No.13/7/2026-BPC&T. E-Mail

Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

.....

ACS, GAD

मुख्य सचिव बिहार सरकार

22 JUN 2026

Chief Secretary, Bihar

Kartavya Bhavan-1, New Delhi,
Dated the 22nd June, 2026.

TRAINING CIRCULAR

Subject:- **Online and In-person** Knowledge Co-Creation Program on **"Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan.**

The Government of Japan has invited nominations for **Online and In-person** Knowledge Co-Creation Program on **"Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan** under the Technical Assistance Programme with India. The programme is intended mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc. 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.**

24 JUN 2026

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

3. **The course is sponsored by Government of Japan,** who will provide round-trip air fare, accommodation and living allowance.

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs

(i) Sponsoring Government's application form (with information on Military Status) together with the **Medical History Questionnaire.**
(ii) DEA's prescribed proforma - duly countersigned by competent authority (**Annex-III**).
(iii) A photocopy of the **Passport.**
(iv) **English Score Sheet.**

मुख्य सचिव कार्यालय
संख्या 3680
23.06.2026

5. **Application Form complete in all respects should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 20.07.2026** positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 18081, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 – 2401 2871,
Email- **vs.upadhyay@gov.in**
chourasia.anil@nic.in

3410/2026-18
30.6.26

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.....2/-

6. An advance copy of application complete in all respects (except DEA proforma) may be sent to Mr. WAKAMATSU Eiji, Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20, Kasturba Gandhi Marg, New Delhi-110001. However, the candidate whose nomination is approved by the Selection Committee in DEA would be considered by JICA.

7. 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.dea.gov.in under the link "Foreign Training Programmes" **[https://dea.gov.in/foreign-training-and-employee-corner]**.

(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India
Tele: 2401 2871

1. Joint Secretary(Admn.), Ministry of Heavy Industry, Udhyog Bhavan, New Delhi.
2. Joint Secretary(Admn.), Ministry of Science & Technology, Technology Bhavan, New Mehrauli Road, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Financial Services, Parliament Street, New Delhi.
4. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.
7. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

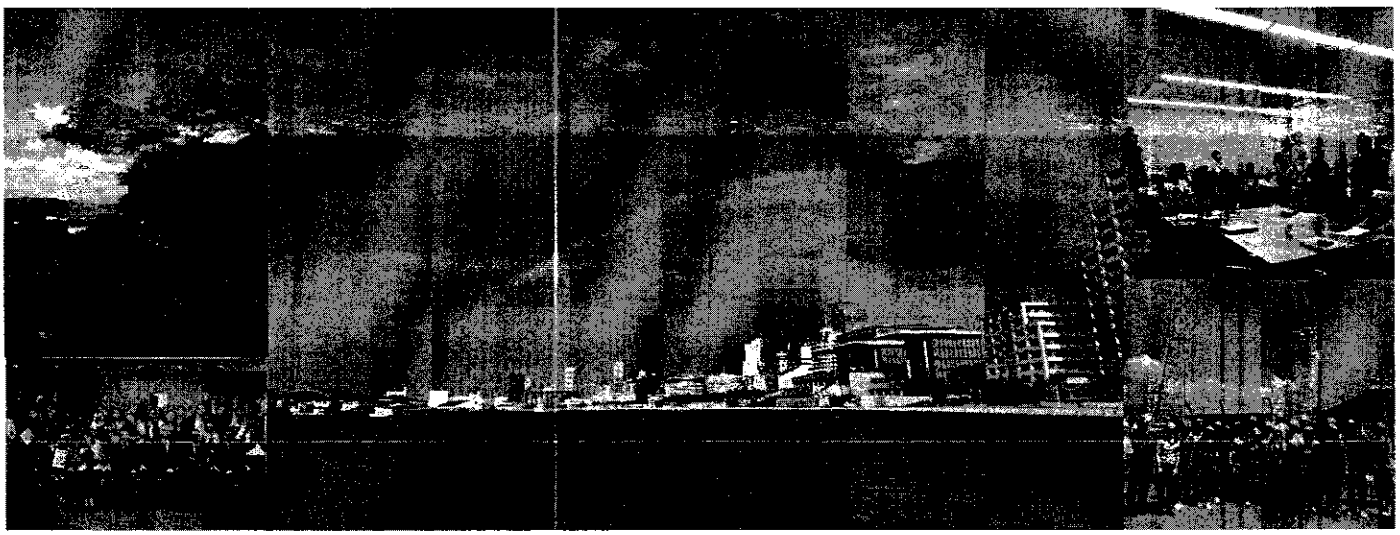
[https://dea.gov.in/foreign-training-and-employee-corner].

Online | Face-to-Face (in Japan)

Knowledge Co-Creation Program (Group and Region Focus)

Development and Promotion of New Industries through Accelerating Innovation

課題別研修「イノベーション促進による新産業の創造・振興」



Course Number: 202515024J001

Course Period: September 8- October 10, 2026

Online: September 8- September 18, 2026

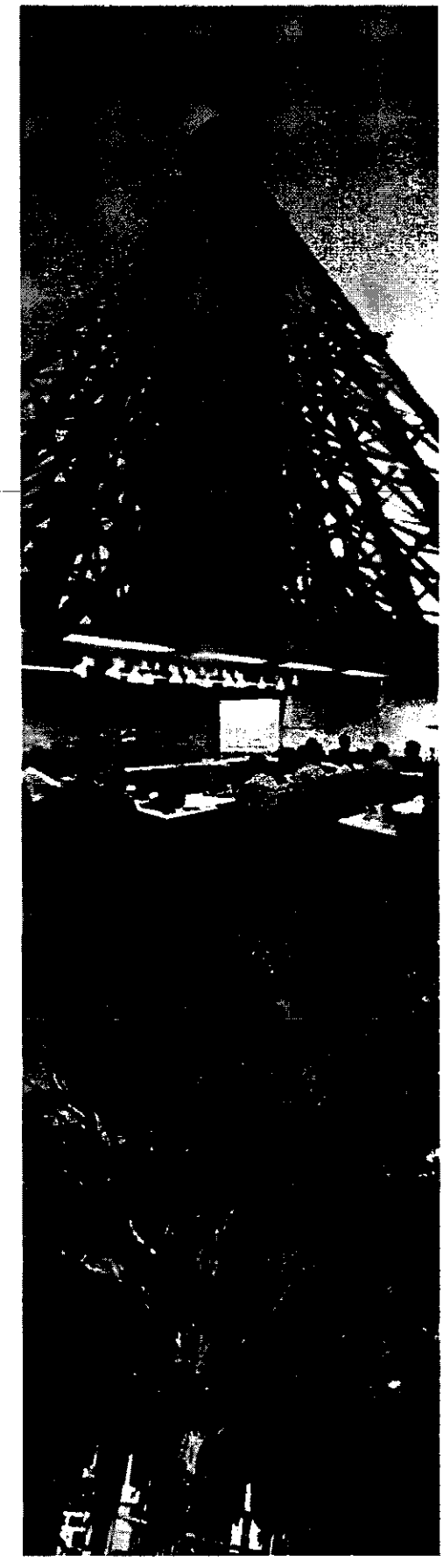
Program in Japan: September 23- October 10, 2026

NOTE: Adobe Acrobat Reader DC and Google Chrome are recommended as PDF viewer. JAWS and NVDA are recommended as screen reader.
NOTE: If there are any difficulties in reading this document, please contact JICA Office in your country or JICA Center in Japan.
NOTE: Depending on the circumstances, some or all of the program periods may be changed or cancelled after the application has been accepted.

How can we accelerate innovation with playing important as an "intermediate"?

Gain insight to an essence of sustainable regional development more practical, more interactive, more inspirational from the experiences of Japan.

Outline



This program is designed for mid-career-officers from public organizations responsible for creation and promotion of new industries and the development of business environment.

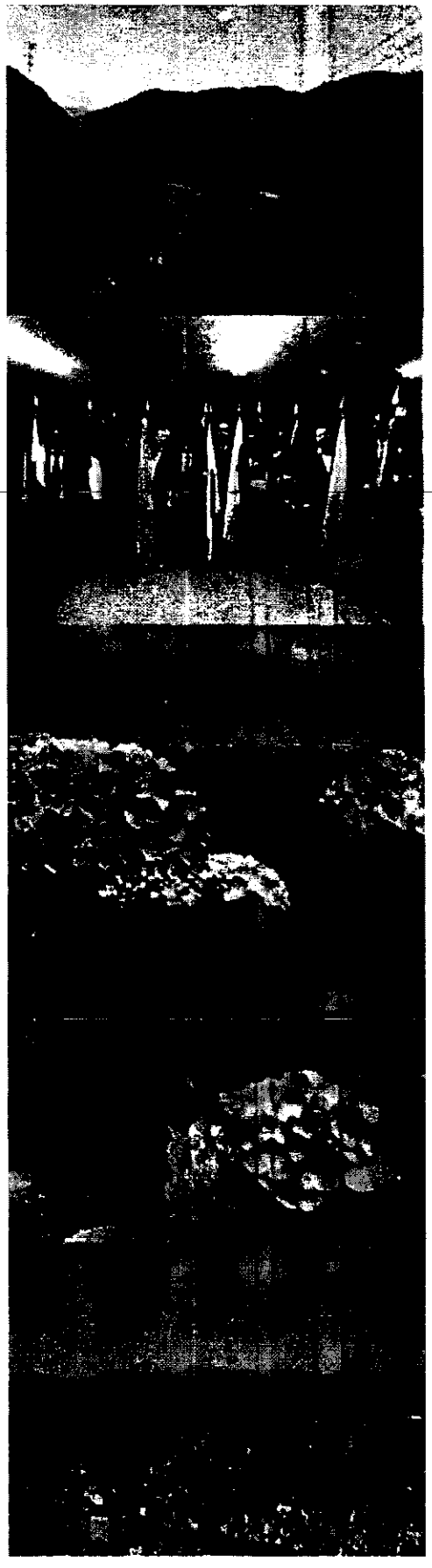
Through this program, the participants' knowledge on issues related with the new industry creation through innovation and its situation in Japan will be identified. Moreover, the possibility of collaboration among participants across the countries will be discussed. By the end of this course, concrete plans for co-creation with participants' countries will be recognized and prensented.

The sessions will be held online and in Japan, and will include self-study and discussion with participants from other countries.

All sessions are carried out in English.

The period of the program is from September 8 to 18, 2025 (Online), and from September 23 to October 10, 2026 (in Japan).

Course Capacity: 14 participants



JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, stated that "In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together." JICA believes that this 'Knowledge Co- Creation Program' will serve as a foundation of mutual learning process.

Table of Contents

For What?

Background

For the creation and promotion of new industries, the participants in the program will learn concrete initiatives and issues tackled and pursued in different sector; industry, government, academia, finance in each perspective with focusing on "health care" and "GX (decarbonization)" issues particularly emphasized in Kansai region, in order to prepare practical action plan appropriate to situation and environment in participants' home countries.

Objectives

Knowledge related to creation/ promotion of new industries and business environment reform through the promotion of innovation will be accumulated. The necessary initiatives for creation/promotion of new industries suited to the situation and environment in the home country will be recognized, and the ability to conduct practical activities will be improved.

To Whom?

Job Areas and Organizations

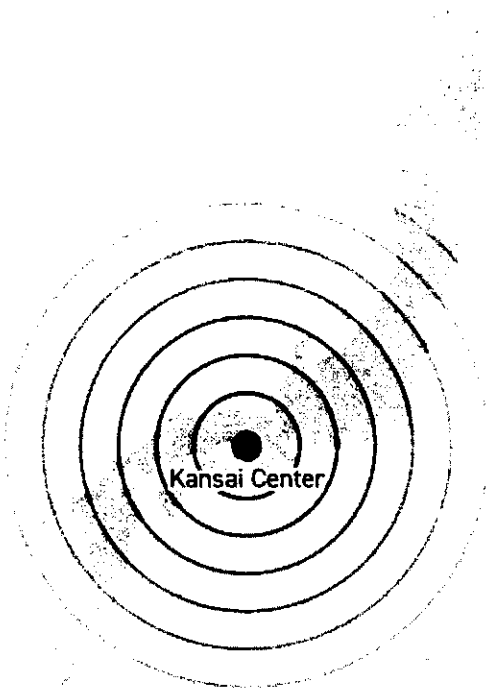
This program is offered to mid-career-officer who belong to Ministry of Industry, Ministry of Science/Technology/Innovation, Ministries for Special Zone Policy, Financial Institution (Development Bank etc.), Research or Higher Education Institutions, Universities etc.
*Officers engaged in GX (decarbonization) and health care sector are recommended.

The applying organization with the best intention to utilize the opportunity of this program will be highly valued in the selection.

Targeted Countries

Azerbaijan, Bangladesh, India, Indonesia, Jordan, Malaysia, Mongolia, Pakistan, Panama, Republic of the Congo, Serbia, Tanzania, Thailand, Uganda

Participants who have successfully completed the program will be awarded a certificate by JICA.



When?

Online Program Period

From September 8 to September 18, 2026

Program in Japan

September 23- October 10, 2026

Where?

This course is carried out online in the first and second week, organized by JICA Kansai Center. You will receive essential reading materials for your self-study at your office or home. As the online homeroom and Q&A sessions are held to assist your learning process, you are required to have a certain IT environment. For details, see page 13-14.

Japan International Cooperation Agency

CONFIDENTIAL

Application Guideline for the JICA Knowledge Co-Creation Program

This guideline explains how to apply for the Knowledge Co-Creation program (KCCP) of the Japan International Cooperation Agency (JICA) under the Official Development Assistance Program of the Government of Japan.
Please complete the Application Forms according to the guideline. For additional information, please consult the JICA Office, or in its absence, the Embassy of Japan in your country.

Form	Filled by
Form1. Official Application Form	· To be filled by applicant and supervisor of the applicant* · To be signed by supervisor of the applicant · Official stamp of organization of the applicant is needed.
Form2. Individual Application Form	Applicant
Form3. Questionnaire on Medical Status and Restrictions	Applicant
Form4. Terms and Conditions, and Declaration	Applicant

*Supervisor: the head of the department/division of organization of the applicant.

Please be advised;

(a) To carefully read the General Information (GI) of the KCCP,

(b) To fill only in typewritten except for signature,

(c) To fill in the form in English,

(d) To attach applicant's photograph (data/actual photograph),

(e) To prepare document(s) described in the GI and/or confer with the JICA Expert or JICA overseas office, and attach these documents to the completed Application Forms.

In submitting the Application Forms and attached documents, please make sure;

(g) To prepare a copy of your passport,

(h) To confirm the application procedure stipulated by your government,

(i) To submit the original Application Forms with all necessary document(s) to the responsible organization of your government according to its application procedure,

(j) That your participation may be denied, if you fail to provide all required information and documents completely and on time.

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Online and In-person Knowledge Co-Creation Program on "Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan

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

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance < chourasia.anil@nic.in >

Mon, 22 Jun 2026 11:16:13 AM +0530

To "vijay mittal"<vijay.mittal@nic.in>,"Sunil DST"<jssk-dst@gov.in>,"Abhijit Phukon" <eaap-dfs@nic.in>,"Mrs Kamini"<jshe-mhrd@nic.in>,"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>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa" <jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@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>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal" <pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar" <samirkumar@nic.in>,"djagdale"<d.jagdale@gov.in>,"Vijay Kumar 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>,"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>,"Dushyant Mudgal" <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>,"rpthakur25" <rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav" <masaldan.gaurav@nic.in>,"Praveen D"<d.praveen@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-goa"<cs-goa@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-

567

skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon" <cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Vijay Upadhyaya"<vs.upadhyay@gov.in>,"bapalahema ID" <bapalahema.id@jica.go.jp>

Sir/Madam,

Please find attachment regarding **Online and In-person** Knowledge Co-Creation Program on **"Development and Promotion of New Industries through Accelerating Innovation" from 8th September to 18th September, 2026 (online) and from 23rd September to 10th October, 2026 (In-person) in Japan**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section,
Bilateral Cooperation Division,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan -1.
Telephone no. : 24012886

2 Attachment(s)

13-7-26-final.pdf
1.7 MB

★【2026年2月版】_Applicatio...
212.9 KB

No.12/29/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

E-Mail

E-5783399

Acs, GAD

मुख्य सचिव कार्यालय
15 JUN 2026
Chief Secretary, Bihar

Kartavya Bhavan-I, New Delhi,
Dated the 15th June, 2026.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore.

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in policymaking for sustainability and the environment. 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**.

SS(18)

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

3. The course is sponsored by Government of Singapore, which 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/inhrp26**). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

(ii) DEA's proforma - duly countersigned by competent authority **(Annex-IV)**.

5. **Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 17.07.2026** positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 – 2401 2871,
Email- **vs.upadhyay@nic.in**
chourasia.anil@nic.in

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19/6/26

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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.dea.gov.in under the link "Foreign Training Programmes" **[https://dea.gov.in/foreign-training-and-employee-corner]**.

15/06/2026

(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryaravan Bhavan, Aliganj, Jorbagh, New Delhi.
2. Joint Secretary (Admn.), Ministry of Power, Shram Shakti Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Earth & Science, Prithvi Bhawan, Opp. India Habitat Centre Lodhi Road, New Delhi.
4. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE **[https://dea.gov.in/foreign-training-and-employee-corner]**.

INTRODUCTION TO NATIONAL HEAT RESILIENCE PLANNING

28 SEPTEMBER 2026 TO 2 OCTOBER 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SCP TRAINING AWARD

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on technical assistance. As a country whose only resource is its people, Singapore believes that human resource development is vital for sustained economic and social progress.

To date, over 165,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in SCP courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course will provide an introduction to key aspects of adaptation policy. It focuses on heat resilience, including its impacts, policy, technological, and nature-based solutions.

Synopsis

Topics to be covered include:

- Introduction to urban heat challenge
- Measuring and modelling urban heat and interventions
- Policy solutions for urban heat reduction: infrastructural solutions, emerging technologies, management of urban heat sources, nature-based solutions
- Heat resilience: warning systems, response plans

Methodology

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

Course Duration and Venue

The course will be held over five days from 28 September 2026 to 2 October 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking for sustainability and the environment.;
- 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 for medical evacuation in the event of any unexpected emergencies.

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. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; 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.

Application Procedure

(Closing date for nomination: **24 July 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **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/inhrp26** by **24 July 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.

Follow us at:

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

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ANNEX-II

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 ae 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 f 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.

ANNEX-III

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 :	

CERTIFICATE

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)	

ANNEX-IV

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 "Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore

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

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance < chourasia.anil@nic.in >

Mon, 15 Jun 2026 12:14:55 PM +0530

To "Mr Mishra"<satyajit.mishra@nic.in>,"Raghuraj Rajendran" <raghurajmr@ias.nic.in>,"Indira Murthy"<js@moes.gov.in>,"KS REJIMON" <ks.rejimon@nic.in>,"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>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff" <amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"pallaviagarwal" <pallavi.agarwal@gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale" <d.jagdale@gov.in>,"Vijay Kumar 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>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma" <jsnavy-dma@gov.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>,"Dushyant Mudgal" <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>,"Praveen D" <d.praveen@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-goa"<cs-goa@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-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

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

Cc "Vijay Upadhyaya"<vs.upadhyay@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Introduction to National Heat Resilience Planning" from 28th September to 2nd October, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section,
Bilateral Cooperation Division,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan -1.
Telephone no. : 24012886

1 Attachment(s)

12-29-26-final.pdf
917.4 KB

E-MAIL

NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence"July 27-31, 2026 at Gangtok (Sikkim) - Request for Nominations

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

< proj.exe@npcindia.gov.in >
Mon, 22 Jun 2026 3:55:38 PM +0530
to: "secy-par-bih"<secy-par-bih@nic.in>
Tags Not in Contacts

अपर मुख्य सचिव सामान्य प्रशासन विभाग, बिहार, पटना
22 JUN 2026

T2627ESG01
22nd June, 2026

Sub: NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence" July 27-31, 2026 at Gangtok (Sikkim) - Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on **"Stress Management and Strategic Financial Planning for Organizational Excellence" during July 27-31, 2026 at Gangtok (Sikkim).**

NPC training program has been designed to inculcate the importance of Managing Stress & Strategic Financial Planning to help participants understand tips and strategies to reduce stress both at home and workplace and how Financial Policies and objectives are established so as to enable them to contribute effectively within the organization by improving managerial effectiveness and performance.

The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for executives/officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.

Participation fee is Rs. 75,000/- for Residential Participant and Rs. 60,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.

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

Please confirm the participations latest by **July 13th 2026**. Please feel free to contact us in case of any further clarifications or queries.

Yours Sincerely,

3327/शा०-18
24.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....18081
दिनांक.....22.6.26

(राजेश सण्ड/Rajesh Sund)
निर्देशक (इकनोमिक सर्विसेज)/Director (Economic Services)
और/and कार्यक्रम संचालक/Program Coordinator

राष्ट्रिय उत्पादकता परिषद/ National Productivity Council
नई दिल्ली - ११०००३/ New Delhi - 110003
दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५
Phone -011-24607303/8799784715 /9868844272
Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To comprehend the basic rules of Stress Management
- To understand the positive aspects of stress and ways to master a 'thought process' for avoiding stressful situations.
- To understand the pitfalls of Strategic Financial Planning.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key risks.
- To enable the participants, learn & develop unique strategies, implement correctly and set financial targets.

2. BROAD PROGRAMME COVERAGE

- Discover the value of relationships in Stress Management
- Review the main work areas that can lead to stress and identified ways to address work-related stress throughout the organisation.
- Concepts, Objective and Approaches of Strategic Financial Planning.
- Insight into Financial Planning, Risk Management and Investments.
- Financial Decision Making & Valuation Techniques

3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

4. PARTICIPANTS' PROFILE

Officers & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, Associations, Boards, Financial Institutions & Autonomous Organizations etc.

5. FACULTY

The faculty for the training programme will comprise of Senior NPC Experts & other Renowned and Experienced Trainers from the respective field.

6. PROGRAMME FEE & VENUE

Programme Code	**T2627ESG02**
Programme Fees	**For Residential Participants– Rs. 75,000** (Rupees Seventy-Five Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. **For Non-Residential Participants– Rs. 60,000** (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	**July 27-31, 2026 , Gangtok (Sikkim)** **Programme starts on** 27- 07-2026 at 1430 hrs. **Programme closes on** 30- 07-2026 at 1800 hrs. Check in for Residential Participants: **27-07-2026 (AN)** Check out for Residential Participants: **31-07-2026 (FN)**
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,000 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant. **Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.**	

7. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
• **ECS Payment Details**: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • In case of ECS Payment, the payment details should be intimated accordingly along with UTR number. • Programme Fees per Participant plus GST to be paid in advance. • NPC'S PAN No: AAATN0402F, • NPC'S GSTIN: 07AAATN0402F1Z8

8. HOW TO APPLY

➢ Nominations may be sent to the following address:

Shri Rajesh Sund
Director (ES), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715/9868844272
Email: rajesh.sund@npcindia.gov.in

➢ Last date for Receiving of Nominations: *13-07-2026*

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:
Name: Designation:
Organization:
Address
Contact Number: Email ID:

Signature

9. GENERAL INSTRUCTIONS

a. Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability.

b. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.

c. The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program.

d. The fee once deposited is non-refundable, however, substitutions are allowed.

e. NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.

f. NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.

g. Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

h. Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.

i. The participants shall be awarded Certificate of Participation on successful completion of programme.

j. Attendance is mandatory for all participants.

k. Any other terms and conditions apply as may be notified by NPC at any point of time.

l. Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.

Forthcoming Residential Training Programs

Procurement Management and Financial Management	**Sept 07-11, 2026**	**Ayodhya, Uttar Pradesh**
Stress Management and Strategic Financial Planning for Organizational Excellence	**Nov 16-20, 2026**	**Port Blair, A & N**
Project Management and Financial Management	**Dec 14-18, 2026**	

E-Mail

E- 5833278

Workshop on Recruitment Rosters Reservations - 22-23 July 2026 - cs-bihar < cs-bihar@nic.in >
Crowne Plaza, New Delhi

Hari Krishan < harikrishan@lifetransformationacademy.co.in >
Tue, 23 Jun 2026 9:08:54 AM +0530

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

ACS, GAD

मुख्य सचिव कार्यालय बिहार
23 JUN 2026

55(18)

Chief Secretary
Bihar

Dear Leadership,

Subject: Two-Day Workshop on *"Recruitment, Rosters & Reservations – SC, ST, OBC, EWS, PwD & Ex-Servicemen"*

The Constitution of India mandates strict compliance with the reservation system in recruitment and promotion. However, ensuring compliance is complex. Officers must navigate a maze of DoPT Office Memoranda, circulars, and judicial rulings, while addressing the requirements of multiple categories — SC, ST, OBC (Non-Creamy Layer), EWS, PwDs, and Ex-Servicemen. Even minor errors in roster preparation or category application can lead to disputes, delays, and litigation. To address these challenges, we are organising a Two-Day Comprehensive Workshop to provide legal clarity, practical training, and hands-on confidence in implementing reservation policies.

Workshop Details

Title	**Recruitment, Rosters and Reservations:** *Compliance, Legal Updates, and Best Practices* (covering all categories- SC, ST, OBC, EWS, PwD, and Ex-Servicemen)
Venue:	**Hotel Crowne Plaza, Okhla, New Delhi**
Dates & Timings	**22-23 July, 2026** 9.30 am- 5.00 pm

मुख्य सचिव कार्यालय
डायरी सं. 33223
दिनांक 25.06.2026

OSD-18

30 JUN 2026

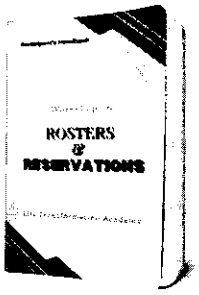
S.O-18
30/6/26

श्री विशाल
विनीत
1.7.2026

3432/ब.प.-18
1.7.26

Workshop Highlights

- **Comprehensive Coverage of All Reservation Categories:** SC, ST, OBC, EWS, PwBD and Ex-Servicemen.
- **Latest Judgments & DoPT Guidelines.**
- **Hands-On Roster Preparation:** Live demonstrations and practical exercises.
- **Comprehensive Master Handbook**
- **Expert Faculty Panel:** *Former civil servants- UPSC and* DoPT



Learning Objectives

Participants will:

- Understand constitutional provisions and legal mandates on reservations.
- Gain clarity on the scope, applicability, and quantum of reservations.
- Learn accurate roster preparation and management for recruitment and promotions.
- Analyze the latest Supreme Court judgments and DoPT guidelines.
- Master strategies for backlog clearance, and audit compliance.
- Identify best practices for ensuring compliance in recruitment and promotions.

Broad Areas of Coverage

1. Introduction and Constitutional Framework

- Constitutional and Statutory Provisions Governing Reservations.
- Definitions and Eligibility Criteria for:
    - Scheduled Castes (SC) and Scheduled Tribes (ST).
    - Other Backward Classes (OBC – Non-Creamy Layer).
    - Economically Weaker Sections (EWS)
    - Persons with Benchmark Disabilities (PwBDs).
    - Ex-Servicemen.
- Evolution of Reservation Policies in India.

- Applicability of Reservation Policies in CPSEs, Public Sector Banks (PSBs), and Public Financial Institutions (PFIs).

- Role of Nodal Ministries under the Allocation of Business Rules.

- Landmark Judgments Impacting Reservation Policies.

2. Quantum and Scope of Reservation

- Determination of Reservation Quotas:
  - Direct Recruitment.
  - Promotions.
- Establishing Equivalence of Posts in PSUs, Banks, and PFIs.
- Scope of Reservation Across Various Categories of Employment:
  - Scientific and Technical Posts.
  - Industrial Workers and Work-Charged Posts.
  - Daily Rated and Casual Workers (Transition to Regular Posts).
  - Ad-hoc Promotions and Single Vacancy Scenarios.
  - Temporary Appointments Lasting 45 Days or More.
  - Cases of Non-Applicability of Reservation.

3. Relaxations and Concessions for Reserved Categories

- Concessions in Promotions, Including within Group 'A' Services.
- Special Consideration for Appointments through Deputation and Absorption.
- Age Relaxations in Direct Recruitment and Promotions.
- Fee Concessions in Recruitment Examinations.
- Relaxation in Experience and Suitability Standards for SC/ST Candidates.
- Educational Qualification Relaxation: Clarifications and Restrictions.
- Relaxation of Standards in Departmental Competitive/Qualifying Examinations.

4. Reservation Quota Determination and Roster Management

- Determining Reserved Posts and Vacancies Based on Organizational Cadre Strength.
- Reservation Registers and Roster Registers:
  - Standard Formats and Maintenance Guidelines.
  - Principles and Grouping of Posts.
  - Initial Preparation and Periodic Updates.
- Special Considerations:
  - Treatment of SC/ST/OBC Candidates Appointed on Merit.
  - Adjustment of Compassionate Appointments Against Reserved Vacancies.

5. Filling Reserved Vacancies and De-Reservation Procedures

- Procedures for Filling Reserved Vacancies:
  - Direct Recruitment.
  - Promotion by Selection and Non-Selection Methods.
- De-Reservation of Vacancies:
  - Legal Provisions and Approval Procedures for Direct Recruitment.
  - De-Reservation in Promotions: Policies and Compliance Requirements.

6. Verification and Validation of Caste/Category Claims

- Official Procedures for Verifying SC/ST/OBC/EWS/PwBD Status.
- Common Pitfalls and Legal Implications of Improper Verification.
- Responsibilities of Appointing Authorities in Ensuring Compliance.

7. Monitoring Mechanisms and Institutional Safeguards

- Submission of Annual Returns and Reservation Compliance Reports.

- Role and Responsibilities of Liaison Officers for SC/ST/OBC/EWS/PwBD Categories.
- Oversight by National Commissions for SCs, STs, OBCs, Minorities, and Women.
- Ensuring Adequate Representation of Reserved Categories on Selection Boards and Committees.

8. Case Studies, Practical Exercises, and Interactive Discussions

- Hands-on Roster Preparation Exercises and Practical Demonstrations.
- Case Study Analysis: Real-World Compliance Challenges and Resolutions.
- Interactive Discussions on Best Practices and Common Errors in Implementation.

Facilitators

Arun Gaur

Former Joint Secretary*, UPSC & *Former Deputy Director, ISTM

A distinguished administrator with extensive expertise in Reservation in Services and public sector governance. He has headed multiple high-level committees responsible for the preparation of reservation rosters for SC, ST, and OBC employees in key organizations, including the Pension Fund Regulatory and Development Authority (PFRDA), National Book Trust (NBT), Indian Institute of Technology (IIT) Delhi, and Indira Gandhi National Open University (IGNOU) Delhi.

Ravindra Kumar
Former Director, Government of India

An authority on reservation policies and roster management, with extensive experience in the Department of Personnel & Training **(DoPT)**—the nodal ministry responsible for issuing policy guidelines on reservation and roster management—as well as the Institute of Secretariat Training & Management (ISTM), Ministry of Law & Justice, and Ministry of Water Resources. He has played a key role in formulating and implementing reservation policies and rosters across various government organizations.

Hari Krishan
Former Civil Servant (1995 Batch)

A seasoned governance and HR leader with 28+ years of experience in the Government of India and CPSEs, specializing in HR policies, recruitment, career progression, **reservation management**, legal matters, ERP implementation, employee welfare, team building, and HR transformation. As Founder of Life Transformation Academy, he delivers specialized programs on governance, ethics, vigilance, leadership, compliance, and organizational excellence for senior government and corporate leaders.

Who Should Attend?

Officers and executives from Government Ministries/Departments, Autonomous Bodies, Public Sector Enterprises (CPSEs/SPSEs), Financial Institutions, Insurance Companies, Banks, Central/State Universities etc. involved in reservation policy implementation and compliance.

- Senior and Middle-Level HR and Recruitment Officers
- Liaison Officers for SC, ST, OBC, EWS, and PwD Categories
- Officers from Establishment, Personnel, and Policy Divisions
- Legal, Vigilance, and Compliance Officers
- Finance Officers handling Establishment and Manpower Planning
- Officers responsible for Roster Management and Reservation Compliance
- Administrative Heads overseeing Recruitment and Promotions

- Officials involved in preparing for CAG, CVC, and Parliamentary Committee Audits

Our Esteemed Clients & Participation Record

Organisations that have benefited from our training programmes include Government Ministries, Public Sector Enterprises, banks, financial institutions, regulatory bodies, labour departments, and leading academic institutions.

- **Government Ministries, Departments & Agencies:** Railways, Steel, Health, Law & Justice, Science & Technology, Agriculture, C-DOT, NITI Aayog, CBDT, Prasar Bharati, DDA, MCD, DTC, Delhi Police, Kerala Police, Labour Departments (Delhi, Uttar Pradesh)
- **PSUs & Corporates:** Oil India, GAIL, SAIL, HPCL, NTPC, NALCO, BHEL, HCL, NMDC, WCL, MDSL, CONCOR, RITES, RailTel, RVNL, POWERGRID, Balmer & Lawrie, PTC India, NBCC, WAPCOS, MMTC, SPMCIL, DFCCIL, EIL, CWC, RCF, NEHHDC, NFL, NSIC, SJVN, YANTRA
- **Banks & Financial Institutions:** Punjab National Bank, Bank of Baroda, EXIM Bank, UCO Bank, Canara Bank, Kotak Bank, Bank of India, Indian Bank
- **Insurance & Regulatory Bodies:** LIC, AIC, IIFCL, PFRDA, IFCI
- **Academic & Training Institutions:** IIM Mumbai, IIFT, IRIFM, IRISET, Baroda Apex Academy, and Central Universities- Rajasthan, Haryana, Uttar Pradesh, Manipur, and Chhattisgarh.

Our programmes have been attended by officers from **over 140 organisations** and consistently receive **excellent** feedback from both senior leadership and participants.

PROGRAMME FEE

Number of Nominations	Programme Fee per Participant (₹)
1–2 Participants	₹14,500
3–4 Participants	₹13,500
5 or more Participants	₹12,500
GST @18% shall be charged additionally, as applicable. ***Note:*** *As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification), no GST is applicable where services are provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, or UT Administration.*	

Inclusions

The programme fee includes:

- Participation in the two-day expert-led workshop
- A comprehensive **Handbook on Rosters & Reservation**
- Programme material and reference resources

- Lunch and refreshments during the programme
- Certificate of Participation

Payment Details

Account Name: Life Transformation Academy Pvt. Ltd.
Bank: Indian Bank, Lajpat Nagar, New Delhi, **Account No.** : 50522861294
IFSC Code: IDIB000L512, **GSTIN:** 07AAECL1465D1ZS, **PAN:** AAECL1465D
MSME Udyam Registration No.: UDYAM-DL-09-0011080, **TReDS ID:** LI0064568

How to Nominate

Please send nominations to harikrishan@lifetransformationacademy.co.in with the following details:

- Name, Designation, Email ID, and Mobile Number
- GST Details for Invoice Generation

We look forward to your organization's participation in this transformative and high-impact program.
Seats are limited; early confirmation is highly recommended to secure participation.

Warm regards,

Hari Krishan
Founder & Lead Facilitator
Former Civil Servant (IRPS 1995 Batch)

: harikrishan@lifetransformationacademy.co.in
: +91-8368480712 | +91-9717636975
: www.lifetransformationacademy.co.in

E-MAIL

:nd invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

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

Ms. Gita Sharma NIDM < gita.nidm@nidm.gov.in >

Tue, 16 Jun 2026 1:56:30 PM +0530

To "H. Rajesh Prasad"<adviser-chd@nic.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"csdelhi" <csdelhi@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csoffice.cg"<csoffice.cg@gov.in>

Cc "vice_chairman"<vice_chairman@bsdma.org>,"secretary"<secretary@bsdma.org>,"info" <info@bsdma.org>,"revenue.cg"<revenue.cg@nic.in>,"cgrelief"<cgrelief@gmail.com>,"H. Rajesh Prasad" <adviser-chd@nic.in>,"Priyank Singh"<dmc-dnh@nic.in>,"sunabh2993" <sunabh.2993@gmail.com>,"specialceo-dm"<specialceo-dm@delhi.gov.in>,"secyrelief-rev"<secyrelief-rev@karnataka.gov.in>,"secydm"<secy.dm@gmail.com>,"DM Madhubani"<dm-madhubani.bih@nic.in>,"Mr. NIKHIL DHANRAJ NIPPANIKAR"<dm-munger.bih@nic.in>,"Abhishek Ranjan"<dm-madhepura.bih@nic.in>,"Mr. Subrat Kumar Sen"<dm-muzaffarpur.bih@nic.in>,"Mr. Kundan Kumar"<dm-nalanda.bih@nic.in>,"District Magistrate Nawada"<dm-nawadah.bih@nic.in>,"D.M. Patna"<dm-patna.bih@nic.in>,"District Magistrate Sheohar"<dm-sheohar.bih@nic.in>,"Anshul Kumar"<dm-purnea.bih@nic.in>,"Udita Singh"<dm-rohtas.bih@nic.in>,"Mr DEEPESH KUMAR"<dm-saharsa.bih@nic.in>,"Shekhar Anand"<dm-sheikhpura.bih@nic.in>,"Shri Vaibhava Srivastava"<dm-saran.bih@nic.in>,"Roshan Kushwaha"<dm-samastipur.bih@nic.in>,"Richie Pandey"<dm-sitamarhi.bih@nic.in>,"Mr Sawan Kumar"<dm-supaul.bih@nic.in>,"Mr Taranjot Singh Sir IAS"<dm-bettiah.bih@nic.in>,"Shri Vinod Duhan"<dm-araria.bih@nic.in>,"DM Arwal"<dm-arwal.bih@nic.in>,"Smt. Abhilasha Sharma"<dm-aurangabad.bih@nic.in>,"Navdeep Shukla"<dm-banka.bih@nic.in>,"SHRIKANT SHASTREE, IAS"<dm-begusarai.bih@nic.in>,"Dr. Nawal Kishor Choudhary"<dm-bhagalpur.bih@nic.in>,"Tanai Sultania"<dm-bhojpur.bih@nic.in>,"Smt. SAHILA"<dm-buxar.bih@nic.in>,"Mr Kaushal Kumar"<dm-darbhanga.bih@nic.in>,"Sri Saurabh Jorwal"<dm-motihari.bih@nic.in>,"Shri Shashank Shubhankar"<dm-gaya.bih@nic.in>,"Pawan Kumar Sinha IAS"<dm-gopalganj.bih@nic.in>,"NAVIN"<dm-jamui.bih@nic.in>,"Alankrita Pandey"<dm-jehanabad.bih@nic.in>,"District Magistrate Khagaria"<dm-khagaria.bih@nic.in>,"Vishal Raj"<dm-kishanganj.bih@nic.in>,"Nitin Kumar Singh"<dm-bhabhua.bih@nic.in>,"Ashutosh Dwivedi"<dm-katihar.bih@nic.in>,"Shailendra Kumar"<dm-lakhisarai.bih@nic.in>,"SecretaryAgiculture Bihar"<agridep-bih@nic.in>,"Director Agriculture"<diragri-bih@nic.in>,"diragribih"<diragri.bih@gmail.com>,"spsecagrigov"<spsecagri.gov@gmail.com>,"jsagriculturesk" <jsagriculture.sk@gmail.com>,"bavasbihar"<bavasbihar@gmail.com>,"brbnbihmail" <brbn.bih.mail@gmail.com>,"dir-bhds-bih"<dir-bhds-bih@nic.in>,"horticulturebihar" <horticulture.bihar@gmail.com>,"jsagrimadan68"<jsagrimadan.68@gmail.com>,"dysecagri2024" <dysec.agri2024@gmail.com>,"ddoagriculture2022"<ddoagriculture2022@gmail.com>,"deputydiradm" <deputydir.adm@gmail.com>,"bpgraagribihar"<bpgra.agribihar@gmail.com>,"ifaagribihar" <ifa.agri.bihar@gmail.com>,"bametibihar"<bameti.bihar@gmail.com>,"soilbiharpatna" <soilbiharpatna@gmail.com>,"fertilizerbihar"<fertilizer.bihar@gmail.com>,"jdappbiharpatna" <jdappbiharpatna@gmail.com>,"drpramodkr2018"<dr.pramodkr2018@gmail.com>,"compostbihar" <compost.bihar@gmail.com>,"jdaadaptive"<jdaadaptive@gmail.com>,"jdaqcpbihar" <jdaqcpbihar@gmail.com>,"clmbiharpatna"<clmbiharpatna@gmail.com>,"adddirengg18" <add.direngg18@gmail.com>,"jdaengg2012"<jda.engg2012@gmail.com>,"statenodalmec18" <statenodalmec18@gmail.com>,"statisticsbihar"<statistics.bihar@gmail.com>,"jdhbihar" <jdhbihar@gmail.com>,"rkvybihar"<rkvy.bihar@gmail.com>,"secyahd-bih"<secyahd-bih@nic.in>,"dirahd-bih" <dirahd-bih@nic.in>,"srirajaniraman65"<srirajaniraman65@gmail.com>,"directordairy" <directordairy@gmail.com>,"directorfisheries-bih"<directorfisheries-bih@nic.in>,"director" <director@dmi.ac.in>,"Nadeemul1969"<Nadeemul1969@gmail.com>,"wrd-bih"<wrd-bih@nic.in>,"rlrsec-bih" <rlrsec-bih@nic.in>,"secy-disastermgmt-bih"<secy-disastermgmt-bih@nic.in>,"pgrodisaster" <pgrodisaster@gmail.com>,"secy-edn-bih"<secy-edn-bih@nic.in>,"secysw-bih"<secysw-bih@nic.in>,"swbihar"<swbihar@gmail.com>,"secy-panchayat-bih"<secy-panchayat-bih@nic.in>,"secycelleducation"<secycell.education@gmail.com>,"directorseedu" <directorse.edu@gmail.com>,"Dr B Rajender"<secy-par-bih@nic.in>,"dir-prd-bih"<dir-prd-bih@nic.in>,"ddoprdpatna"<ddo.prdpatna@gmail.com>,"erasifwrd"<er.asif.wrd@gmail.com>,"eicheadquarter" <eicheadquarter@gmail.com>,"seclab-bih"<seclab-bih@nic.in>,"lcbihar" <lcbihar@bihar.gov.in>,"rajevranjanbas42"<rajevranjanbas42@gmail.com>,"satyendrakumar02june" <satyendrakumar02june@gmail.com>,"kumarisbharti"<kumari.sbharti@gov.in>,"satyabas82" <satyabas82@gmail.com>,"ar307316"<ar307316@gmail.com>,"ujjawalit16" <ujjawal.it16@mnnit.ac.in>,"odsprdbih"<ods.prd.bih@gmail.com>,"janshikayatprd" <janshikayatprd@gmail.com>,"ceo"<ceo@brlps.in>,"Commissioner MGNREGA Bihar"<ceo.brds-bih@gov.in>,"Rural Works Department Secyreobihar"<secy-reo-bih@nic.in>,"balodcg" <balod.cg@gov.in>,"balodabazarcg"<balodabazar.cg@gov.in>,"bastarcg"<bastar.cg@nic.in>,"bemetaracg"

3170/शा०-18
19.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
17183
16.6.26

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Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

The National Institute of Disaster Management (NIDM) is organizing the 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026** at the NIDM Rohini Campus, New Delhi.

In this regard, it is requested to nominate 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education). Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: 08851861892

4 Attachment(s)

Invitation letter of Respected C...	Nomination Form.pdf	PDNA-TP Schedule.pdf
686.3 KB	423.4 KB	148 KB
Training Programme on PDNA...		
159 KB		

nidm
Resilient India - Disaster Free India

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक
Madhup Vyas, IAS
Executive Director

सत्यमेव जयते

राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली – 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042

NIDM/EDRM/PDNA-TP/2026/01
June 12, 2026

Respected Sir/ Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five-day Training Programme on Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at NIDM Campus, New Delhi.

2 The programme is designed to train professionals who can support PDNA processes in States and Union Territories. The course covers the foundations of PDNA, assessment methodologies, sectoral damage and loss assessment, impact assessment, recovery planning, Build Back Better principles, recovery financing, and preparation of PDNA reports.

3. In view of the multidisciplinary nature of PDNAs, it is requested that nominations may kindly be facilitated from officials who are likely to be directly involved in post-disaster assessment and recovery planning. It is particularly requested that the State may nominate (Group-A/Group-B officers):

- One officer from the State Disaster Management Authority (SDMA)/Revenue & Disaster Management Department;
- One officer from the Water Supply and Sanitation/Public Health Engineering Department;
- One officer from the Agriculture/Horticulture/Animal Husbandry Department; and
- One officer from the School Education Department.

4. Preference may be given to Group-A/Group-B officers presently handling disaster management, planning, infrastructure, agriculture, water resources, education, recovery, reconstruction, or related functions and who are expected to contribute to PDNAs and recovery planning in the State.

5. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State Government. The Concept Note and programme schedule are attached herewith.

6. Kindly share the confirmation of the nominations preferably by <u>July 6th, 2025</u>. For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in and contact at +91-9760798654. We look forward to the active participation of your State in strengthening national capacities for post-disaster recovery planning and resilient reconstruction.

With regards

Yours sincerely,

12/6/26

(Madhup Vyas)

To,

- The Chief Secretaries, States/UTs
  (As per the list enclosed)

<u>Encl: As above</u>

आपदा प्रबंधन महाविचारः पूरा भारत भागीदार

फोन / Ph: +91-11-20873401, • ई मेल / E-mail: ed.nidm@nic.in, • वेब साईट / Website: https://nidm.gov.in

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Chief Secretaries/ Advisors to the Administrators of States & Union Territories (Contact) As on 01.05.2026

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	Email	Contact
1.	Andhra Pradesh (Amravati)	Shri G Sai Prasad	IAS (AP:1991)	cs@ap.gov.in	0863-2441024
2.	Arunachal Pradesh (Itanagar)	Shri Manish Kumar Gupta	IAS (AGMUT:1991)	cs-arunachal@nic.in	0360-2212595 0360-2212540
3.	Assam (Dispur)	Dr. Ravi Kota	IAS (AM:1993)	cs-assam@nic.in	0361-2261120 0361-2261403
4.	Bihar (Patna)	Shri Pratyaya Amrit	IAS (BH:1991)	cs-bihar@nic.in	0612-2215804 0612-2215085
5.	Chhattisgarh (Raipur)	Shri Vikas Sheel	IAS (CG:1994)	csoffice.cg@gov.in	0771-2221207
6.	Goa (Panaji)	Dr. V. Candavelou	IAS (AGMUT:1997)	cs-goa@nic.in	0832-2419402 0832-2419401 0832-2419658
7.	Gujarat (Gandhinagar)	Shri Manoj Kumar Das	IAS (GJ:1990)	chiefsecretary@gujarat.gov.in	07923250301
8.	Haryana (Chandigarh)	Shri Anurag Rastogi	IAS (HY:1990)	cs@hry.nic.in	0172-2740118
9.	Himachal Pradesh (Shimla)	Shri Sanjay Gupta	IAS (HP:1988)	cs-hp@nic.in	0177-2621022 0177-2880714
10.	Jharkhand (Ranchi)	Shri Avinash Kumar	IAS (JH:1993)	cs-jharkhand@nic.in	0651-2400240 0651-2400250
11.	Karnataka (Bengaluru)	Dr. Shalini Rajneesh	IAS (KN:1989)	cs@karnataka.gov.in	080-22252442 080-22092476
12.	Kerala (Tiruvananthapuram)	Dr. A. Jayathilak	IAS (KL:1991)	chiefsecy@kerala.gov.in	0471-2333147 0471-2518181

13.	Madhya Pradesh (Bhopal)	Shri Anurag Jain	IAS (MP:1989)	cs@mp.nic.in	0755-2441848 0755-2441370
14.	Maharashtra (Mumbai)	Shri Rajesh Aggarwal	IAS (MH:1989)	cs@maharashtra.gov.in	022-22025042 022-22028762
15.	Manipur (Imphal)	Dr. Puneet Kumar Goel	IAS (MN:1991)	cs-manipur@nic.in	0385-2451144
16.	Meghalaya (Shillong)	Dr. Shakil P Ahammed	IAS (AM:1995)	cso-meg@nic.in	0364-2224801
17.	Mizoram (Aizwal)	Shri Khilli Ram Meena	IAS (AGMUT:1993)	cs-mizoram@nic.in	0389-2322411 0389-2322429 0389-2320588
18.	Nagaland (Kohima)	Shri Senti Yanger Imchen	IAS (NL:1991)	csngl@nic.in	0370-2270082 0370-2270076
19.	Odisha (Bhubaneshwar)	Smt. Anu Garg	IAS (OD:1991)	csori@nic.in	0674-2534300 0674-2530700
20.	Punjab (Chandigarh)	Shri K.A. Prasad Sinha	IAS (PB:1992)	cs@punjab.gov.in	0172-2740156 0172-2740860 0172-2742459
21.	Rajasthan (Jaipur)	Shri V. Srinivas	IAS (RJ:1989)	csraj@rajasthan.gov.in	0141-2227254
22.	Sikkim (Gangtok)	Shri Ravindra Telang	IAS (SK:1995)	cs-skm@hub.nic.in	03592-202315 03592-202323
23.	Tamil Nadu (Chennai)	Dr. M Sai Kumar	IAS (TN:1990)	cs@tn.gov.in	044-25671555
24.	Telangana (Hyderabad)	Shri K Ramakrishna Rao	IAS (TG:1991)	cs@telangana.gov.in	040-23452620 040-23455340
25.	Tripura (Agartala)	Shri Jitendra Kumar Sinha	IAS (TR:1996)	cs-tripura@nic.in	0381-2413200

26.	Uttar Pradesh (Lucknow)	Shri Shashi Prakash Goyal	IAS (UP:1989)	csup@nic.in	0522-2238212 0522-2221599 0522-2221599
27.	Uttarakhand (Dehradun)	Shri Anand Bardhan	IAS (UD:1992)	cs-uttaranchal@nic.in	0135-2712100 0135-2712200
28.	West Bengal (Kolkata)	Shri Dushyant Nariala	IAS (WB:1993)	cs-westbengal@nic.in	033-22145858 033-22145047

Union Territories/Administration

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andaman & Nicobar Islands (Port Blair)	Dr. Chandra Bhushan Kumar (Chief Secretary)	IAS (AGMUT:1995)	cs-andamannicobar@gov.in	03192-233110 03192-234087
2.	Chandigarh	Shri H Rajesh Prasad (Chief Secretary)	IAS (AGMUT:1995)	cs-chd@chd.gov.in	01722740154
3.	Dadra & Nagar Haveli and Daman Diu (Silvasa)	Shri Ankur Garg (Advisor to the Administrator)	IAS (AGMUT:2003)	devcom-dd@nic.in or advisor-dnh-dd@daman.nic.in	0260-2230700 0260-2230775
4.	Delhi (Delhi)	Shri Rajeev Verma (Chief Secretary)	IAS (AGMUT:1992)	csdelhi@nic.in	011-23392100 011-23392101
5.	Lakshadweep (Kavaratti)	Shri S.B. Deepak Kumar (Advisor to the	IAS (AGMUT:2005)	lk-advisor@gov.in	04896-262255

		Administrator)			
6.	Pondicherry	Dr. Sharat Chauhan (Chief Secretary)	IAS (AGMUT:1994)	cs-pondicherry@nic.in cs.pon@nic.in	0413-2335512
7.	Jammu & Kashmir (Srinagar)	Shri Atal Dulloo (Chief Secretary)	IAS (J&K:1989)	cs-jandk@nic.in	0191-2546773
8.	Ladakh (Leh)	Shri Ashish Kundra (Chief Secretary)	IAS (J&K:1996)	chiefsecretary@ladakh.gov.in	01982257560

NOTE : **This List is compiled and maintained by EO (CM), DOP&T, Kartavya Bhavan-03, New Delhi, on the basis of information obtained from State Cadres/UTs.**

DISCLAIMER : **Anything contained in this document would not lead to any legal claim on part of any individual for any purpose.**

E-MAIL

nd reminder for inviting of nominations for the 5 Days Training Programme on " Post-saster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New elhi.

secy-par-bih < secy-par-bih@nic... >

nails

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अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 18519
दिनांक 25.6.26

Ms. Gita Sharma NIDM < gita.nidm@nidm.gov.in >

Wed, 24 Jun 2026 12:19:33 PM +0530

To "H. Rajesh Prasad"<adviser-chd@nic.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"csdelhi" <csdelhi@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csoffice.cg"<csoffice.cg@gov.in>

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Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

With reference to the trailing email dated 16.6.26 of D.O. Letter NIDM/EDRM/PDNA-TP/2026/02 dated June 12, 2026 regarding 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.**

In this regard, it is requested to nominate upto 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education), Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in and contact at +91-9760798654 and Dr Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: 08851861892

From: Ms. Gita Sharma NIDM <gita.nidm@nidm.gov.in>
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Date: Tue, 16 Jun 2026 13:55:47 +0530
Subject: Kind invitation of nominations for the 5 Days Training Programme on " Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at the NIDM Rohini Campus, New Delhi.

Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

The National Institute of Disaster Management (NIDM) is organizing the 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026** at the NIDM Rohini Campus, New Delhi.

In this regard, it is requested to nominate 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education) Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: 08851861892

4 Attachment(s)

Invitation letter of Respected C... 686.3 KB	Nomination Form.pdf 423.4 KB	PDNA-TP Schedule.pdf 148 KB
Training Programme on PDNA... 159 KB		

Ms. Gita Sharma NIDM < gita.nidm@nidm.gov.in >

Tue, 16 Jun 2026 1:56:30 PM +0530

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Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

The National Institute of Disaster Management (NIDM) is organizing the 5 days training programme on Training Programme on **Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026** at the NIDM Rohini Campus, New Delhi.

In this regard, it is requested to nominate 2-3 officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Agriculture & Farmers Welfare, Animal Husbandry and Dairying, Education (Higher Education). Fisheries, Jal Shakti (Water Resources), Labour & Employment, Panchayati Raj, Revenue, Rural Development etc.** in total from your State/UT from any of the above-mentioned departments for this programme.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team at NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Concept Note, Programme Schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in Mob: 9760798654 and Dr. Arkaprabha Sarkar Asst. Professor arkaprabha.nidm@nidm.gov.in Mob: 9711124710

The last date for receiving the nominations is 6th July 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: 08851861892

4 Attachment(s)

Invitation letter of Respected C... 686.3 KB	Nomination Form.pdf 423.4 KB	PDNA-TP Schedule.pdf 148 KB
Training Programme on PDNA... 159 KB		

nidm
Resilient India - Disaster Free India

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक
Madhup Vyas, IAS
Executive Director

सत्यमेव जयते

राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042

NIDM/EDRM/PDNA-TP/2026/01
June 12, 2026

Respected Sir/ Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a five-day Training Programme on Post-Disaster Needs Assessment (PDNA) from 13-17 July 2026 at NIDM Campus, New Delhi.

2 The programme is designed to train professionals who can support PDNA processes in States and Union Territories. The course covers the foundations of PDNA, assessment methodologies, sectoral damage and loss assessment, impact assessment, recovery planning, Build Back Better principles, recovery financing, and preparation of PDNA reports.

3. In view of the multidisciplinary nature of PDNAs, it is requested that nominations may kindly be facilitated from officials who are likely to be directly involved in post-disaster assessment and recovery planning. It is particularly requested that the State may nominate (Group-A/Group-B officers):

- One officer from the State Disaster Management Authority (SDMA)/Revenue & Disaster Management Department;
- One officer from the Water Supply and Sanitation/Public Health Engineering Department;
- One officer from the Agriculture/Horticulture/Animal Husbandry Department; and
- One officer from the School Education Department.

4. Preference may be given to Group-A/Group-B officers presently handling disaster management, planning, infrastructure, agriculture, water resources, education, recovery, reconstruction, or related functions and who are expected to contribute to PDNAs and recovery planning in the State.

5. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State Government. The Concept Note and programme schedule are attached herewith.

6. Kindly share the confirmation of the nominations preferably by July 6th, 2025. For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Gagandeep Singh, Assistant Professor at gagandeep.nidm@nic.in and contact at +91-9760798654. We look forward to the active participation of your State in strengthening national capacities for post-disaster recovery planning and resilient reconstruction.

With regards

Yours sincerely,

12/6/26

(Madhup Vyas)

To,

- The Chief Secretaries, States/UTs
  (As per the list enclosed)

Encl: As above

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Chief Secretaries/ Advisors to the Administrators of States & Union Territories (As on 01.05.2026)

SN	State (Headquarters)	Name of the officer	Service (Cadre/ Batch)	E-Mail	Contact
1.	Andhra Pradesh (Amravati)	Shri G Sai Prasad	IAS (AP:1991)	cs@ap.gov.in	0863-2441024
2.	Arunachal Pradesh (Itanagar)	Shri Manish Kumar Gupta	IAS (AGMUT:1991)	cs-arunachal@nic.in	0360-2212595 0360-2212540
3.	Assam (Dispur)	Dr. Ravi Kota	IAS (AM:1993)	cs-assam@nic.in	0361-2261120 0361-2261403
4.	Bihar (Patna)	Shri Pratyaya Amrit	IAS (BH:1991)	cs-bihar@nic.in	0612-2215804 0612-2215085
5.	Chhattisgarh (Raipur)	Shri Vikas Sheel	IAS (CG:1994)	csoffice.cg@gov.in	0771-2221207
6.	Goa (Panaji)	Dr. V. Candavelou	IAS (AGMUT:1997)	cs-goa@nic.in	0832-2419402 0832-2419401 0832-2419658
7.	Gujarat (Gandhinagar)	Shri Manoj Kumar Das	IAS (GJ:1990)	chiefsecretary@gujarat.gov.in	07923250301
8.	Haryana (Chandigarh)	Shri Anurag Rastogi	IAS (HY:1990)	cs@hry.nic.in	0172-2740118
9.	Himachal Pradesh (Shimla)	Shri Sanjay Gupta	IAS (HP:1988)	cs-hp@nic.in	0177-2621022 0177-2880714
10.	Jharkhand (Ranchi)	Shri Avinash Kumar	IAS (JH:1993)	cs-jharkhand@nic.in	0651-2400240 0651-2400250
11.	Karnataka (Bengaluru)	Dr. Shalini Rajneesh	IAS (KN:1989)	cs@karnataka.gov.in	080-22252442 080-22092476
12.	Kerala (Tiruvananthapuram)	Dr. A. Jayathilak	IAS (KL:1991)	chiefsecy@kerala.gov.in	0471-2333147 0471-2518181

Learning Unit 3: Sectoral Damage and Loss Assessment

- Sector-specific assessment methodologies for **Education, Water Supply & Sanitation, and Agriculture**
- Estimation of direct damages, indirect losses and recovery needs
- Application of sectoral assessment templates and calculation tools
- Group exercises, validation and presentation of assessment results

Learning Unit 4: Impact Assessment, Recovery Needs and Build Back Better

- Social and economic impact assessment approaches within PDNA
- Recovery needs assessment and prioritization of interventions
- Build Back Better principles and resilient reconstruction strategies
- Recovery financing, reconstruction planning and development of recovery frameworks

Learning Unit 5: PDNA Report Preparation and Recovery Framework Development

- Structure, components and quality standards of a PDNA report
- Preparation of sector chapters and consolidation of assessment findings
- Development of recovery and reconstruction frameworks with financing considerations
- Group preparation and presentation of a simulated PDNA report

Mode of Instruction

The primary language of instruction will be **English**. However, resource persons may use Hindi or local languages based on participants' needs.

Transport, Accommodation, and Food

- **No Course Fee:** The training programme is fully sponsored by NIDM.
- **Boarding & Lodging:** Free accommodation and meals will be provided at NIDM during the course.
- **Travel Costs:** Participants/sponsoring organizations must bear to & fro travel expenses, including local transport.
- **Meals:** Tea and working lunch will be provided during the training.

Evaluation

A dedicated session for **feedback and valediction** will be conducted. Participants will fill out an **evaluation form** to assess the effectiveness of the training.

Attendance & Certification

- Attendance **before and after lunch** is mandatory for certification.
- Participants who complete the programme successfully will receive an official **Certificate of Participation** from NIDM.

Training Methods

The training will include a mix of:

✓ **Classroom Lectures**

✓ **Case Study Discussions**

✓ **Group Exercises**

Organizing Team

Patron

Shri Madhup Vyas, IAS
Executive Director, NIDM
ed.nidm@nic.in

Programme Coordinator

Dr. Gagandeep Singh
Assistant Professor, NIDM
gagandeep.nidm@nic.in

Programme Co-coordinator

Dr. Arkaprabha Sarkar
Assistant Professor, NIDM
arkaprabha.nidm@nic.in

E-MAIL

4th kind reminder for inviting nominations for the 4 Days Training Programme on "Disaster Mitigation Finance & Resilient Infrastructure" in collaboration with IIM Lucknow, to be held from 22-25 June 2026 at NIDM Delhi

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

emails

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सामान्य प्रशासन विभाग
ई-मेल संख्या- 17482
दिनांक 18.6.26

55(18)

Ms. Gita Sharma NIDM < gita.nidm@nidm.gov.in >
Wed, 17 Jun 2026 4:16:00 PM +0530

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Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

With reference to the trailing email dated 05.6.26, 8.6.26, 15.6.26 and 16.6.26 of D.O. Letter NIDM/Training/IIM Lucknow/463/2026-27-Part(1) dated June 4, 2026 regarding 4 days Training Programme on "**Disaster Mitigation Finance & Resilient Infrastructure**" in collaboration with IIM Lucknow, scheduled to be held from 22-25 June 2026 at NIDM, Rohini Campus, Delhi.

In this regard, it is humbly requested to kindly nominate senior-level officer from the Central/State Civil Services at the level of Joint Secretary/Director or equivalent, having a minimum of 10 years of experience and currently engaged in disaster management-related functions in State Line Departments or the State Disaster Management Authority (SDMA). **Agriculture, Commerce and Industry, Education, Finance, Environment and Climate Change, Housing and Urban Development, Planning, PWD, Revenue, Shipping and Ports, Water Resources and other departments.**

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Draft programme schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to the Course Coordinator, Prof. Navneet Kumar, at navneet.nidm@nic.in, with a copy to juindrr.nidm@mha.gov.in. For any clarification regarding the programme, Dr. Preeti Soni may be contacted at +91-9717735481.

The last date extended for receiving the nominations.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.

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nidm
Resilient India - Disaster Free India

मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक
Madhup Vyas, IAS
Executive Director

सत्यमेव जयते

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National Institute of Disaster Management
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NIDM/Training/IIM Lucknow/463/2026-27-Part(1)
June 4, 2026

Dear Sir / Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a 4- days Training Programme on "Disaster Mitigation Finance & Resilient Infrastructure" in collaboration with IIM Lucknow, scheduled to be held from 22nd to 25th June 2026 at NIDM, Rohini Campus, Delhi. This training programme is specially designed to focus on disaster risk financing which will enhance the knowledge and skills of officials involved in disaster risk reduction and management at your state. The objective of the training is to sensitize senior officials from various States & UTs, regarding the processes involved in utilizing mitigation funds and other related issues.

2. You are kindly requested to nominate a senior-level officer from the Central/State Civil Services at the level of Joint Secretary/Director or equivalent, having a minimum of 10 years of experience and currently engaged in disaster management-related functions in State Line Departments or the State Disaster Management Authority (SDMA). The nomination details may be forwarded to the Course Coordinator, Prof. Navneet Kumar, at navneet.nidm@nic.in, with a copy to iuindrr.nidm@mha.gov.in. For any clarification regarding the programme, Dr. Preeti Soni may be contacted at +91-9717735481.

3. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State/UT. We request States/UT to inform the deputed official not to plan their travel to NIDM until they receive an official confirmation from NIDM.

4. NIDM remains committed to extend the required necessary technical support for the smooth and effective implementation of these initiatives. I look forward to your valued support and proactive cooperation in achieving the Hon'ble Prime Minister's vision of a disaster-resilient nation.

With regards,

Yours sincerely,

4-6-26
(Madhup Vyas)

To,

- The Chief Secretaries of the States/UTs
  (As per the list enclosed)

Day 1, 22nd June 2026, Monday		
Time	**Sessions**	**Experts**
09:30 AM – 10:30 AM	Registration	NIDM , Team
	Inaugural Session	
10:30 AM – 10:40 AM	Welcome Address	Prof. Navneet Kumar, NIDM
10:40 AM – 10:50 AM	Special Address	Joint Secretary, MHA (TBC)
	Key Note Address	Shri Madhup Vyas (IAS), ED, NIDM
10:50 AM – 11:00 AM	Program Overview	Shri Randeep Rana, SA, NIDM
11:00 AM – 11:10 AM	Vote of Thanks and Group Photograph	Joint Director, NIDM
11:10 AM – 11:30 AM	*Tea Break*	
11:30 AM – 12:15 PM	Introduction of the course and Ice-Breaking Exercise	Dr. Preeti Soni (Sr. Consultant, IUINDRR-NIDM)
12:15 PM – 01:15 PM	Basics of Disaster Risk Reduction (Hazard, Vulnerability, Risk Concepts)	Prof. Amir Ali Khan (Professor & Head, RID)
01:15 PM – 02:15 PM	*Lunch Break*	
02:15 PM – 03:30 PM	Psychosocial Care & Mental Health Support in Disaster Recovery	Dr. Ajinder Walia (Associate Professor & HOD GIDRR)
03:30 PM – 03:45 PM	*Tea Break*	
03:45 PM – 05:00 PM	Legal and Institutional Framework for Disaster Management in India	Dr. Garima Aggarwal (Sr. Consultant, RID-NIDM)

Disaster Mitigation Finance & Resilient Infrastructure

Day 2, 23rd June 2026, Tuesday		
Time	**Sessions**	**Experts**
10:00 AM – 11:15 AM	Opening & Context Setting: Disaster risk trends and financial impacts	IIML
11:15 AM – 11:30 AM	*Tea Break*	
11:30 AM – 01:00 PM	Risk Financing Framework: Risk retention vs risk transfer, Ex-ante vs ex-post financing, Layered risk financing strategy	IIML
01:00 PM – 02:00 PM	Lunch Break	
02:00 PM – 03:00 PM	Integrating DRR with Risk Financing: Linking DRR investments with insurance, Incentives for risk reduction, Policy integration challenges in developing	IIML

E-MAIL

reminder for inviting nominations for the 4 Days Training Programme on "Disaster Mitigation Finance & esilient Infrastructure" in collaboration with IIM Lucknow, to be held from 22-25 June 2026 at NIDM Delhi

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

emails

Ms. Gita Sharma NIDM < gita.nidm@nidm.gov.in >

Tue, 16 Jun 2026 4:17:02 PM +0530

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Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi!

With reference to the trailing email dated 05.6.26, 8.6.26 and 15.6.26 of D.O. Letter NIDM/Training/IIM Lucknow/463/2026-27-Part(1) dated June 4, 2026 regarding 4 days Training Programme on "**Disaster Mitigation Finance & Resilient Infrastructure**" in collaboration with IIM Lucknow, scheduled to be held from 22-25 June 2026 at NIDM, Rohini Campus, Delhi.

In this regard, it is humbly requested to kindly nominate senior-level officer from the Central/State Civil Services at the level of Joint Secretary/Director or equivalent, having a minimum of 10 years of experience and currently engaged in disaster management-related functions in State Line Departments or the State Disaster Management Authority (SDMA). **Agriculture, Commerce and Industry,**

Education, Finance, Environment and Climate Change, Housing and Urban Development, Planning, PWD, Revenue, Shipping and Ports, Water Resources and other departments.

NIDM will provide boarding and lodging facilities only for outstation participants, while travel costs are to be borne by the respective State/UTs.

It is requested that the nominated participant(s) should proceed for their journey only after receiving a written confirmation via email from the course team NIDM.

A copy of the invitation letter from the Executive Director, NIDM, along with the Draft programme schedule and Nomination Form.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to the Course Coordinator, Prof. Navneet Kumar, at navneet.nidm@nic.in, with a copy to juindrr.nidm@mha.gov.in. For any clarification regarding the programme, Dr. Preeti Soni may be contacted at +91-9717735481.

The last date extended for receiving the nominations.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.

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Disaster Mitigation Finance & Resilient Infrastructure

Time	Sessions	Experts	Signature
09:30 AM – 10:30 AM	Registration	NIDM , Team	
	Inaugural Session		
10:30 AM – 10:40 AM	Welcome Address	Prof. Navneet Kumar, NIDM	
10:40 AM – 10:50 AM	Special Address	Joint Secretary, MHA (TBC)	
	Key Note Address	Shri Madhup Vyas (IAS), ED, NIDM	
10:50 AM – 11:00 AM	Program Overview	Shri Randeep Rana, SA, NIDM	
11:00 AM – 11:10 AM	Vote of Thanks and Group Photograph	Joint Director, NIDM	
11:10 AM – 11:30 AM	*Tea Break*		
11:30 AM – 12:15 PM	Introduction of the course and Ice-Breaking Exercise	Dr. Sushma Guleria (Associate Professor, ERMD-NIDM)	
12:15 PM – 01:15 PM	Resilient Infrastructure	Prof. Amir Ali Khan (Professor & Head, RID)	
01:15 PM – 02:15 PM	*Lunch Break*		
02:15 PM – 03:30 PM	Psychosocial Care & Mental Health Support in Disaster Recovery	Dr. Ajinder Walia (Associate Professor & HOD GIDRR)	
03:30 PM – 03:45 PM	*Tea Break*		
03:45 PM – 05:00 PM	Legal and Institutional Framework for Disaster Management in India	Dr. Garima Aggarwal (Sr. Consultant, RID-NIDM)	

Disaster Mitigation Finance & Resilient Infrastructure

Time	Sessions	Experts	Signature
10:00 AM – 11:15 AM	Opening & Context Setting: Disaster risk trends and financial impacts	IIML	
11:15 AM – 11:30 AM	*Tea Break*		
11:30 AM – 01:00 PM	Risk Financing Framework: Risk retention vs risk transfer, Ex-ante vs ex-post financing, Layered risk financing strategy	IIML	
01:00 PM – 02:00 PM	Lunch Break		
02:00 PM – 03:00 PM	Integrating DRR with Risk Financing: Linking DRR investments with insurance, Incentives for risk reduction, Policy integration challenges in developing economies	IIML	
03:00 PM – 03:30 PM	Insurance for Climate Resilience: Role of insurance in preparedness and post recovery, Micro-insurance and social protection, Insurance penetration challenges	IIML	
03:30 PM – 03:45 PM	*Tea Break*		
03:45 PM – 05:30 PM	Financial Instruments for Disaster Risk: Reinsurance, Contingent credit lines, Risk pools	IIML	

E-MAIL

spa9m:Call for Nominations- Three Day Capacity Building Pr ogram on "Government e Marketplace (GeM), Strategic Vendor Management & Contract Administration" during 11 - 13 August, 2026 at Dehradun (Uttarakhand)

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सामान्य प्रशासन विभाग, बिहार, पटना
19 JUN 2026

Dear Sir / Ma'am,

Indian Institute of Corporate Affairs (established by the Ministry of Corporate Affairs, Govt. of India) announces **Three Day Capacity Building Program on "Navigating Procurement via Government e Marketplace (GeM), Strategic Vendor Management & Contract Administration"** during **11 - 13 August, 2026 at Dehradun (Uttarakhand).**

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee.

For more information, please refer to the attached letter along with the detailed program outline.

19 JUN 2026

SO-18

श्री विशाल
विनीता
19.6.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 17527
दिनांक 18.6.26

3223/सा०-18
22/6/26

Indian Institute of Corporate Affairs
Partners in Knowledge. Governance. Transformation.
(Under Ministry of Corporate Affairs)

Partners in Knowledge.

Three Day Capacity Building Program (52nd Edition)

on

"Navigating Procurement via Government e Marketplace (GeM), Strategic Vendor Management & Contract Administration"

From Vendor Selection to Performance & Contract Enforcement & Dispute Resolution

11 – 13 August, 2026 Dehradun (Uttarakhand) ENROL NOW

Benefits & Objectives

- Gain a full understanding of the GeM web portal and its operations.
- Adopt best procurement practices for tenders, evaluation & award.
- Experience the speed and flexibility of e-commerce in sourcing.
- Enable a dynamic, fair, transparent and technology-driven procurement system
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain

What Our Participants Say

- The training was informative and insightful in understanding the nuances of GeM portal, integration of procurement accompanied by healthy discussion from the learned participants.
- Thankful to the entire team for making all the sessions of the workshop informative/engaging and arranging comfortable stay.
- Trainer had in-depth knowledge and resolved all queries.
- Concepts explained excellently with real examples.
- Case studies helped get topics more clearly

FEE DETAILS

Training Venue	Dehradun, Uttarakhand 248001
Training Dates	11 – 13 August, 2026
Residential Fee	INR 44,250/- per participant (INR 37,500 + 18% GST)
Non-Residential Fee	INR 28,910/- per participant (INR 24,500 + 18% GST)
Discount Structure	
Individual Nomination	No discount applicable
Standard Group (2–3 nominees)	5% discount on programme fee
Prime Group (4 & above nominees)	Upto 3 nominees → 5% off Additional nominees (beyond 3) → 10% off Example: 6 nominees = 3 at 5% + 3 at 10% discount

PROGRAMME DIRECTOR

Mr. Rajesh Batra
Head – Centre for MSME
Indian Institute of Corporate Affairs
rajesh.batra@iica.in
9871417394 | 8595690458

PROGRAMME COORDINATOR

Mr. Nitin Wahi
Consultant
Indian Institute of Corporate Affairs
cmsme.iica@gmail.com
9818891007

--

With Warm Regards,

Rajesh Batra
Head - Centre for MSME
Indian Institute of Corporate Affairs,
Ministry of Corporate Affairs (Govt. of India)
Plot no. P-6,7,8, Sector-5, IMT Manesar,
Distt. Gurugram-122052, Haryana, India

Landline no- +91 - 0124 - 2640000 Ext: 2021 / Fax: 0124-2291036
Mobile no- +91 9871417394 , 8595690458
Email: rajesh.batra@iica.in , rajeshbatra.iica@gmail.com

3 Attachment(s)

Letter_11-13 August, 2026.pdf 119.8 KB	Detailed_Program_11-13 Augu... 405.7 KB	Registration_Form_11-13 Aug... 119.8 KB

Indian Institute of Corporate Affairs
Partners in Knowledge. Governance. Transformation.
(Under Ministry of Corporate Affairs, Govt. of India)

IICA/MSME/29052026 08 June, 2026

Dear Sir / Ma'am,

Three Day Capacity Building Program (52nd Edition)
on
"Navigating Procurement via Government e Marketplace (GeM), Strategic Vendor Management & Contract Administration"

From Vendor Selection to Performance & Contract Enforcement & Dispute Resolution

11 - 13 August, 2026 – Dehradun (Uttarakhand)

Indian Institute of Corporate Affairs (IICA) has a focused **Centre for Micro, Small & Medium Enterprises**, established to foster understanding of the Regulatory Framework, encourage innovative responses to business environment and focus on issues affecting MSMEs. The Hon'ble Minister of Finance and Corporate Affairs is the President of IICA. Secretary, Ministry of Corporate Affairs is the Chairperson of the Board of Governors, which has many eminent personalities.

Government e Marketplace (GeM) is a unified digital platform that facilitates end-to-end procurement of goods and services by various government departments, organizations, and public sector undertakings (PSUs).

Training for Buyers & Sellers: Key Learning Highlights -

Seller Overview & Registration	Registration & Account Management
Catalogue Management	Procurement Method – Basic Procurement Method – Advanced
Brand and Product Management	Participation in Procurement Process
Training for Buyers	Requirement based Procurement
Order Fulfilment	Order Processing & Payments

GeM – Government e-Market place is an end-to-end e-commerce platform for procurement of goods & services by Government organizations. GeM offers all modes of procurement (direct purchase, L1, bid & reverse auction) in a paperless and cashless manner. The GeM portal is currently being used by almost all departments/ organizations of Central and State Governments as mandated mandatory by the Government of India.

Navigating Procurement via Government e Marketplace (GeM) is crucial for any organization in 2026

It connects more than 1.6 lakh government buyers with 23 lakh sellers and service providers. In terms of categories, nearly 12,000 product categories and 320 service categories enable the procurement of different goods and services.

GeM is driving inclusive participation in public procurement. In FY 2025-26, MSEs executed 68% of total orders, contributing 47.1% of GMV. Over 11 lakh MSEs received 51 lakh + orders worth Rs. 2.36 lakh crore, growing over 20%. Women-led MSEs secured Rs. 28,000 crore orders with 28% growth, startups crossed Rs. 19,000 crore with 36% growth and SC/ST enterprises recorded over Rs. 6000 crore with 28% growth.

Hence, intensive training on "Government e-Marketplace (GeM)" should be a vital part of any business plan / buying plan in 2026, as procurement impacts everything from customer satisfaction and product quality to cash flows and profitability.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry / Department / Esteemed organization by sending the nominations along with Program Fee as below:-**

Fee Details	
Training venue	Dehradun, Uttarakhand
Training dates	**11-13 August, 2026**
Residential fee	**INR 44,250/- per participant** **(INR 37,500 + 18% GST)**
Non-residential fee	**INR 28,910/- per participant** **(INR 24,500 + 18% GST)**
Discount Structure	
Individual nomination	**No discount applicable**
Standard group (2–3 nominees)	5% discount on program fee
Prime group (4 & above nominees)	Upto 3 nominees → 5% off Additional nominees (beyond 3) → 10% off Example: 6 nominees = 3 at 5% + 3 at 10% discount

- **Residential Program Fee includes** 3 nights' accommodation, Breakfast, Lunch & Dinner on Buffet set up, AM & PM Tea/Coffee.
- **Non-Residential Program Fee includes** Buffet Lunch, AM & PM Tea/Coffee.

- Exclusion: Transfers, local travel and air-travel are not covered
- Seats are limited & on a first-come first-serve basis.

You will experience interactive learning led by subject-matter experts to give you in depth knowledge of topics relevant to Procurement Procedures, Policies and Contract Management.

Yours Sincerely,

(Rajesh Batra)
Head, Centre for MSME
Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Registration Form

E-MAIL

vitation to register by June 20, 2026: Global Online Certificate Course on AI, Data and act-Checking secy-par-bih < secy-par-bih@nic.in >

Kiran Pandey < susan@cseindia.org >

Fri, 12 Jun 2026 8:38:55 AM +0530

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

Dear Sir/Madam,

In today's competitive world, the ability to use Artificial Intelligence (AI), data analytics and digital verification tools is becoming an essential skill for researchers, academics and professionals. These skills can help improve productivity, strengthen credibility and provide a competitive edge in career growth.

Artificial Intelligence (AI), data analytics and digital verification tools are transforming the way research is conducted and communicated. At the same time, the growing use of AI raises important questions about responsible use, fact-checking, verification, research integrity and academic credibility.

As AI becomes increasingly integrated into research and communication, developing skills in AI, data analysis and fact-checking is no longer optional—it is essential for professional excellence and institutional credibility.

To help researchers, academics and professionals build these critical competencies, the Centre for Science and Environment (CSE) invites you to join its Global Online Certificate Course on AI, Data and Fact-Checking for Research and Communication in Environment, Science and Development.

COURSE DATE: June 30 – July 14, 2026
COURSE FEE: INR 4,000 (Indian participants) | USD 100 (International participants)
CSE's online courses have attracted participants from at least **24+** countries, **27** Indian states and over **150** cities, creating a vibrant global learning community of researchers, academics and professionals.

What you will gain
- Use AI responsibly for academic research and scholarly communication.
- Accelerate literature reviews, information gathering, data analysis and report writing.
- Apply AI-assisted fact-checking, source verification and misinformation detection techniques.
- Create data visualisations, presentations and outreach materials.
- Develop strategies for integrating AI into teaching, research and knowledge management.
- Explore real-world applications of AI in environment, science and development.

Who Should Attend?
University faculty and teaching staff, researchers, scientists, PhD scholars, postdoctoral fellows, academic communicators, science communicators, research institutions, think tanks and knowledge organisations working in environment, science and development.

Read more about the course
https://www.cseindia.org/global-online-certificate-course-ai-and-data-for-effective-research-and-communication-in-environment-science-and-development-13116

Register here
https://www.cseindia.org/otprograms/register?type=dteai2

We encourage you to share this opportunity with colleagues, students and professional networks who may benefit from strengthening their AI, data and fact-checking skills.

Warm regards,

Kiran Pandey
Course Director
Centre for Science and Environment (CSE), New Delhi

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 17325
दिनांक 17.6.26

E-MAIL

Fwd: One Week Training Programme for CVOs/VOs (TP-CVO/VO-09) in ISTM from 28.09.2026 to 02.10.2026 – regarding.

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

S.S (18)

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

Mon, 01 Jun 2026 5:52:10 PM +0530

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

Chief Secretary Bihar

29 JUN 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 01 Jun 2026 17:51:00 +0530
Subject: One Week Training Programme for CVOs/VOs (TP-CVO/VO-09) in ISTM from 28.09.2026 to 02.10.2026 – regarding.
========== Forwarded message ==========

बिहार सरकार
अपर मुख्य सचिव कोषांग
24 JUN 2026
ई-मेल
दिनांक 18.15.4
2.3.6.26

फा.सं / FILE NO:Y-14061/02/2026-ISTM

3322/प्रा०-18

दिनांक / Date: 01.06.2026

24.6.26

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: **One Week Training Programme for CVOs/VOs (TP-CVO/VO-09)** in ISTM from **28.09.2026 to 02.10.2026 – regarding.**

S.O-18

Madam/ Sir,

I am directed to say that a One Week Training Programme for CVOs/VOs (TP-CVO/VK-09) will be conducted in ISTM from 28.09.2026 to 02.10.2026. Details of the 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 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 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 **18th September, 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-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in
Tele No. : 011-26737611

ANNEXTURE

COURSE INFORMATION SHEET

CODE : **TP-CVO/VO-09**

TITLE : **Training Programme for CVOs/VOs**

DURATION : **One Week (28.09.2026 to 02.05.2026)**

TIME : **9:00 AM to 5:30 PM**

COURSE CAPACITY : **32 – 35**

AIM OF THE COURSE: To develop the skills required for functioning as Chief Vigilance officer's/ Vigilance officer'

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

i) Describe related constitutional provisions
ii) State principles of natural justice
iii) Explain provisions relating to preliminary investigation
iv) Describe procedure relating to sanction for prosecution.
v) List out duties of CVO
vi) Role of COV in vigilance
vii) List out major steps in conduct of departmental enquiry.

METHODOLOGY : Offline Mode at ISTM

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 Director so as to reach him/her before 18th September, 2026.

ELIGIBILITY CONDITIONS:

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

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

(ii) A course fee of Rs. 5,000/- (Rupees Five Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation

of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

(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 – www.bharatkosh.gov.in
Go to: Quick Payment Option
Chose: 34- Ministry – Personnel. P.G & P
Course Fee – ISTM

OR

Click on Link:- https://bharatkosh.gov.in/MinistryInfo/SwachhBharatKosh

(v) Please share the copy of payment receipt on email **vkbhargava.84[at]gov.in**.

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.9971835322 Family members of the participants are NOT allowed to stay in the hostel with the participants.

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 : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-09

Date : 28 Sep 2026 to 02 Oct 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

148

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

552

Fwd: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM **secy-par-bih** < secy-par-bih@nic.in >

SC (18)

E-MAIL

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

Tue, 23 Jun 2026 1:52:38 PM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@dlpmod.gov.in>
Date: Tue, 23 Jun 2026 10:35:57 +0530
Subject: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM
========== Forwarded message ==========

DSO-18

24 JUN 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 : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-46

Date : 21 Sep 2026 to 24 Sep 2026

Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
कोषांग
18306
23.6.26

S.O-18

3355/रा०-18
25.6.26

Fwd: Creative and Positive Thinking by ISTM

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

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

Wed, 03 Jun 2026 2:41:03 PM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.co@gov.in>
Date: Wed, 03 Jun 2026 12:07:49 +0530
Subject: Creative and Positive Thinking 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 : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 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

बिहार सरकार
ई-मेल संख्या- 18155
दिनांक 23-6-26

3320/ शा०-18
24.6.26

Fwd: Right to Information - Public Information Officers by ISTM **secy-par-bih** < secy-par-bih@nic.in

E-MAIL

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

Tue, 23 Jun 2026 10:28:51 AM +0530

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

★ Chief Secretary Bihar ★

24 JUN 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Mon, 22 Jun 2026 16:56:31 +0530
Subject: Right to Information - Public Information Officers by ISTM
========== Forwarded message ==========

D50-18

Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 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

3375/प्रशि-18
30.6.26

S.O.18

बिहार सरकार
आवक
ई-मेल संख्या 18396
दिनांक 24.6.26

श्री विशाल
विनीत
25.6.2026

E-MAIL

Fwd: Handling RTI Matters by ISTM

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

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

Mon, 22 Jun 2026 3:04:36 PM +0530

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

Chief Secretary Bihar

24 JUN

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmg@gov.in>
Date: Mon, 22 Jun 2026 15:01:54 +0530
Subject: Handling RTI Matters by ISTM
========== Forwarded message ==========

OSD-18

25 JUN 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 : Handling RTI Matters

Course Code : H-RTIM-10

Date : 31 Aug 2026 to 01 Sep 2026

Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3374 / OSD-18

30.6.26

बिहार सरकार
अवर सचिव प्रशासन प्रशिक्षण
सामान्य प्रशासन विभाग
ई-मेल संख्या-18393
दिनांक 24.6.26

S.O.18

श्री विशाल
25.6.2026

Fwd: MS-Excel (Advance) by ISTM

secy-par-bih < secy-par-bih@nic

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

Wed, 24 Jun 2026 3:41:16 PM +0530

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

E-MAIL

25 JUN 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Wed, 24 Jun 2026 15:05:37 +0530
Subject: MS-Excel (Advance) by ISTM
========== Forwarded message ==========

30 JUN 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 : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 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
अवर सचिव, अनिल कोचांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-....18649
दिनांक.....25.6.26

3424

Fwd: Workshop on Cyber Security by ISTM

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

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 25 Jun 2026 12:15:50 PM +0530

E-MAIL

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

SS(18)

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Wed, 24 Jun 2026 15:07:54 +0530
Subject: Workshop on Cyber Security by ISTM
========== Forwarded message ==========

30 JUN 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 Cyber Security

Course Code : W-CS-16

Date : 14 Sep 2026 to 15 Sep 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

3421/प्रा०-18
1.7.26

बिहार सरकार
18759
30-6-26

01.7.2026

S.O-18
01/7/26

Fwd: Responsible use of AI in Workplace by ISTM

secy-par-bih < secy-par-bih@nic

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

Wed, 24 Jun 2026 12:39:35 PM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <cseoffice.eg@gov.in>
Date: Wed, 24 Jun 2026 12:37:02 +0530
Subject: Responsible use of AI in Workplace 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 : Responsible use of AI in Workplace

Course Code : RU-AI-W-09

Date : 10 Aug 2026 to 11 Aug 2026

Mode : Offline

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या–18659
दिनांक 25.6.26

509

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

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

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 25 Jun 2026 12:15:30 PM +0530

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

SS(18)

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <cboffice.cg@gov.in>
Date: Wed, 24 Jun 2026 15:09:43 +0530
Subject: Workshop on Emerging Technology and Dashboard by ISTM
========== Forwarded message ==========

अपर मुख्य सचिव सामान्य प्रशासन पटना
30 JUN 2026

30 JUN 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 Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 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

3429 / प्रा०-18
1.7.26

S.O-18
01/7/26
श्री विवेक
1.7.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या - 18757
दिनांक 30.6.26

Fwd: Right to Information - Public Information Officers by ISTM **secy-par-bih** < secy-par-bih@nic.in >

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 25 Jun 2026 12:09:17 PM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Wed, 24 Jun 2026 15:03:57 +0530
Subject: Right to Information - Public Information Officers by ISTM
========== Forwarded message ==========

30 JUN 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 : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 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 कोषांग
सामान्य प्रशासन विभाग
ई-मेल प्राप्ति-...18759
दिनांक.....30.6.26

3430/ प्रा०-18
1.7.26

E-MAIL (502)

Fwd: Handling Social Media and Information Retrieval by ISTM **secy-par-bih** < secy-par-bih@nic.in

S.5118

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

Wed, 24 Jun 2026 11:16:53 AM +0530

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

2

Chief Secretary Bihar

25 JUN

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: "istm@deptmail.gov.in>
Date: Wed, 24 Jun 2026 09:49:49 +0530
Subject: Handling Social Media and Information Retrieval by ISTM
========== Forwarded message ==========

OSD - 18

25 JUN 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 : Handling Social Media and Information Retrieval

Course Code : HSMIR-07

Date : 17 Aug 2026 to 18 Aug 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

3403/शा०-18
30.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या.....18.5.27
दिनांक.....25.6.26

S.O-18

30/6/26
श्री विशाल
प्रेषित
30.6.2026

E-MAIL (506)

Fwd: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment secy-par-bih < secy-par-bih@nic.in >
of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.

S.S (18)

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 16 Jun 2026 2:55:38 PM +0530

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

17 JUN 2026
सामान्य प्रशासन विभाग, बिहार, पटना
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Tue, 16 Jun 2026 14:48:59 +0530
Subject: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.
========== Forwarded message ==========

OSD-18

17 JUN 2026
EFFICIENCY AND THE PUBLIC GOOD
बिहार सरकार

सत्यमेव जयते

आज़ादी का अमृत महोत्सव

फा.सं / FILE NO. Y-18019/08/2026-ISTM
भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान
INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT
(एक आईएसओ9001:2015 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

3227/सा०प्र०/18
22.6.26

S.O-18

दिनांक / Date: 16.06.2026

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या.....1725/
दिनांक.....16.6.26

श्री विशाल
विनीत
19.6.26

Subject: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.

Madam/Sir,

I am directed to say that a two days Workshop on **"Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)"** will be conducted in ISTM from 26.10.2026 to 27.10.2026. Details of the 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 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 to the email I.D. given at the end.

505

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. Nominations of eligible officials complete in all respect should reach the undersigned latest by **16th October, 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-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in
Tele No. : 011-26737611

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

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place
2. **COURSE CODE:** POSH-34
3. **DURATION:** Two days (26.10.2026 to 27.10.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:** At the end of this Course, participants will be able to;

(i) define the Concept of Gender

(ii) explain the Forms of Sexual Harassment

(iii) describe the Important provision of Sexual Harassment of Women at Workplace Act, 2013

(iv) summarize the Important case laws

(v) prepare the Strategy for prevention of sexual harassment at workplace

(vi) implement the Steps of Conduct Inquiry in case of sexual harassment at workplace

6. **METHODOLOGY:** The programme will be organized on highly participative basis. The training methods will, therefore, include lecture, group discussion.

7. **PARTICIPANTS (Eligibility Conditions)**
The programme is for all employees of Govt. of India, PSUs/ Autonomous Bodies etc.

8. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30-35.

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 **16th October, 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:**

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

(ii) 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, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

(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 – www.bharatkosh.gov.in
Go to: Quick Payment Option
Chose: 34- Ministry – Personnel. P.G & P
Course Fee – ISTM

OR

Click on Link:- https://bharatkosh.gov.in/MinistryInfo/SwachhBharatKosh

(v) Please share the copy of payment receipt on email **vkbhargava.84[at]gov.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.9971835322. Family members of the participants are NOT allowed to stay in the hostel with the participants.

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 : Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place

Course Code : POSH-34

Date : 26 Oct 2026 to 27 Oct 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

E-MAIL

Fwd: Training Programme for CVOs/VOs by ISTM **secy-par-bih** < secy-par-bih@nic.in >

Chief Secretary Bihar < cs-bihar@nic.in >
Wed, 15 Apr 2026, 10:48:05 AM +0530
To "Dr B Rajender" <secy-par-bih@nic.in>

17 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@dopmod.gov.in>
Date: Wed, 15 Apr 2026 10:44:36 +0530
Subject: Training Programme for CVOs/VOs by ISTM
========== Forwarded message ==========

FILE NO:Y-19045/7/2026-O/oDY. DIRECTOR(BB)

17 JUN 2026
बिहार सरकार

Date: 17th **February, 2026**

3228/ का.-18
22-6-26

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: Five days **Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.**

Madam/Sir,

The **Training Programme for CVOs/VOs (CVOs/VOs-07) in OFFLINE MODE** is scheduled to be conducted on **20.04.2026 to 24.04.2026**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in 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 to the email I.D. given at the end.

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 **05th April, 2026.**

4. Only such candidates, whose nominations are accepted for the Workshop 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 com municated to the participants and Sponsoring Authorities through email.**

Encl: Annexure-I

S.O.-18
श्री विशाल
विवि
19.6.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-17471
दिनांक 17.6.26

Yours faithfully

Sd/-
(Biswajit Banerjee)
Deputy Director & Course Coordinator

Tel: 011-26737607

502

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE: Training Programme for CVOs/VOs**
2. **COURSE CODE: (CVOs/VOs-07)**
3. **DURATION:** Five days (20th April, 2026 to 24th April, 2026)
4. **AIM OF THE COURSE:** To develop the skills required for functioning as Chief Vigilance officer's/Vigilance officer's
5. **BROAD CONTENT OF THE COURSE: -**

1. Describe related constitutional provisions.
2. State principles of natural justice.
3. Explain provisions relating to preliminary investigation.
4. Describe procedure relating to sanction for prosecution.
5. List out duties of CVO
6. Role of CVO in vigilance
7. List out major steps in conduct of departmental enquiry.

6. **METHODOLOGY:** The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, mock inquiry etc.
7. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.

8. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 25-30.
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 Director so as to reach him/her before **05th April, 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:**

- There is no course fee for Central Govt. & State Govt. officers. A course fee of Rs. 5,000/- (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

- **Course fee can be paid through following methods.**

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in
Ministry - Personnel, P.G. & P
Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.
After payment, send the screenshort/transaction details through email and bring a copy at the time of reporting at ISTM.
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.

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 : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 2026

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

E-MAIL

Fwd: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM – reg.

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

S.S (18)

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 09 Apr 2026 10:10:28 AM +0530

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

19 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 09 Apr 2026 09:34:28 +0530
Subject: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM – reg.
========== Forwarded message ==========

FILE NO: Y-14016/1/2026-ISTM

3265/सा०-18
23.6.26

22 JUN 2026

S.O-18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या– 17669
दिनांक 19.6.26

Date:16.01.2026

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' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM – reg.

Madam/Sir,

The Two day **Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05)** is scheduled to be held in ISTM in **Offline Mode** from **27th to 28th April, 2026**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in 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 is mandatory to fill up nomination form online. The last date of online nomination is **27th March, 2026.** 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 e-mail scanned copies after getting signed by their sponsoring authority.

3. Only such officers should be nominated who can attend the programme on whole time basis in ISTM, New Delhi. 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 Programme by the Institute of Secretariat Training & Management, would be allowed to join the Programme. It is, therefore, reiterated that nominees should be relieved only after acceptance of nomination by the ISTM. The acceptance of nomination letter will be uploaded in the ISTM's website www.istm.gov.in and will also be communicated to the participants through e-mail.

Encl: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in
Tele No. : 011-26737611

Annexure

Course Information Sheet

1. **Course Title**: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance
2. **Course Code**: (OTP-C-PV-05)
3. **Duration:** Two days (27th to 28th April, 2026)
4. **Aim of the Course**: To acquaint the participants with the Conduct Rules for Government Servants, various aspects of vigilance administration and preventive measures for improving efficiency of the organization.
5. **Objectives**: By the end of the training programme, the participants will be able to:
   1) Explain various Conduct Rules applicable on Government Servants.
   2) Explain various aspects of Vigilance administration.
   3) Define concept of Preventive Vigilance
   4) Identify the areas in their respective work place/profile where preventive vigilance measures may be applied.
   5) List out various tools of Preventive Vigilance
6. **Broad Content of the Course**: -

1) Provisions of CCS (Conduct Rules) 1964 and judicial dicta.
2) Overview of the Vigilance Administration.
3) The concept of Preventive Vigilance and its application in various fields of Government functioning.
4) Group work and presentation on Conduct Rules and measures of Preventive Vigilance.

7. **Methodology**: Offline in person training

In the Training Programme at ISTM, the course will deal with the application of Conduct Rules and Preventive Vigilance through lecture-cum-discussion method and Group work followed by presentation by the participants.

8. **Participants (Eligibility Conditions)**

The programme is meant for the officers of the level of Group-A and Group-B in the Central Government Ministries/Departments and officers of equivalent status in the Central Govt. Offices/State Govt. Offices/ Autonomous Bodies/ Public Sector Undertakings/ Public Sector Banks etc.

9. **Course Capacity**: The maximum number of participants that can be admitted to the Course is 40.
10. **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.
11. **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.
12. **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 per the following details, only after confirmation of the admission by ISTM:

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.
iv. Confirmation of participation/admission will be sent only to those applicants, whose Sponsoring Authority has approved the nomination and approval letter is received in ISTM by 27th March, 2026.

13. **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.

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 : Orientation Training Programme on Conduct Rules & Preventive Vigilance

Course Code : OTP-C-PV-05

Date : 27 Apr 2026 to 28 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

E-MAIL

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

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

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

Fri, 19 Jun 2026 12:08:46 PM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Fri, 19 Jun 2026 09:44:27 +0530
Subject: Workshop on Emerging Technology and Dashboard by ISTM
========== Forwarded message ==========

22 JUN 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 Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 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

3271 / 23.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 17836
दिनांक 22.6.26

5.0-18

श्री विश्राम

E-MAIL (A96)

Fwd: Right to Information - Public Information Officers by ISTM **secy-par-bih** < secy-par-bih@nic.in >

SS (182)

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

Fri, 19 Jun 2026 12:11:45 PM +0530

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

अपर मुख्य सचिव
Chief Secretary Bihar
22 JUN 2026
सामान्य प्रशासन विभाग

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Fri, 19 Jun 2026 09:12:46 +0530
Subject: Right to Information - Public Information Officers by ISTM
========== Forwarded message ==========

22 JUN 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 : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 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

3273/कप०78
23.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 17838
दिनांक 22.6.26

S.O-18
श्री निशान

E-MAIL

Fwd: MS-Excel (Advance) by ISTM

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

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

Fri, 19 Jun 2026 12:11:39 PM +0530

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

अपर मुख्य सचिव
Chief Secretary Bihar
22 JUN 2026
सामान्य

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Fri, 19 Jun 2026 09:14:44 +0530
Subject: MS-Excel (Advance) by ISTM
========== Forwarded message ==========

22 JUN 2026
बिहार सरकार

Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 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

3274/सा० 18
23.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य विभाग
ई-मेल 17837
दिनांक 22.6.26

SO-18
श्री विश्राम

Fwd: Handling Parliamentary Matters by ISTM

E-MAIL

secy-par-bih < secy-par-bih@nic

S.C (118)

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 18 Jun 2026 8:08:24 PM +0530

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

22 JUN 2026
Chief Secretary Bihar

सामान्य प्रशासन विभाग, बिहार, पटना

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 15:07:07 +0530
Subject: Handling Parliamentary Matters by ISTM
========== Forwarded message ==========

22 JUN 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 : Handling Parliamentary Matters

Course Code : HPM-13

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3275/ प्रा०-18
23.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-17767
दिनांक 19.6.26

S.O-18

Fwd: Work Life Balance & Anger Management by ISTM **secy-par-bih** < secy-par-bih@nic.in >

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 15 Jun 2026, 14:05 PM +0530
To: "Dr B Rajender"<secy-par-bih@nic.in>

16 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 10:45:34 +0530
Subject: Work Life Balance & Anger 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:

17 JUN 2026

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3206/OSD-18
19-6-26

S.O-18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-....17203
दिनांक.....16.6.26

19/6/26

श्री विशाल
विदीत
19.6.2026

Fwd: Workshop on Financial Management in Government by ISTM

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

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 16 Jun 2026 1:27:20 PM +0530

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

16 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Tue, 16 Jun 2026 13:20:49 +0530
Subject: Workshop on Financial Management in Government by ISTM
========== Forwarded message ==========

ISTM

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 Financial Management in Government

Course Code : WFM-16

17 JUN 2026

Date : 31 Aug 2026 to 02 Sep 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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-17187
दिनांक 16.6.26

3169/पा०-18
19.6.26

Fwd: Workshop on Communication Skills by ISTM

E-MAIL

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

S.S (18)

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

Mon, 15 Jun 2026 2:14:35 PM +0530

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

अपर मुख्य सचिव
16 JUN 2026
Chief Secretary Bihar
सामान्य प्रशासन विभाग, बिहार, पटना

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 10:41:39 +0530
Subject: Workshop on Communication Skills by ISTM
========== Forwarded message ==========

OSD-18

17 JUN 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 Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3168/का-18
19.6.26

S.O/18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...17206
दिनांक.....16.6.26

श्री विश्वजीत
विवेक
18.6.2026

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM **secy-par-bih** < secy-par-bih@nic.in >

490

S.S-182

E-MAIL

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

Mon, 15 Jun 2026 2:14:13 PM +0530

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

16 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 10:44:28 +0530
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
========== Forwarded message ==========

OSD-18

17 JUN 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-09

Date : 31 Aug 2026 to 02 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3167 | प्रा०-18
19.6.26

S.O-18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-17205
दिनांक 16.6.26

श्री विशाल
विनीत
18.6.2026

(489)

Fwd: Seminar on Right to Information by ISTM

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

S.S (18)

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 15 Jun 2026 2:13:57 PM +0530

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

16 JUN

Chief Secretary Bihar

सामान्य प्रशासन विभाग, बिहार, पटना

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 10:46:53 +0530
Subject: Seminar on Right to Information by ISTM
========== Forwarded message ==========

OSD-18

17 JUN 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 : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

3166/ग०-18
19-6-26

S.O-18
17/6/26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...17204
दिनांक.....16.6.26

श्री विशाल
विवेक
18.6.2026

E-MAIL

Fwd: Revised Circular for One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.

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

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 15 Jun 2026 1:33:28 PM +0530

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

16 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 11:44:59 +0530
Subject: Revised Circular for One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.
========== Forwarded message ==========

File No.: Y-25011/03/2026-ISTM

17 JUN 2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....1720
दिनांक.....16-6-26

Date: 15th June, 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: Revised Circular for One Day (ONLINE) Workshop on "e-Record Management (e-RM-27)" will be conducted by ISTM on 27.07.2026.

Madam/Sir,

I am directed to say that a One Day Workshop on **"e-Record Management (e-RM-27)"** will be conducted by ISTM in **ONLINE MODE** on 27.07.2026. Details of the 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 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 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 **22th July, 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

487

Yours faithfully,

-sd-

(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita.s[at]nic.in

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** e-Record Management
2. **COURSE CODE:** e-RM-27
3. **DURATION:** One day (27.07.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **VENUE: ONLINE MODE**
6. **OBJECTIVES:**

At the end of the workshop the participants will be able to:

(i) List out different types of record retention schedule
(ii) Describe importance of Maintaining Records

7. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will include lecture discussion, including discussion. Discussion on actual problems faced in dealing with specific cases.

8. **PARTICIPANTS (Eligibility Conditions)**

The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

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

10. **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 **22th July, 2026.**

11. **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.

12. COURSE FEE:

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.
(ii) 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, after confirmation of nomination from ISTM.
Course fee is required to be paid through Online Payment Mode as per details given below.
(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 **kavita.s[at]nic.in**

Sir/Madam,

480

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 : e-Record Management

Course Code : e-RM-27

Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

Fwd: Citizen Centricity by ISTM

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

485

S.S (18)

E-MAIL

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 15 Jun 2026 2:20:28 PM +0530

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

16 JUN 2026
Chief Secretary Bihar
सामान्य प्रशासन विभाग, बिहार, पटना

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 15 Jun 2026 10:04:46 +0530
Subject: Citizen Centricity by ISTM
========== Forwarded message ==========

SD-18

17 JUN 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 : Citizen Centricity

Course Code : CC-02

Date : 13 Jul 2026 to 13 Jul 2026

Mode : Offline

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आपदा प्रबंधन कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 17169
दिनांक 16.6.26

S.O.18

3158/ आ०-18
19.6.26

श्री विशाल
विनीत
18.6.2026

A84

Fwd: Workshop on Communication Skills by ISTM

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

E-MAIL

S.S (182)

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 18 Jun 2026 11:03:20 AM +0530

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

19 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 10:02:42 +0530
Subject: Workshop on Communication Skills by ISTM
========== Forwarded message ==========

OSD-18

19 JUN 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 Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

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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अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-....17567
दिनांक.....18.6.26

S.O-18

3246/प्रा०-18
23.6.26

श्री विशाल

(483)

Fwd: Work Life Balance & Anger Management by ISTM **secy-par-bih** < secy-par-bih@nic.in

SJ (18)

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 18 Jun 2026 11:02:59 AM +0530
to: "Dr B Rajender"<secy-par-bih@nic.in>

19 JUN 2026
Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 10:05:21 +0530
Subject: Work Life Balance & Anger Management by ISTM
========== Forwarded message ==========

OSD-18

19 JUN 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 : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

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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ई-मेल संख्या-...17569
दिनांक.....18.6.26

S.O-18

श्री विशाल

3245 / प्रा०-18
23.6.26

A82

d: Workshop on Office Procedure & Noting & Drafting by ISTM

E-MAIL

secy-par-bih < secy-par-bih@nic.in

S-S (18)

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

Thu, 18 Jun 2026 11:03:08 AM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jshs@dpmod.gov.in>
Date: Thu, 18 Jun 2026 10:03:45 +0530
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
========== Forwarded message ==========

OSD 18

19 JUN 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-09

Date : 31 Aug 2026 to 02 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

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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ई-मेल संख्या-...175.68
दिनांक.....18.6.26

S.O-18

3244 / प्रा०-18
23.6.26

wd: Seminar on Right to Information by ISTM

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

E-MAIL

S.O (18)

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

Thu, 18 Jun 2026 11:02:51 AM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 10:06:31 +0530
Subject: Seminar on Right to Information by ISTM
========== Forwarded message ==========

OSD-18

19 JUN 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 : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

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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दिनांक.....18-6-26

S.O-18

श्री विशाल

3243/सा०-18
23.6.26

Fwd: Workshop on Project Management by ISTM **secy-par-bih** < secy-par-bih@nic.in >

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 18 Jun 2026 11:58:39 AM +0530
To: "Dr B Rajender"<secy-par-bih@nic.in>

Chief Secretary Bihar

---------- Forwarded message ----------
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 11:57:57 +0530
Subject: Workshop on Project Management by ISTM
---------- Forwarded message ----------

Sir/Madam,

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

Course Name : Workshop on Project Management

Course Code : WPM-08

Date : 29 Jun 2026 to 30 Jun 2026

Mode : ONLINE

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

Regards

Gunjan Gandhi

Joint 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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ई-मेल संख्या-1756/
दिनांक 18.6.26

S.O-18

3247/ का०-18
23.6.26

Fwd: Handling Social Media and Information Retrieval by ISTM

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

S.S (18)

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

Thu, 18 Jun 2026 11:24:48 AM +0530

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

★ Chief Secretary Bihar ★

2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <sss@ddpmod.gov.in>
Date: Thu, 18 Jun 2026 11:09:10 +0530
Subject: Handling Social Media and Information Retrieval by ISTM
========== Forwarded message ==========

OSD 18

19 JUN 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 : Handling Social Media and Information Retrieval

Course Code : HSMIR-07

Date : 17 Aug 2026 to 18 Aug 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

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अपर मुख्य सचिव कोषांग
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ई-मेल संख्या-17585
दिनांक 19.6.26

S.O-18

श्री विशाल

3250/S.O-18
23.6.26