20:34 AM +0530

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

09 JAN 2026

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फा.सं / FILE NO: Y-16012/1/2025-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक / Date: 08.01.2026

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: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

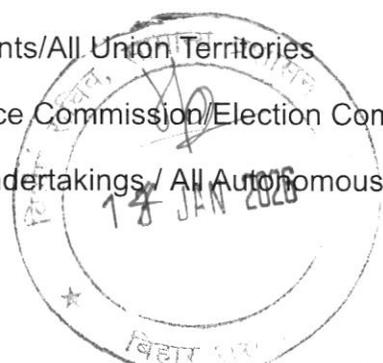
Madam/ Sir,

I am directed to say that a two days Workshop on National Training Policy (NTP-01) will be conducted in ISTM from 21.01.2026 to 22.01.2026. Details of the

मुख्य सचिव कार्यालय
डायरी सं० 245
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15.1.26

श्री विशाल
दिनांक 16.01.2026



objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that it is mandatory to fill up nomination form online.** However, the nominee must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority's letter may be mailed alongwith scanned copy of his/her nomination after getting signed by his/her sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **19th January, 2026.**

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

Enclosure: Annexure

Yours faithfully,

- Sd-

(Rizwana Bano)

Assistant Director & Course Coordinator

Email ID: riwzano.bano14@nic.in

Mobile No. 8447892670

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



ANNEXTURE

COURSE INFORMATION SHEET

- 1. **COURSE TITLE:** National Training Policy
- 2. **COURSE CODE:** NTP-01
- 3. **DURATION:** Two days (21.01.2026 to 22.01.2026)
- 4. **TIME:** 09:00 AM to 5:30 PM
- 5. **OBJECTIVES:**

At the end of the course, the participants will be able to:

- Ø Describe the salient features of National Training Policy
- Ø Describe competency framework.
- Ø Describe Strategic Human Resource Management system
- Ø Explain the Role of Ministries/Departments/Organizations and Role of Training Institutes
- Ø Analyse the implication of the various provisions of the National Training Policy
- Ø Identify issues for implementation of the policy.

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion, practical exercises, presentation by participants etc.

7. PARTICIPANTS (Eligibility Conditions)

- Ø Training Managers/ middle level officers of Ministries/Department of Central and State Government and its attached and subordinate offices.
- Ø Trainers of Central / State Training Institutions.
- Ø HRD Personnel.

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

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 **19th January, 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:

23
(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

(ii) A course fee of Rs. 2000/- (Rupees Two Thousand only) per participant will be charged from the employees of Public Sector Undertaking/Autonomous Bodies etc.

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

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

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G & P

Course Fee - ISTM

(v) Please share the copy of payment receipt on email riwzano.bano14@nic.in

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No. **8447892670**

Family members of the participants are NOT allowed to stay in the hostel with the participants.