

ACs GAD/Secy, Fin

मुख्य सचिव कोषांग विभाग

Kartavya Bhavan-I, New Delhi,

Dated the 15th July, 2026.**TRAINING CIRCULAR****15 JUL 2026**

Subject:- In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 23rd to 27th November, 2026 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 23rd to 27th November, 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 urban development projects. 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 Two.

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 and Japan under the Japan-Singapore Partnership Programme for the 21st Century (JSPP21), who will provide accommodation, local transport, medical insurance and daily allowance. An Economy Class round-trip air ticket between the respective international airports designated by JICA.

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/udtasnv2026>). 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).

Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India (State Government/UT, as the case may be, not later than 02.08.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,

Under Secretary (BPC&T),

Department of Economic Affairs, Ministry of Finance,

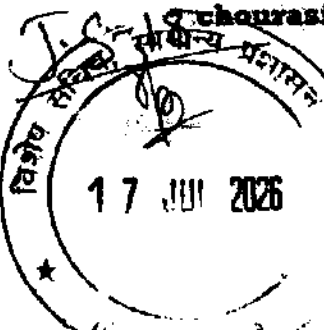
Hall No. 15051, Kartavya Bhavan -I, New Delhi-110001.

Ph:- 011 - 2401 2871,

Email- vs.upadhyay@gov.in

chourasia.aail@nic.in

मुख्य सचिव कार्यालय
डावरी सं० १६/०७/२०२६



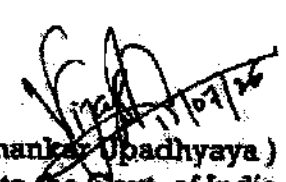
30-18

3859/का-18
20-7-26

Contd.....2/-

श्री विजय शंकर
उपसचिव
२०.७.२०२६

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>].


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

-
1. Joint Secretary (Admn.), Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
 2. Joint Secretary (Transport), Ministry of Road Transport & Highway, Transport Bhavan, New Delhi.
 3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
 4. 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>].

URBAN DEVELOPMENT TOWARDS A SMART NATION VISION

23 TO 27 NOVEMBER 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME
FOR THE 21ST CENTURY**

Singapore Cooperation Programme

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

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

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

Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974. From 2008, JICA was further strengthened to incorporate all activities of Japan's Official Development including concessional ODA loans and grant aid in an effective and efficient manner.

JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance that most effectively addresses the needs of developing countries.



Japan - Singapore Partnership Programme for the 21st Century (JSPP21)

As countries whose prime resources are their people, Singapore and Japan believe that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan - Singapore Partnership Programme (JSPP).

The Japan-Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. Since then, the MOD has been renewed three times, most recently in December 2018.

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised, as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented more than 400 training courses for more than 7,500 participants in diverse fields such as digital economy, public governance, economic development, climate change and environment, community policing, maritime safety and urban planning.

Course Objectives

This course is conducted under the auspices of the Japan-Singapore Partnership Programme for the 21st Century (JSPP21). The course will allow participants to better understand the driving forces, challenges and opportunities for resilient and sustainable urban development and management, as well as smart nation development in both Japan and Singapore. By the end of the course, participants will be equipped with knowledge and skills in understanding and planning resilient urban development based on good practices in Singapore and Japan.

Synopsis

Topics to be covered include:

- Overview of Urban Development in Singapore and Japan;
- Housing and Transportation;
- Infrastructure Financing;
- Sustainability and Environment;
- Smart Infrastructure; and
- Disaster Risk

Methodology

This course will be delivered for up to **30 participants**. It will include lectures, group discussions, site visits, country presentations and Q&A sessions.

Participants should bring along their own internet-enabled learning devices such as laptops or tablets (mobile phones are not recommended) for this course.

Country Presentation

Each represented country is expected to do a short country presentation. The topic(s) will be provided prior to commencement of the course.

Course Duration and Venue

The course will be conducted daily from **23 to 27 November 2026** in-person in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in urban development projects;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

If your organisation and/or your status is related to the Military, you are required to send an email to 1rtd2@jica.go.jp with your name, country, organisation, the course name, and choose one option from below that best describes your relationship with the Military:

- a) the Military, an active military personnel or military personnel listed in the muster roll/military register;
- b) an organisation affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register;
- c) the Department or the Ministry of Defense, and organisation affiliated with the Ministry of Defense, or staff of the Ministry of Defense;
- d) a civilian organisation but with military personnel or a military division within the organization; or
- e) an organisation which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment.

Qualifications of applicants who belong to the military or other military-related organisations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organisation, and other relevant information in a comprehensive manner.

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.

Terms of Award

The course is sponsored by the Governments of Japan and Singapore under the Japan-Singapore Partnership Programme for the 21st Century.

Under this programme arrangement, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as "participants", during their training in Singapore.

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by JICA;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the accommodation from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (130 SGD) from the first day to the last day of the course. A proportionate reduction in the per diem will be made if the participant is unable to attend the full duration of the course;
- Transportation between hotel and training venue (if any); 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:

- Participants are to bear their personal expenses that might be incurred prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

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.

Note:

- Participants will receive a JSPP21 certificate of completion upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application your application is being processed; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

Follow Us at:

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

Application Procedure

(Closing date for nomination: **9 August 2026**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** 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 NFP in the event that its nominee(s) is not selected.

~~All nominees are to submit their applications online at <https://go.gov.sg/udtasny2026> by **Sunday, 9 August 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>

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. Filling up of application forms:-

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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



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.	

5291

In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 23rd to 27th November, 2026 in Singapore

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

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

<
chourasia.anil@nic.in
>

Wed, 15 Jul 2026 11:18:39 AM +0530

To "Mr KUMAR" <jsupa-mhupa@gov.in>, "Kamlesh Chaturvedi" <k.chaturvedi@gov.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>, "js-mowr" <js-mowr@nic.in>, "jshe-mhrd" <jshe-mhrd@nic.in>, "jsad-moe" <jsad-moe@gov.in>, "jscc-agri" <jscc-agri@nic.in>, "js1tourism" <js1.tourism@gov.in>, "js-ship" <js-ship@nic.in>, "sureshkumar1972" <suresh.kumar1972@gov.in>, "jsdpiitbd" <jsdpiit.bd@gov.in>, "jssme" <js.sme@nic.in>, "satyajitmishra" <satyajit.mishra@nic.in>, "jsrc-mord" <jsrc-mord@gov.in>, "amstaff" <amstaff@rb.railnet.gov.in>, "crb" <crb@rb.railnet.gov.in>, "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>, "Abhijit Phukon" <eaap-dfs@nic.in>, "jse" <jse@nic.in>, "jsskmmoca" <jssk.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>, "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-goat" <cs-goat@nic.in>, "cs" <cs@hry.nic.in>, "cs-hp" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "cs-jharkhand" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "chiefsecy" <chiefsecy@kerala.gov.in>, "cs" <cs@mp.nic.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "csngl" <csngl@nic.in>, "csori" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "cs-skm" <cs-skm@nic.in>, "cs-tripura" <cs-tripura@nic.in>, "cs-uttaranchal" <cs-uttaranchal@nic.in>, "csup" <csup@nic.in>, "cs-westbengal" <cs-

270
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>,"SWEETI GARG"
<sweeti.garg@gov.in>

Sir/Madam,

Please find attachment regarding **In-person Singapore Cooperation Programme on "Urban Development Towards A Smart Nation Vision" from 23rd to 27th November, 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)

12-33-26-final.pdf
704.2 KB

No.13/9/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Acc. GAD/Finance

मुख्य सचिव कार्यालय विहार

Kartavya Bhavan-1, New Delhi,
Dated the 15th July, 2026.

TRAINING CIRCULAR

Subject: **In-person Knowledge Co-Creation Program on "Effective Plastic Pollution Control and Recycling" from 4th October to 31st October, 2026 in Japan.**

The Government of Japan has invited nominations for In-person Knowledge Co-Creation Program on "Effective Plastic Pollution Control and Recycling" from 4th October to 31st October, 2026 in Japan under the Technical Assistance Programme with India. The programme is intended for Central and Local Government officials involved in developing and implementing policies and legislation on plastic pollution prevention, as well as personnel from public organizations and private companies engaged in practical initiatives. 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.

1. Nominations of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

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

3. 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, if the nominees have any official English Examination Score (e.g. TOEFL, TOEIC, IELTS).

4. 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 24.07.2026 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@gov.in
chourasia.anil@nic.in

J.S-18
17 JUL 2026

50-18
17/7/26
12/7/26
14/7/26
20/7/26

3864/ATC-18
20.7.26 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 Bhadhyaya)
Under Secretary to the Govt. of India
Tele: 2401 2871

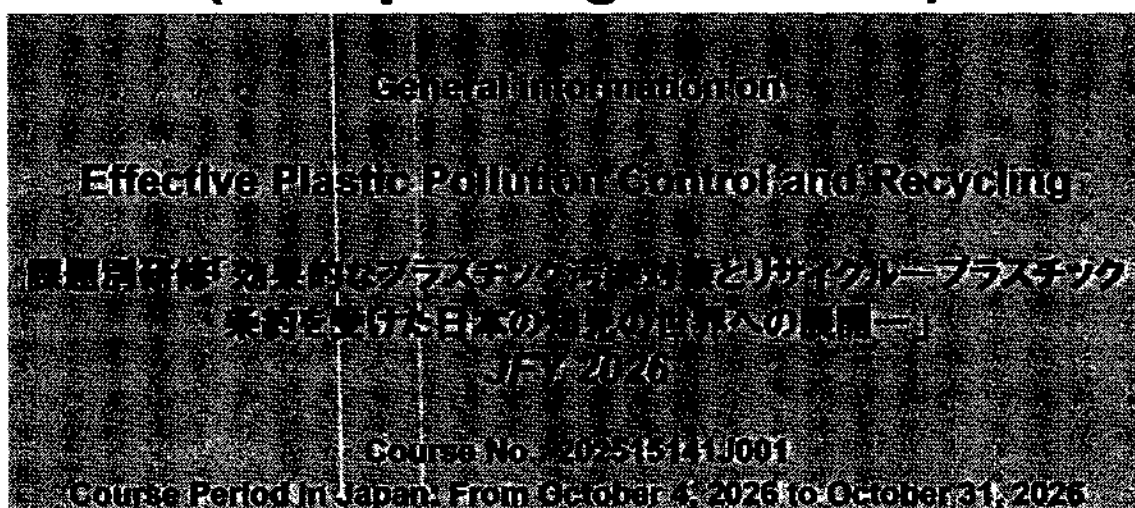
1. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhawan, New Delhi.
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.
4. Senior Representative, JICA India Office, 16th Floor, 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>].



Knowledge Co-Creation Program (Group & Region Focus)



This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"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.

I. Concept

Background

The use of plastics has made people's lives more convenient. However, there are concerns about the environmental impact of plastic waste disposal. In particular, the issue of marine plastics and the fact that greenhouse gases are emitted in the plastic manufacturing and incineration processes, contributing to global warming, are also major problems.

In recent years, plastic pollution has emerged as a major global issue, and there is growing recognition in many countries of the importance of addressing plastics across their entire life cycle, beyond conventional waste management.

In 2022, the United Nations Environment Assembly adopted a resolution to develop an international legally binding instrument on plastic pollution, including in the marine environment and international discussions are currently ongoing.

Moreover, the entry into force of the Basel Convention Plastic Waste Amendments has strengthened international control over the transboundary movement of plastic waste.

At the same time, international organizations and other actors are promoting a transition to a circular economy through efforts such as reducing unnecessary plastic use, encouraging reuse, improving recycling, and utilizing alternative materials.

Under these circumstances, effectively addressing plastic pollution requires close collaboration among diverse stakeholders, including governments, relevant organizations, technology providers, private-sector companies, and civil society.

For what?

This program aims to deepen understanding of plastic pollution and strengthen plastic countermeasures in Japan through the development of plastic-related laws and examples of initiatives by the government, private sector, universities, and others involved in the production and consumption of plastic products.

For whom?

This program is offered to Central and local government officials involved in developing and implementing policies and legislation on plastic pollution prevention, as well as personnel from public organizations and private companies engaged in practical initiatives.

How?

Participants will deepen their understanding of Japan's legal frameworks and stakeholders related to plastic pollution prevention, as well as roles and initiatives across the plastic lifecycle (production, consumption, disposal, and recycling), including technological development and adaptation in product design/manufacturing and waste treatment/recycling, and marine plastic issues and countermeasures, while formulating an action plan through discussions and report preparation.

II. Description

1. Title (Course No.)

Effective plastic pollution control and recycling (202515141J001)

2. Course Duration in Japan

October 4, 2026 to October 31, 2026

3. Target Regions or Countries

Cambodia, India, Laos, Liberia, Nigeria, Papua New Guinea, South Sudan, Sri Lanka, Sudan, Timor-Leste, Vietnam

4. Eligible / Target Organization

Central and local government organizations involved in policies and legislation on plastic pollution prevention, as well as public corporations and private-sector organizations engaged in its prevention.

5. Capacity

12 participants

6. Language

English

7. Objective(s)

Through case studies, participants will gain a deeper understanding of efforts to prevent plastic pollution and develop action plans to improve plastic pollution control measures in participants' own countries.

214

8. Output and Contents

This course consists of the following components.

Details on each component are given below.

Expected Output	Subjects/Agendas	Methodology
1. To understand the relevant legislation and organizations/partners involved in the prevention of plastic pollution in Japan.	✓ Overview of legal systems and international frameworks related to marine plastic pollution prevention ✓ Relevant initiatives by international cooperation agencies and research institutions ✓ Public-private collaboration mechanisms for plastic pollution countermeasures ✓ Resource circulation policies, including Extended Producer Responsibility (EPR) ✓ Policy tools such as regulations, charges, and incentive schemes	Lectures, Case studies, Site visits, Discussions and Q&A sessions
2. To understand the roles of the initiatives and related organizations/partners involved in the entire life cycle of plastics (production, consumption, treatment, and recycling).	✓ Concepts and application of life cycle assessment for plastics ✓ Basic knowledge of plastics and resource circulation systems ✓ Systems for separation, collection, and recycling ✓ Approaches to public consensus-building and awareness-raising ✓ Circular economy concepts and community-based resource circulation models	Lectures, Case studies, Field visits, Discussions and review sessions
3. To understand the technological development and adaptation of plastic products at the design and manufacturing stages.	✓ Basic knowledge of plastic materials and product design ✓ Technological trends in alternative materials and bioplastics ✓ Environmentally conscious technologies and practices in manufacturing processes ✓ Cases of technology introduction, application, and international deployment by the private sector	Lectures, Visits to companies and research facilities, Technical case presentations, Q&A and exchange of views
4. To understand the technological development and technological adaptation in the treatment and recycling of waste plastics.	✓ Practices of separation, collection, and sorting of waste plastics ✓ Recycling initiatives for plastic bottles and other plastic waste ✓ Technological trends in material recycling, solid fuel production, and chemical recycling ✓ Examples of community-based resource circulation models ✓ Cases of private-sector technologies applied in waste treatment and recycling	Lectures, Visits to recycling facilities and operational sites, On-site observation, Discussions and review sessions

5. To understand the current situation and measures regarding the marine plastics problem.	✓ Current status of marine plastic pollution and related policy responses ✓ Statistical data and trends on marine plastic pollution ✓ Monitoring methods and related technologies ✓ Knowledge related to marine plastic pollution and health impacts ✓ Initiatives by research institutions, demonstration facilities, and civil society actors	Lectures, Data and case study analysis, Facility visits, Discussions and exchange of views
6. An action plan will be developed through discussion among participants and report writing.	✓ Sharing of issues and challenges in participating countries ✓ Weekly reflection and review sessions ✓ Group work and discussions ✓ Report preparation and final presentation planning ✓ Final presentations and Q&A sessions	Presentations, Group discussions, Individual work and report writing, Individual coaching, Final presentation



<Structure of the Course>

Topic outline (subject to minor changes)

1st week (Tokyo)

- (1) Briefing, program orientation, and country report presentations
- (2) Overview of plastic pollution issues and life cycle assessment of plastics
- (3) Legal and policy frameworks related to plastic pollution prevention, including international trends and marine plastic measures
- (4) Initiatives by international organizations, research institutions and public-private platforms
- (5) Resource circulation policies, including Extended Producer Responsibility (EPR) and examples of circular initiatives
- (6) Marine plastic statistics, monitoring approaches, recycling practices and weekly review

2nd week (Kyushu)

- (1) Basic knowledge of plastics and the relationship between marine plastic pollution and health
- (2) Visit I - Research activities related to marine plastic pollution
- (3) Visit II - Facility visit on marine plastic pollution prevention and awareness-raising
- (4) Visit III - Community-based and civil society initiatives for addressing marine plastic pollution
- (5) Group work and review on marine plastic issues, stakeholder roles and key lessons learned

3rd week (Kyushu)

- (1) Local government policies on waste separation, collection, public consensus-building and awareness-raising
- (2) Visit IV - Field observation of waste separation and collection systems
- (3) Visit V - Visits to recycling and sorting facilities
- (4) Visit VI - Visits to technology sites related to material recycling, fuel recovery, bioplastics and chemical recycling
- (5) Review of municipal policy measures, collection systems, recycling technologies and community-based circular models

4th week (Kyushu)

- (1) Policy tools for plastic pollution prevention, including EPR, regulations and economic instruments
- (2) Circular economy approaches and international case studies
- (3) Introduction of overseas deployment cases of private-sector technologies and related cooperation projects
- (4) Preparation of action plans and final presentations through individual coaching and discussion
- (5) Final presentations, evaluation and closing

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

【Remarks】

Gender: Each organization is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

Disabilities: Persons with disabilities who meet the required qualifications also have an opportunity to apply. Reasonable accommodations will be considered for participants with disabilities. Some programs of the course might have difficulty for persons with disabilities to participate due to environmental and other conditions. "Reasonable accommodation" means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case.

(1) Essential Qualifications

- 1) **Current Duties:** The applicant must be engaged in relevant work at either a central or local government organization involved in policies and legislation related to plastic pollution prevention, or a public corporation, private organization or private company working on plastic pollution prevention.
- 2) **Experience in the Relevant Field:** The applicant must have at least 3 years of practical experience in fields related to plastic pollution prevention, such as policies and legislation, project implementation, technological development, waste treatment or recycling.
- 3) **Educational Background:** be a university graduate
- 4) **Language Proficiency:** have a competent command of spoken and written English equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) **Health:** must be in good health to participate in the program in Japan. Participant's health and safety should be most respected. Pre-existing

210

conditions and pregnancy may lead to health problems that were not present prior to arriving in Japan due to stress from international travel, changes in climate, and a new living environment. In recent years, regrettable cases have occurred, including the exacerbation of symptoms after arrival and, in the case of pregnancy, stillbirth. Some participants have also incurred substantial out-of-pocket medical costs. If any of the conditions below may apply, please take a moment to consider whether to participate, and continue after confirming your agreement to the points below.

① Questionnaire

("QUESTIONNAIRE ON MEDICAL STATUS AND RESTRICTION")

If any of the following apply, you must state them accurately in the questionnaire, even if they do not affect your current work or daily life.

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)
- d. Pregnancy (for female applicants)

② Medical certificate

Please submit a medical certificate issued by a doctor that your condition is stable and that, from a medical standpoint, there is no problem with your participation in KCCP in Japan.

Applicable cases:

- a. Chronic diseases (e.g., hypertension, diabetes)
- b. Conditions currently under treatment
- c. Past illnesses that have resolved (including serious conditions affecting the heart, liver, or brain; tuberculosis, etc.)

③ Reporting changes

If pregnancy or any health issues are identified after submitting the form, please report them to JICA promptly.

④ Insurance coverage

Medical and additional living expenses related to pregnancy and pre-existing conditions are NOT covered by insurance arranged by JICA. Such costs must be borne entirely by the participant; JICA assumes no liability.

* Please understand that insurance coverage applies only to sudden illness or injury occurring during your stay in Japan.

* Medical expenses in Japan could be a significant financial burden when not covered by insurance.

(2) Recommended Qualifications

- 1) **Gender Equality and Women's Empowerment:** JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment, and provides equal opportunities for all applicants regardless of their sexual orientation or gender identity.

3. Required Documents for Application

- (1) **Application Form:** The Application Form is available at the **JICA overseas office (or the Embassy of Japan)**

* If you have any difficulties/disabilities which require assistance, please specify necessary assistances in the QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION (1-(c)) of the application form. Information will be reviewed and used for reasonable accommodation.

- (2) **Photocopy of Passport:** You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

- (3) **English Score Sheet:** to be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)
- (4) **Country Report:** to be submitted with the application form. Please fill in Annex I of this General Information. The report will be used as reference material for the selection process and for the short presentation session at the beginning of the course.

4. Procedures for Application and Selection

- (1) **Submission of the Application Documents**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at JICA Center in Japan by August 7, 2026)

- (2) **Selection**

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military,

208

taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than September 4, 2026.

5. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

IV. Administrative Arrangements

1. Organizer (JICA Center in Japan)

(1) **Center:** JICA Kyushu Center (JICA KYUSHU)

(2) **Program Officer:** Mr. YAMAGUCHI Hiroyuki (kictp@jica.go.jp)

2. Implementing Partner

(1) **Name:** To Be Determined

3. Travel to Japan

(1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.

(2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

4. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Kyushu Center (JICA KYUSHU)

Address: 2-1, Hirano 2-chome, Yahata Higashi-ku, Kitakyushu City, Fukuoka Prefecture 805-8505, Japan

TEL: +81- 93-671-6311

(where "81" is the country code for Japan, and "93" is the local area code)

Please refer to facility guide of JICA KYUSHU at its URL,

<https://www.jica.go.jp/english/domestic/kyushu/index.html>

If there is no vacancy at JICA KYUSHU, JICA will arrange alternative accommodation(s) for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA

(1) Allowances for meals, living expenses, and stopover.

(2) Expenses for study tours (basically in the form of train tickets).

(3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).

(4) Expenses for program implementation, including materials.

(5) For more details, please see "III. ALLOWANCES" of "KENSU-IN GUIDEBOOK," (English/French/Spanish/Russian).

*Link to the Website:

https://www.jica.go.jp/english/activities/schemes/tech_pro/acceptance_training/forparticipants.html or

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

6. Pre-departure Orientation*

A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception (Front desk), Lobby, Office, Accommodation (Room), Amenities (Hand dryer), Bathroom (Shower and Toilet), Toiletries, Restaurant, Laundry Room (Washing machine, Iron), ICT Room (Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
French ver.	https://www.youtube.com/watch?v=v2yU9ISYcTY
Spanish ver.	https://www.youtube.com/watch?v=m7l-WIQSDjl
Russian ver.	https://www.youtube.com/watch?v=P7_ujz37AQc
Arabic ver.	https://www.youtube.com/watch?v=1iBQqdpXQb4
Part II: Introduction of JICA Centers in Japan	
JICA Hokkaido (Sapporo)	https://www.jica.go.jp/sapporo/english/office/index.html
JICA Hokkaido (Obihiro)	https://www.jica.go.jp/obihiro/english/office/index.html
JICA Tohoku	https://www.jica.go.jp/tohoku/english/office/index.html
JICA Tsukuba	https://www.jica.go.jp/tsukuba/english/office/index.html
JICA Tokyo	https://www.jica.go.jp/tokyo/english/office/index.html
JICA Yokohama	https://www.jica.go.jp/yokohama/english/office/index.html
JICA Hokuriku	https://www.jica.go.jp/hokuriku/english/office/index.html
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html
JICA Kansai	https://www.jica.go.jp/kansai/english/office/index.html
JICA Chugoku	https://www.jica.go.jp/chugoku/english/office/index.html
JICA Shikoku	https://www.jica.go.jp/shikoku/english/office/index.html
JICA Kyushu	https://www.jica.go.jp/kyushu/english/office/index.html
JICA Okinawa	https://www.jica.go.jp/okinawa/english/office/index.html

V. Other Information

1. Participants are advised to bring comfortable clothing and walking shoes, as the program includes field visits and site visits. Since a short study trip of approximately two nights and three days is planned during the program, participants are also advised to bring a small bag suitable for short travel.
2. For information on weather and seasonal temperatures in Japan and Kyushu, please refer to the Japan National Tourism Organization (JNTO) website:
<https://www.japan.travel/en/weather/>
<https://www.japan.travel/en/weather/kyushu/>
3. Participants who intend to use electrical appliances in Japan should note that the voltage used in Japan is uniformly 100 volts, A.C., and that plugs with two flat parallel prongs are used. Please bring an appropriate plug adapter and/or transformer, if necessary.
For details, please refer to:
<https://www.japan.travel/en/plan/plug-and-electricity/>
4. Wi-Fi is available at the JICA Center. Wi-Fi may also be available at accommodation facilities; however, participants who wish to use mobile communication services in Japan are advised to confirm in advance whether their mobile phones are compatible with services in Japan. In Japan, prepaid SIM cards, eSIM services, rental mobile phones, and pocket Wi-Fi are available and such services are also available at major airports.
Please note that JICA will not provide support for the purchase or arrangement of such services. Participants are therefore requested to make any necessary arrangements by themselves.
5. JICA will provide a living allowance during the stay in Japan. However, as the allowance will become available only two business days after arrival in Japan, participants are advised to bring sufficient cash to cover necessary expenses for the first few days after arrival.



VI. Annex I : Country Report for Short Presentation

This report is to be completed by the nominee and submitted together with the application documents.

The report will be used for the short presentation session at the beginning of the course.

1. Basic Information

- 1) Country:
- 2) Name of Nominee:
- 3) Organization:
- 4) Position/Title:

2. Main Issue Related to Plastic Pollution in Your Country

Please describe one major issue related to plastic pollution in your country or organization. (Maximum 100 words)

3. Priority Area(s) of Interest

Please select up to two priority areas most relevant to your current duties and explain why. (Maximum 80 words)

- ☐ Policies and legislation
- ☐ Stakeholder coordination / institutional arrangements
- ☐ Plastic lifecycle management
- ☐ Product design / manufacturing technology
- ☐ Waste treatment / recycling technology
- ☐ Marine plastic pollution measures
- ☐ Public awareness / community participation
- ☐ Others (please specify: _____)

4. Current Role of Your Organization

Please briefly describe the role of your organization and your own role in addressing the issue above. (Maximum 100 words)

5. Expected Learning and Future Use

Please briefly describe: (Maximum 150 words)

- (1) what you would like to learn from this course, and
- (2) how you expect to apply the knowledge after returning to your country.

For Your Reference

JICA and Capacity Development

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

Japanese Development Experience

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated from a process of adoption and adaptation, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and

502

technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



Contact Information for Inquiries

For inquiries and further information, please contact the JICA overseas office or the Embassy of Japan. Further, address correspondence to:

JICA Kyushu Center (JICA KYUSHU)

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

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

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

4. **Nominations:-**

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

5. **Clearance:-**

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

Abbreviation:-

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

VI. Annex I:

Country Report for Short Presentation

This report is to be completed by the nominee and submitted together with the application documents.

The report will be used for the short presentation session at the beginning of the course.

1. Basic Information

- 1) Country:
- 2) Name of Nominee:
- 3) Organization:
- 4) Position/Title:

2. Main Issue Related to Plastic Pollution in Your Country

Please describe one major issue related to plastic pollution in your country or organization. (Maximum 100 words)

3. Priority Area(s) of Interest

Please select up to two priority areas most relevant to your current duties and explain why. (Maximum 80 words)

- ☐ Policies and legislation
- ☐ Stakeholder coordination / institutional arrangements
- ☐ Plastic lifecycle management
- ☐ Product design / manufacturing technology
- ☐ Waste treatment / recycling technology
- ☐ Marine plastic pollution measures
- ☐ Public awareness / community participation
- ☐ Others (please specify: _____)

4. Current Role of Your Organization

Please briefly describe the role of your organization and your own role in addressing the issue above. (Maximum 100 words)

5. Expected Learning and Future Use

Please briefly describe: (Maximum 150 words)

- (1) what you would like to learn from this course, and
- (2) how you expect to apply the knowledge after returning to your country.



Application form for the JICA Knowledge Co-Creation Program:

Form4. TERMS AND CONDITIONS

I understand and fully agree to the following terms and conditions set forth below, and hereby declare by sign and date at the bottom.

1. General Rules

The participants are requested:

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one
- (5) to carry out such instructions and abide by such conditions as may be stipulated by both the nominating Government and the Japanese Government in respect of the
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate Japanese laws or JICA's regulations, or the participants commit illegal or any type of immoral conduct including sexual harassment, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "3. Expenses", "Administrative Arrangements" in General
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license
- (11) to observe the rules and regulations at the place of the participants' accommodation,
- (12) to refund allowances or other benefits paid by JICA in the case of a change in
- (13) to promptly notify JICA in the case that there are any changes in the health status since the time of application (such as changes requiring medical attention due to illness or discovery of pregnancy).

The definition of sexual harassment, the KENSHUIN GUIDEBOOK, and the reference video are available at the link below:

<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

197

2. Privacy Policy

The participants are requested to understand Privacy Policy of JICA as follows.

(1) Scope of Use

Any information used for identifying individuals (hereinafter referred to as "Personal Information") that is acquired by JICA will be stored, used, or analyzed only within the scope of JICA activities. JICA reserves the right to use such Personal Information in accordance with the provisions of this privacy policy.

(2) Limitations on Use and Provision

JICA shall never intentionally provide Personal Information to any third party with the following three exceptions:

- (a) In cases of legally mandated disclosure requests;
- (b) In cases in which the provider of the Personal Information grants permission for its disclosure to a third party;
- (c) In cases in which JICA needs to provide Personal Information for the persons or entities where JICA contracts out all or part of the KCCP and its relevant projects.
The Personal Information provided herein will be only limited to the information necessary for the persons or entities to implement the contracted tasks.

(3) Security Notice

JICA takes measures required to prevent the divulgence, loss, or destruction of Personal Information, and to otherwise properly manage such information.

※JICA's policy for the transfer of personal data from the European Economic Area (EEA) to outside the EEA (to Japan and third countries);
JICA has revised "Bylaws for the Implementation of Personal Information Protection" which was published based on Japan's legislation by adding new provisions regarding how to deal with personal data within the EEA in order to meet General Data Protection Regulations (GDPR's) requirements for data protection. Based on the new bylaws, JICA entered into the EU Standard Contractual Clauses (SCCs) which allows us to transfer personal data from offices within the EEA to offices outside the EEA (in Japan and third countries).

3. Copyright Policy

The participants are requested to comply with the following:

- (1) The participants shall use all the documents provided for the KCCP (including texts, materials, etc.), within the scopes and/or conditions separately approved by JICA and/or the Original Author.

If the participants apply to the KCCP, the participants shall also comply with Terms of Use of the Materials for the KCCP that are shown on the JICA website.

https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html

- (2) All the documents prepared for the KCCP (including reports, action plans, presentations, etc.) shall be prepared by the participants themselves in principle. If the participants use any third party's(ies)' works (photograph, illustration, map, figures, etc.), which are protected under the copyright laws and regulations in the participants' countries or copyright-related multinational agreements, the participants shall obtain a license necessary to use the works from such third party(ies).
- (3) The participants agree that JICA may use (including, but not limited to, reproduce, publicly transmit, distribute and modify) any documents prepared by the participants for other programs conducted by JICA (for example, as a reference for the other KCCP courses and a project formulation).
- (4) JICA will not be liable for the contents of any documents created by the participants for the purpose of the KCCP.

4. Portrait Right Policy

During the implementation period of KCCP, JICA (including hired photographer and program implementing partners) will shoot photographs and video footage mainly for the following purposes:

- Use on the website or in SNS administrated/operated by JICA,
- Use in JICA publications (public relations magazines, annual reports, journals, etc.) in printed or electronic form,
- Photos and images taken will not be used for commercial purposes and the participants' personal information will not be disclosed to any third party without the consent of the participants.

JICA would appreciate it if the participants of KCCP grant the participants themselves portrait right license to JICA for photos and images taken described above.

It is, however, not a requirement of KCCP. The participants do not agree to grant the participants themselves portrait right license to JICA, has absolutely no problem in participating KCCP. JICA respects the intention of each participant.

5. Health condition

It is evident that moving to a different environment can affect your physical and mental health compared to living in your home country, even under normal circumstances.

Pregnancy—regardless of the stage—may pose health risks to both mother and child. Our approach prioritizes the health and safety of both. In addition, medical expenses related to pregnancy, childbirth, and care for the child (or fetus) are not covered by the insurance provided by JICA. If the participant's stay in Japan needs to be extended, the associated living expenses will also not be covered, which could result in a significant financial burden on the participant.

Given the above circumstances, pregnant applicants are required to promptly schedule a

All individuals with pre-existing conditions must notify JICA in advance. (Please complete Form 3)

Pre-existing conditions :Chronic diseases, Conditions currently under treatment and Past illnesses that have resolved.

It is required to submit a medical certificate from your doctor confirming that you are medically cleared to take part in the KCCP in Japan.

Medical expenses related to pre-existing conditions are not covered by the insurance

It is important to understand that failing to provide your health information in advance may lead to situations where, despite our best efforts to prioritize your safety, effective intervention could become extremely difficult.

For further details, please refer to KENSHUIN GUIDE BOOK Medical Services.

195

DECLARATION (to be signed by the Applicant)

- I understand and fully agree to the formentioned terms and conditions stipulated article 1 to 5.
- I will be subject to any penalties imposed as a consequence of my failure to abide by the above terms and conditions.
- I understand the intention of JICA on "4.Portrait Right Policy" mentioned above, and my intention for usage/publication of photographs and videos including the portrait of myself by JICA for the purpose above is as described in "4":

• I certify that the statements I made in this form are true, complete and correct to the best of my knowledge and belief.

☒ Agree ☐ Disagree

By Applicant

Date	-- Select-- / -- Select-- / -- Select--
Name	
Title/Position	
Signature	

In-person Knowledge Co-Creation Program on "Effective Plastic Pollution Control and Recycling" from 4th October to 31st October, 2026 in Japan cs-bihar < cs-bihar@nic.in >

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

< chourasia.anil@nic.in >

Wed, 15 Jul 2026 12:12:22 PM +0530

To "Mr Mishra"<satyajit.mishra@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>,"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>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"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-goaa"<cs-goaa@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-

193
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>,"SWEETI GARG"
<sweeti.garg@gov.in>

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program** on **"Effective Plastic Pollution Control and Recycling"** from **4th October to 31st October, 2026 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

3 Attachment(s)

13-9-26-final.pdf

1 MB

GI_Annex_Effective Plastic) (1...

41 KB

Application Form (妊娠・既往...

211.9 KB

No.13/8/2026-BPC&T

E-Mail

192

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

Kartavya Bhavan-1, New Delhi,
Dated the 15th July, 2026.

TRAINING CIRCULAR

15 JUL 2026

Subject:- In-person Knowledge Co-Creation Program on "Stabilizing Power Systems to Introduce Various Kinds of Renewable Energy (A)" from 6th October to 31st October, 2026 in Japan.

The Government of Japan has invited nominations for In-person Knowledge Co-Creation Program on "Stabilizing Power Systems to Introduce Various Kinds of Renewable Energy (A)" from 6th October to 31st October, 2026 in Japan under the Technical Assistance Programme with India. The programme is intended for engineers in charge of planning/designing electric power system (transmission and substation facilities). 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 **One**.

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, if the nominees have any official English Examination Score (e.g. TOEFL, TOEIC, IELTS).

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 07.08.2026 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.upadhyaya@dea.gov.in
choudhary.anil@dea.gov.in

17 JUL 2026

3861 / RT-18
20.7.26

.....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 New and Renewable Energy, Block No. 14, C.G.O. Complex, New Delhi.
2. Joint Secretary(Admn.), Ministry of Power, Shram Shakti Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. 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>].



Knowledge Co-Creation Program (Group & Region Focus)

General information on

**Stabilizing Power Systems to Introduce Various Kinds
of Renewable Energy (A)**

課題別研修 多様な再生可能エネルギー導入時の系統安定化 (A)

JFY 2026

Course No.: 202515110J001

Course Period in Japan: From October 6, 2025 to October 31, 2025

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"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.

I. Concept

Background

Recently, as a result of dramatic decline of cost of variable renewable energy (hereinafter referred to as "VRE") and against the backdrop of global initiative to limit carbon emissions, many countries are starting to accelerate VRE development. However, in many countries, the electric power system is not ready to accommodate large amounts of VRE. This program will introduce the impact of VRE on the stability of the power system and the specific measures to stabilize the power system.

For what?

This program aims to formulate an Action Plan on planning and designing of the electric power system that can accommodate large amounts of VRE by understanding the characteristics of VRE and electric power system in each country.

For whom?

1. Engineers in charge of planning /designing electric power system (transmission and substation facilities)
2. At least 5 years' working experience in the relevant field

How?

The detailed contents as follows:

1. Country report presentation and discussion
 2. Lectures and site visits regarding,
 - (1) Challenges and measures with the expansion of VRE
 - (2) Technology of renewable energy systems
 - (3) Introduction of rechargeable battery and pumped storage generation as the measures for the equilibrium of supply and demand.
 3. Action Plan formulation, presentation and discussion
-

II. Description

1. **Title (Course No.: 202515110J001)**
Stabilizing Power Systems to Introduce Various Kinds of Renewable Energy (A)
2. **Course Duration in Japan**
October 6, 2026, to October 31, 2026
3. **Target Regions or Countries**
Bangladesh, Belize, Brazil, Cambodia, Dominican Republic, Egypt, India, Indonesia, Iran, Jordan, Pakistan, Philippines, Samoa, Senegal, Sri Lanka, Tonga
4. **Eligible / Target Organization**
Leading organizations in charge of electric power systems
5. **Capacity**
16 participants
6. **Language**
English
7. **Objective(s)**
To formulate an Action Plan on planning and designing of the electric power system that can accommodate large amounts of VRE by understanding the characteristics of VRE and electric power system
8. **Overall Goal**
Introduction of VRE in the target countries is enhanced.

9. Output and Contents

This course consists of the following components. Details on each component are given below.

(1) Preparatory Phase

Formulation of Inception Report

The format of Inception Report will be sent to accepted participants after Notice of Acceptance. Accepted participants are required to prepare the report in accordance with the format. In addition, in order for the implementing partner to gain a deep understanding of each country's power industry and ensure a more effective program, accepted participants are required to submit the English version of their Power Development Plan (PDP) and Annual Report.

> PDP is a comprehensive long-term roadmap that outlines the future of the electric power industry, including such as demand forecasts, generation mix, grid expansion, and environmental targets.

> An Annual Report is a comprehensive summary of the organization's performance, technical achievements, and financial status over the past fiscal year.

(2) Program Phase

Lectures, short movies on mechanisms and characteristics of power generation using RE.

Expected Output	Module	Subjects/Agendas	Methodology
1. Participants are able to understand the impacts and difficulties when various kinds of VRE are massively introduced.	1-1. 1-2. 1-3.	Policy, institutional arrangements and organization for introducing RE Basic technology and equipment for RE power generation system Challenges on introducing high penetration VRE	Presentation Lectures Discussion
2. Participants are able to understand Japan's situation of the electric industry, as well as its experience in introduction of RE and the measures for stabilization of power systems.	2-1. 2-2.	Power system planning and operation Challenges on introducing high penetration VRE	Presentation Lectures Discussion

3. Participants are able to identify the technology of Battery Energy Storage System (BESS) and hydro (pumped storage) generation as measures for system operation (supply & demand balance, grid operation).	3-1. Power system planning and operation 3-2. Challenges on introducing high penetration VRE	Presentation Lectures Discussion Site Visit
4. Participants are able to understand the know-how of power system planning and operation to keep quality and reliability of power supply when various kinds of VRE are massively introduced.	4-1. Grid stabilization measures for RE interconnection such as mitigation for voltage /frequency fluctuation, excess energy, insufficient grid capacity	Presentation Lectures Discussion Site Visit
5. Participants are able to formulate an Action Plan describing measures to share the knowledge acquired during this program.	5-1. Policy, institutional arrangements and organization for introducing RE 5-2. Basic technology and equipment for RE power generation system 5-3. Power system planning and operation 5-4. Challenges on introducing high penetration VRE 5-5. Grid stabilization measures for RE interconnection such as mitigation for voltage /frequency fluctuation, excess energy, insufficient grid capacity	Presentation Lectures Discussion Site Visit

(3) Finalization Phase

Sharing acquired knowledge with colleagues and other stakeholders and having discussion on the issues to be tackled with priorities.

185

III. Eligibility and Procedures

1. Expectations to the Applying Organizations

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to use the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

2. Nominee Qualifications

Applying organizations are expected to select nominees who meet the following qualifications.

[Remarks] Each Organizations is requested to strongly encourage female candidates to apply for the course to accelerate the realization of gender equality and women's empowerment.

(1) Essential Qualifications

- 1) Electrical engineers in charge of planning / designing electric power systems (transmission and substation facilities etc.) at middle management level
- 2) At least 5 years of experience in the power system field
- 3) Educational Background: Graduated from a technical higher educational institution or have equivalent knowledge
- 4) Language Proficiency: have a competent command of spoken and written English proficiency equivalent to TOEFL iBT 100 or above (This workshop includes active participation in discussions, action plan development, which requires high competence in English. Please attach an official certificate for English ability such as TOEFL, TOEIC etc, if possible)
- 5) Computer skills: to be proficient in Microsoft Excel and Power Point
- 6) Health: must be in good health to participate in the program in Japan. To reduce the risk of worsening symptoms associated with respiratory tract infection, please be honest to declare in the Medical History (QUESTIONNAIRE ON MEDICAL STATUS RESTRICTION of the application form) if you have been a patient of following illnesses; Hypertension / Diabetes / Cardiovascular illness / Heart failure / Chronic respiratory illness.

(2) Recommended Qualifications

- 1) Age: between the ages of twenty-five (25) and forty-five (45) years
- 2) Gender Equality and Women's Empowerment: JICA seeks more female applicants due to the past records of fewer applications from women. JICA is committed to promoting gender equality and women's empowerment and provides equal opportunities for all applicants regardless of their sexual

orientation or gender identity.

3. Required Documents for Application

(1) Application Form:

The Application Form is available at the **JICA overseas office (or the Embassy of Japan)**. Please submit a type-written application form.

(2) Photocopy of Passport:

You should submit it with the application form if you possess your passport which you will carry when entering Japan for this program. If not, you are requested to submit its photocopy as soon as you obtain it.

*The following information should be included in the photocopy:

Name, Date of Birth, Nationality, Sex, Passport Number and Expiry Date

*It is recommended that your passport be valid for more than 6 months after the last day of the program.

~~(3) English Score Sheet:~~

To be submitted with the application form, if the nominees have any official English examination scores. (e.g., TOEFL, TOEIC, IELTS)

4. Procedures for Application and Selection

(1) Submission of the Application Documents

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

After receiving applications, the JICA office (or the Embassy of Japan) will send them to the JICA Chubu in JAPAN by August 21, 2026.

(2) Selection

Primary screening is conducted at the JICA overseas office (or the embassy of Japan) after receiving official documents from your government. JICA Chubu will consult with concerned organizations in Japan in the process of final selection.

Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

(3) Notice of Acceptance

The JICA overseas office (or the Embassy of Japan) will notify the results not later than August 31, 2026.

5. Additional Document(s) to be Submitted by Accepted Candidates

Inception Report (The format of Inception Report will be sent to accepted candidates after notice of acceptance.)

183
-- To be submitted by September 28, 2026, to JICA Chubu in Japan.

Accepted candidates are required to prepare an Inception Report. The Inception Report should be sent to JICA by September 28, 2026, preferably by e-mail to Kanazawa.Takuma@jica.go.jp and cbictp1@jica.go.jp

6. Conditions for Participation

The participants of KCCP are required

- (1) to strictly observe the course schedule,
- (2) not to change the air ticket (and flight class and flight schedule arranged by JICA) and lodging by the participants themselves,
- (3) to understand that leaving Japan during the course period (to return to home country, etc.) is not allowed (except for programs longer than one year),
- (4) not to bring or invite any family members (except for programs longer than one year),
- ~~(5) to carry out such instructions and abide by such conditions as may be stipulated~~ by both the nominating Government and the Japanese Government in respect of the course,
- (6) to observe the rules and regulations of the program implementing partners to provide the program or establishments,
- (7) not to engage in political activities, or any form of employment for profit,
- (8) to discontinue the program, should the participants violate the Japanese laws or JICA's regulations, or the participants commit illegal or immoral conduct, or get critical illness or serious injury and be considered unable to continue the course. The participants shall be responsible for paying any cost for treatment of the said health conditions except for the medical care stipulated in (3) of "5. Expenses", "IV. Administrative Arrangements",
- (9) to return the total amount or a part of the expenditure for the KCCP depending on the severity of such violation, should the participants violate the laws and ordinances,
- (10) not to drive a car or motorbike, regardless of an international driving license possessed,
- (11) to observe the rules and regulations at the place of the participants' accommodation, and
- (12) to refund allowances or other benefits paid by JICA in the case of a change in schedule.

IV. Administrative Arrangements

1. Organizer

- (1) Center: JICA Chubu Center (JICA CHUBU)
- (2) Program Officer: Mr. KANAZAWA Takuma (Email to: cbictp1@jica.go.jp AND Kanazawa.Takuma@jica.go.jp)

2. Implementing Partner

- (1) Name: JAPAN ELECTRIC POWER INFORMATION CENTER, INC.
(JEPIC)
URL: <https://www.jepic.or.jp/en/>
- (2) Name: CHUBU ELECTRIC POWER CO., INC.
(CEPCO)
URL: <https://www.chuden.co.jp/english/>

3. Travel to Japan

- (1) **Air Ticket:** In principle, JICA will arrange an economy-class round-trip ticket between an international airport designated by JICA and Japan.
- (2) **Travel Insurance:** Coverage is from time of arrival up to departure in Japan. Thus, traveling time outside Japan (include damaged baggage during the arrival flight to Japan) will not be covered.

3. Accommodation in Japan

Basically, JICA will arrange the following accommodation(s) for the participants in Japan:

JICA Chubu Center, (JICA CHUBU),
Address: 4-60-7 Hiraike-cho, Nakamura-ku, Nagoya 453-0872, JAPAN
Phone: +81-52-533-0220
(where "81" is the country code for Japan, and "52" is the local area code)
<Location> Located at the center of Nagoya-city. The Nagoya main station, the regional hub of various transport, is 15 minutes' walk from JICA Chubu Center. Please refer to facility guide of JICA CHUBU: <https://www.jica.go.jp/chubu/english/office/index.html>

If there is no vacancy at JICA CHUBU, JICA will arrange alternative accommodation for the participants.

5. Expenses

The following expenses in Japan will be provided by JICA:

- (1) Allowances for meals, living expenses, and stopovers.
- (2) Expenses for study tours (basically in the form of train tickets).
- (3) Medical care for participants who become ill after arriving in Japan (the costs related to pre-existing illness, pregnancy, or dental treatment are not included).
- (4) Expenses for program implementation, including materials.
- (5) For more details, please see "III. ALLOWANCES" of "KENSU-IN GUIDE BOOK," (English/French/Spanish/Russian).

(18)

*Link to the Website:
https://www.jica.go.jp/english/our_work/types_of_assistance/tech/acceptance/training/index.html or
<https://jica-van-cms.jica.go.jp/custom/kccp/kccp01.html>

6. Pre-departure Orientation:

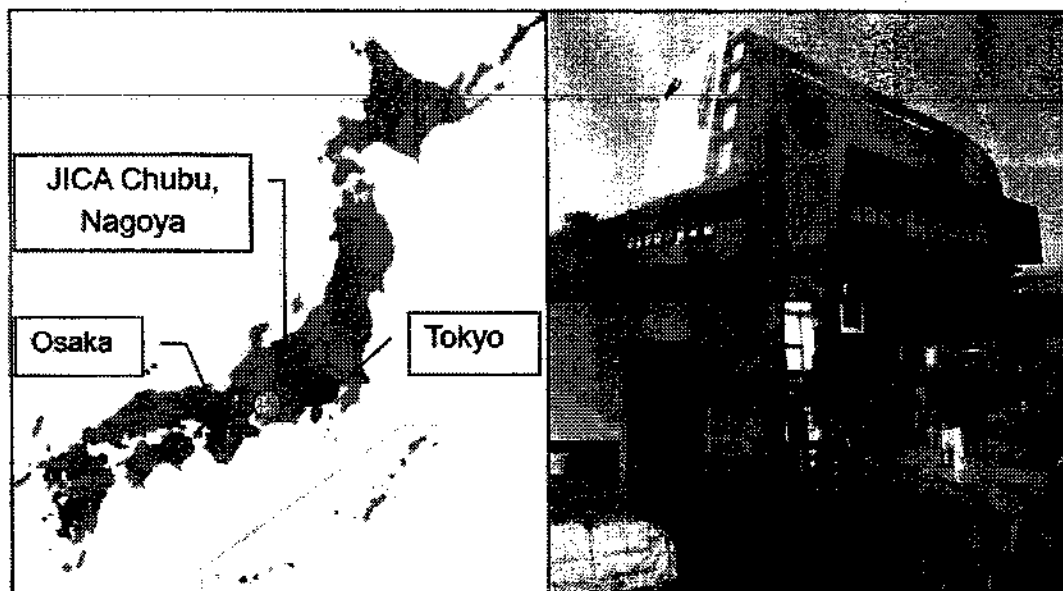
A pre-departure orientation will be held at respective country's JICA office (or the Japanese Embassy), to provide Participants with details on travel to Japan, conditions of the course, and other matters.

*YouTube of "Knowledge Co-Creation Program and Life in Japan" and "Introduction of JICA Center" are viewable from the link below.

Image videos of 'Introduction of JICA Center (YouTube)' show the following information of JICA Centers: Location, Building, Entrance, Reception(Front desk), Lobby, Office, Accommodation(Room), Amenities(Hand dryer), Bathroom(Shower and Toilet), Toiletries, Restaurant, Laundry Room(Washing machine, Iron), ICT Room(Computer for participants), Clinic, Cash dispenser, Gym, Neighborhood

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	https://www.youtube.com/watch?v=SLurfKugrEw
Part II: Introduction of JICA Centers in Japan	
JICA Chubu	https://www.jica.go.jp/chubu/english/office/index.html

JICA CHUBU



.. In-person Knowledge Co-Creation Program on "Stabilizing Power Systems to Introduce Various Kinds of Renewable Energy (A)" from **cs-bihar** <cs-bihar@nic.in>
6th October to 31st October, 2026 in Japan

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

<
chourasia.anil@nic.in
>

Wed, 15 Jul 2026 11:54:23 AM +0530

To "Dinesh Jagdale"<d.jagdale@gov.in>,"Raghuraj Rajendran"
<raghurajmr@ias.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>,"jsme"
<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>,"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>,"hkhaiong"<hk.haiong@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-goaa"<cs-goaa@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>,"SWEETI GARG"
<sweeti.garg@gov.in>

Sir/Madam,

Please find attachment regarding **In-person Knowledge Co-Creation Program** on **"Stabilizing Power Systems to Introduce Various Kinds of Renewable Energy (A)"** from **6th October to 31st October, 2026** 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)

13-8-26-final.pdf
1 MB

Application Form (妊娠・既往...
211.9 KB

Acc. GAO/Secy, Finance

Kartavya Bhavan-I, New Delhi,
Dated the 13th July, 2026.

मुख्य सचिव कोषागार बिहार

TRAINING CIRCULAR

Subject: In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Fintech Governance : Building a Sustainable Future of Finance" from 18th to 22nd October, 2026 in Doha, Qatar.

Chief Secretary, Bihar

The Republic of Singapore has invited nominations for In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Fintech Governance : Building a Sustainable Future of Finance" from 18th to 22nd October, 2026 in Doha, Qatar under the Technical Assistance Programme with Singapore. The programme is intended for mid- to senior-level government officials who are involved in fintech governance. 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 Three.

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

The course is sponsored by Government of Singapore and the Government of India under the Singapore-Qatar Asia-Middle East Dialogue (AMED) Training Programme, who will provide round-trip economy class airfare, course fees, including trainers' fees, course materials and training venue. The nominated candidate or his/her nominating authority shall have to bear the cost of accommodation and other local and incidental expenses.

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

- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/sgqatarfintech2026>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- 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 31.08.2026 positively at the following address:-

Shri Vilay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -I, New Delhi-110001.
Ph:- 011-24012871,
Email: vs.upadhyay@gov.in
chourasia.anil@nic.in

Contd.....2/-

मुख्य सचिव कोषागार
द्वारा सं. 14.07.2026
दिनांक

J.S-18

S.O-18

3831 / 27-18

17.7.26

श्री विनायक
17.7.2026

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>].


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

1. Joint Secretary (Admn.), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
2. Joint Secretary (Admn.), Ministry of Home Affairs, North Block, New Delhi.
3. Joint Secretary (Admn.), Deptt. Of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. 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>].

FINTECH GOVERNANCE: BUILDING A SUSTAINABLE FUTURE OF FINANCE

18 TO 22 OCTOBER 2026

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

under the

SINGAPORE – QATAR ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME

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.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA) was established in 1964 and has achieved significant milestones throughout its journey. In 1997, it was re-established as the Institute for Administrative Development, expanding its mandate to strengthen the capabilities of government employees and support organizational development across the public sector. In 2021, a notable transformation occurred with the establishment of the Civil Services and Government Development Bureau, with which the IPA became affiliated, demonstrating its essential role in developing the public sector. This evolution was not just a change in structure but also a reinforcement of its role in enhancing governmental operations and services.

The IPA has dedicated itself to fostering cooperation with government entities, aiming to fulfill their evolving training and developmental requirements. The IPA offers a comprehensive range of 1,393 training courses, designed to meet the diverse needs of trainees. By 2023, these efforts had successfully empowered 30,000 government employees and significantly contributed to developing the public sector by elevating government employees and fostering innovation and efficiency across the national workforce.

Course Objectives

This course will equip participants with insights on the latest developments of Fintech, its adoption, and how to meet the regulatory challenges for sustaining a Fintech environment that balances the benefits and risks of Fintech.

Synopsis

Topics to be covered include:

- a) Overview of Fintech
- b) Recent developments and worldwide applications of Fintech
- c) Ideal ecosystem for supporting Fintech adoption
- d) ~~Economic benefits and risks of Fintech adoption~~
- e) Case studies of Fintech governance

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, Q&A, case studies, evaluation sessions, experiential activities, and other learning methodologies, using suitable education technology tools to enhance interactivity during the sessions.

Course Duration and Venue

This course will be conducted from 18 to 22 October 2026 at the Asia-Middle East Dialogue (AMED) Regional Training Centre for Public Administration (RTCPA) in Doha, Qatar.

Address:

Institute of Public Administration –



Invited Countries

Africa, Asia and the Middle East

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in fintech governance;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.
- Prepared to participate actively in the programme.

Terms of Award

This course is sponsored by the Government of Singapore and the Government of Qatar.

The Governments of Singapore and Qatar will bear the following expenses for successful applicants, thereafter, known as "participants", during the course in Doha, Qatar. These expenses include:

- Course fees, including trainers' fees, course materials, and training venue.
- Round-trip economy-class airfare

Note:

- The nominating government will be responsible for its participants' accommodation, and other local and incidental costs. Applicants are encouraged to verify the availability of funding for their accommodation and other local and incidental costs with their respective nominating government;
- Participants are to bear their personal expenses; and
- As insurance will not be covered, 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 Qatar, participants are required to adhere to the latest travel and health requirements/advisories as indicated at <https://www.moph.gov.qa/english/departments/ministeroffice/hfid/Pages/Health-Insurance-Scheme.aspx>
- 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.

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
- IPA Instagram: <https://www.instagram.com/cqbqatar>

Application Procedure

s

(Closing date for nomination: **8 August 2026**)

The Governments of Singapore and Qatar are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **three (3)** suitable candidates for consideration.

Selection of candidates will be based on merit. Should there be more applicants than training places, the Governments of Singapore and Qatar seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominations are to be submitted online at <https://go.gov.sg/sqgatarfintech2026> by **8 August 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>

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. Filling up of application forms:-

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

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.	

In person Singapore-Qatar Asia Middle East Dialogue (AMED)

Training Programme on "Fintech Governance : Building a

Sustainable Future of Finance" from 18th to 22nd October, 2026 in

Doha, Qatar

cs-

bihar < cs-bihar@nic.in >

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

<
chourasia.anil@nic.in
>

Mon, 13 Jul 2026 4:19:52 PM +0530

To "Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"RAJEEV KUMAR"
<jsadmin-mha@nic.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"ash-mohfw"<ash-
mohfw@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-
cpc@gov.in>,"jschem-cpc"<jschem-cpc@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"<jsc-
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>,"sagamehra"
<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-goat"<cs-goat@nic.in>,"cs"
<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-
jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"
<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"
<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-
meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"
<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-
skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-

169
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-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Fintech Governance : Building a Sustainable Future of Finance" from 18th to 22nd October, 2026 in Doha, Qatar**, 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)

12-32-26-final.pdf
702.1 KB



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 02nd July, 2026

By Registered & Speed Post

To,
A.C. GAD

The Chief Secretary
मुख्य सचिव कोषागार
Government of Bihar, Main Secretariat
Patna, Bihar (PIN Code: 800015)

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

S. No.	Title of Programme	Programme Date (Tue. -Fri.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
15	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	04th -07th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
16	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	04th -07th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
17	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	04th -07th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
18	Leadership and Change Management: Revolutionizing leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	04th -07th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
19	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	04th -07th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

मुख्य सचिव कार्यालय
उपरी सं. 1038.....
दिनांक 16/7/26.

अ. वि. शा. 1038
विवरण 20.7.26

3856/ 2017/26

6.	Local Government, Decentralization & Municipal Administration	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
10.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	18th -21st August,2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Preventive Vigilance, E- Procurement and Key to Good Governance	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

23.	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST" Under Capacity Building program	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
-----	--	-------------------------	-----------------	-------------	-------------

165

check-in on Friday Forenoon.

1. Programme Overview & Key Features

1.1 Programme Coverage & Target Officials

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least **one (1) week** prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating more than **10 participants** for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization's consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

3. Attendance Standards & Certification

3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

4.2 Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at **3 Nights. / 4 Days**
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.

- 165
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
 - **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

5. Financial Terms & Payment Flow

5.1 Mode of Remittance

- **Electronic Transfer Requirement:** All advance payments must be processed securely via electronic bank transfer (RTGS or NEFT); cash or post-dated checks (PDC) will not be accepted.
- **Pre-Requirement for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

5.2 GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Admission Process & Seat Allocation

6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official **Nomination Confirmation Notice** and program brief will be emailed to both the coordinator and the participant.

7. Transport, Logistics, & Arrival Protocol

7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

7.2 Arrival Protocol for Residential Guests

- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

△ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For National Council for Secretariat Training & Development


R. Manoj Kumar
Director (Trg.)

Ex-Director (Projects), MoRD



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 02nd July, 2026

Accy, GAO To,

By Registered & Speed Post

मुख्य सचिव कार्यालय
The Chief Secretary
Government of Bihar,
Main Secretariat Patna,
Bihar (PIN Code: 800015)

3862/श-18

20.7.26

15 JUL 2026

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

The National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

In response to the demands of today's rapidly evolving business and governance environment, continuous learning and upskilling have become essential. While experiential knowledge remains valuable, staying updated with emerging technologies, global best practices, and modern methodologies—especially in technical domains—is crucial for improving productivity and organizational performance.

To address these needs, NCSTD is pleased to introduce its specialized programme, the Study Tour for Construction Professionals. This initiative is thoughtfully designed for executives, policymakers, and decision-makers across local, state, and central government bodies, as well as the corporate sector. Through curated international study tours, the programme aims to provide participants with first-hand exposure to advanced construction practices, innovative technologies, and global industry standards. As India continues to strengthen its position on the global stage, this initiative seeks to equip participants with valuable insights and international perspectives, empowering them to contribute more effectively to the nation's infrastructure development and economic growth.

NCSTD organises the international study tours on different topics in below mentioned cities: -

Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
1. International Executive Exposure Programme on Public Administration, Administrative Reforms & Institutional Transformation	London & Edinburgh (United Kingdom)	06th - 13th August, 2026	₹ 4,96,000.00
2. International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	06th - 13th August, 2026	₹ 4,96,000.00
3. International Executive Exposure Programme on Good Governance, Administrative Excellence & Institutional Effectiveness	Singapore, Malaysia & Thailand	23rd - 30th August, 2026	₹ 4,96,000.00
4. International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd - 30th August, 2026	₹ 5,96,000.00
5. International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th - 13th September, 2026	₹ 5,96,000.00

मुख्य सचिव कार्यालय

हायरी सं. 1037

दिनांक 16/7/26

163

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
6.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13th September, 2026	₹ 4,96,000.00
7.	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
8.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
9.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
10.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
11.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
12.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
13.	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
14.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
15.	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
16.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
17.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
18.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
19.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
20.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
21.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
22.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
23.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
24.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00

162

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
25.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
26.	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
27.	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	23rd – 30th February, 2027	₹ 4,96,000.00
28.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	23rd – 30th February, 2027	₹ 4,96,000.00
29.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
30.	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
31.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
32.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
- **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.

161 • **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Administrative Mandates and Compliance Deadlines

- **The 60-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 60 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

For National Council for Secretariat Training & Development





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667495189

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

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 25th June, 2026

To,

By Registered & Speed Post

ACS, GIAD

The Chief Secretary
Government of Bihar, Main Secretariat,
Patna 800015 Bihar

मुख्य सचिव कोषांग बिहार

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir,

The National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

In response to the demands of today's rapidly evolving business and governance environment, continuous learning and upskilling have become essential. While experiential knowledge remains valuable, staying updated with emerging technologies, global best practices, and modern methodologies—especially in technical domains—is crucial for improving productivity and organizational performance.

To address these needs, NCSTD is pleased to introduce its specialized programme, the Study Tour for Construction Professionals. This initiative is thoughtfully designed for executives, policymakers, and decision-makers across local, state, and central government bodies, as well as the corporate sector. Through curated international study tours, the programme aims to provide participants with first-hand exposure to advanced construction practices, innovative technologies, and global industry standards. As India continues to strengthen its position on the global stage, this initiative seeks to equip participants with valuable insights and international perspectives, empowering them to contribute more effectively to the nation's infrastructure development and economic growth.

NCSTD organises the international study tours on different topics in below mentioned cities :-

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
1.	International Executive Exposure Programme on Public Administration, Administrative Reforms & Institutional Transformation	London & Edinburgh (United Kingdom)	06th – 13th August, 2026	₹ 4,96,000.00
2.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	06th – 13th August, 2026	₹ 4,96,000.00
3.	International Executive Exposure Programme on Good Governance, Administrative Excellence & Institutional Effectiveness	Singapore, Malaysia & Thailand	23rd – 30th August, 2026	₹ 4,96,000.00
4.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th August, 2026	₹ 5,96,000.00
5.	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th – 13th September, 2026	₹ 5,96,000.00

मुख्य सचिव कार्यालय

हाथी सं. 997

दिनांक 25/7/26

3733/210-18

14.7.26

159

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
6.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13th September, 2026	₹ 4,96,000.00
7.	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
8.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
9.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
10.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
11.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
12.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
13.	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
14.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
15.	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
16.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
17.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
18.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
19.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
20.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
21.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
22.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
23.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
24.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
25.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
26.	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
27.	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	23rd – 30th February, 2027	₹ 4,96,000.00
28.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	23rd – 30th February, 2027	₹ 4,96,000.00
29.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
30.	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
31.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
32.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
- **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.

• **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Administrative Mandates and Compliance Deadlines

- **The 60-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 60 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

For National Council for Secretariat Training & Development





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 25th June, 2026

By Registered & Speed Post

To,
ACS, GAD

The Chief Secretary
Government of Bihar, Main Secretariat,
Patna 800015 Bihar

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational productivity, efficiency, and global competitiveness.

List of Executive Development Programs

S. No.	Title of Programme	Programme Date (Thu. -Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
2.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
4.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
6.	Advance Course on e-Procurement:	21st -23rd	Darjeeling	₹ 48,600.00	₹ 56,600.00

मुख्य सचिव कार्यालय

डायरी सं. 996

दिनांक 09/7/26

3734/21-18
14.7.26

	Implementing Artificial Intelligence (AI) initiatives in Public Procurement	August, 2026	West Bengal		
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
10.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

23.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
-----	--	-------------------------	-----------------	-------------	-------------

The fees listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon.

1. Programme Overview & Key Features

1.1 Programme Coverage & Target Officials

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least one (1) week prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating more than 10 participants for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization's consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

3. Attendance Standards & Certification

3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

4.2 Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at 3 Nights. / 4 Days
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.

153

- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

5. Financial Terms & Payment Flow

5.1 Mode of Remittance

- **Electronic Transfer Requirement:** All advance payments must be processed securely via electronic bank transfer (RTGS or NEFT); cash or post-dated checks (PDC) will not be accepted.
- **Pre-Requisite for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

5.2 GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Admission Process & Seat Allocation

6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official **Nomination Confirmation Notice** and program brief will be emailed to both the coordinator and the participant.

7. Transport, Logistics, & Arrival Protocol

7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

7.2 Arrival Protocol for Residential Guests

- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

⚠ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For National Council for Secretariat Training & Development


R. Manojvaraj
Director (Prg.)

Ex-Director (Projects), MoRD



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, S2A.V. First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 19th June, 2026

To,

By Registered & Speed Post

The Chief Secretary
Bihar Secretariat,
Old Secretariat Building
Patna 800015, Bihar

मुख्य सचिव
अ.स. ग.अ.

02 JUL 2026

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

S. No.	Title of Programme	Programme Date (Thu. -Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
2.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
4.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments,	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

मुख्य सचिव कार्यालय

हायरी सं. १५१

दिनांक 06/7/26

3608/21/18
13.7.26

	autonomous bodies & PSUs				
6.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
10.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques including GIS/GPS & Total Station and Stress Management	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

	(Mission Karmayogi).				
25.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon

1.1 Programme Coverage & Target Audience

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least one (1) week prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating more than 05 participants for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization's consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

3. Attendance Standards & Certification

3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation Framework

For local participants or those arranging their own lodging:

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

4.2 Residential Participation Framework

For participants opting for full boarding and lodging arrangements:

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at 4 Days / 3 Nights.
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.
- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).

- 149
- **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

5. Financial Terms & Payment Flow

5.1 Mode of Remittance

- **Electronic Transfer:** All payments must be processed securely via electronic bank transfer (RTGS or NEFT). Cash or delayed post-dated checks will not be accepted.

5.2 Advance Payment Mandate

- **Pre-Requirement for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

6. Admission Process & Seat Allocation

6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official Nomination Confirmation Notice and program brief will be emailed to both the coordinator and the participant.

7. Transport, Logistics, & Arrival Protocol

7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

7.2 Arrival Protocol for Residential Guests

- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

△ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For Secretary, Council for Secretariat Training & Development


R. Narasimha Murthy
Director (Training)
Ex-Director (Projects), MoRD

E-5886529

148



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No. - 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 19th June, 2026

To,

By Registered & Speed Post

Acc, GAD

The Chief Secretary
Bihar Secretariat,
Old Secretariat Building
Patna - 800015, Bihar

मुख्य सचिव कोषागार

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

The National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

In response to the demands of today's rapidly evolving business and governance environment, continuous learning and upskilling have become essential. While experiential knowledge remains valuable, staying updated with emerging technologies, global best practices, and modern methodologies—especially in technical domains—is crucial for improving productivity and organizational performance.

To address these needs, NCSTD is pleased to introduce its specialized programme, the Study Tour for Construction Professionals. This initiative is thoughtfully designed for executives, policymakers, and decision-makers across local, state, and central government bodies, as well as the corporate sector. Through curated international study tours, the programme aims to provide participants with first-hand exposure to advanced construction practices, innovative technologies, and global industry standards. As India continues to strengthen its position on the global stage, this initiative seeks to equip participants with valuable insights and international perspectives, empowering them to contribute more effectively to the nation's infrastructure development and economic growth.

NCSTD organises the international study tours on different topics in below mentioned cities: -

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
1.	International Executive Exposure Programme on Public Administration, Administrative Reforms & Institutional Transformation	London & Edinburgh (United Kingdom)	06th - 13th August, 2026	₹ 4,96,000.00
2.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	06th - 13th August, 2026	₹ 4,96,000.00
3.	International Executive Exposure Programme on Good Governance, Administrative Excellence & Institutional Effectiveness	Singapore, Malaysia & Thailand	23rd - 30th August, 2026	₹ 4,96,000.00
4.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd - 30th August, 2026	₹ 5,96,000.00

मुख्य सचिव कार्यालय

डाकरी सं. 952

दिनांक 19.7.26

3616 / 212-18
13.7.26

(47)

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant 18% GST Ex
5.	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th – 13th September, 2026	₹ 5,96,000.00
6.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13th September, 2026	₹ 4,96,000.00
7.	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
8.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
9.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
10.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
11.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
12.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
13.	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
14.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
15.	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
16.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
17.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
18.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
19.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
20.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
21.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
22.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
23.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00

S. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST Extra
24.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00
25.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
26.	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
27.	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	23rd – 30th February, 2027	₹ 4,96,000.00
28.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	23rd – 30th February, 2027	₹ 4,96,000.00
29.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
30.	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
31.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
32.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.

- 145
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
 - **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.
 - **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. Administrative Mandates and Compliance Deadlines

- **The 60-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 60 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

For National Council for Secretariat Training & Development


(Addl Director General)

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

secy-

par-

bih

secy-par-bih@nic.in

25/01

< iica.cmsme@gmail.com >

Tue, 14 Jul 2026 2:37:44 PM +0530

To "undisclosed-recipients:"

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

Tags Not in Contacts

Dear Sir / Ma'am,

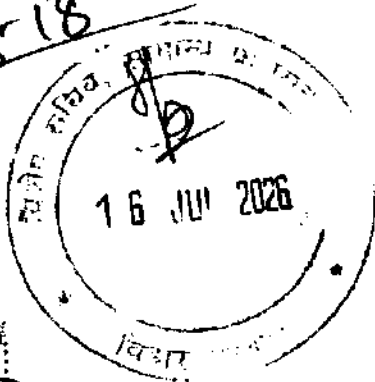
Indian Institute of Corporate Affairs (established by the Ministry of Corporate Affairs, Govt. of India) announces Three Day Capacity Building Program on "Navigating Procurement via Government e Marketplace (GeM), Strategic Vendor Management & Contract Administration" during 11 - 13 August, 2026 at Dehradun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



J.S-18



बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या- 2.1.12.26
दिनांक 15.7.26

श्री विशाल
विनीता
17.7.26

S.O-18

16/7/26

3800/2018
17.7.26



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, 2028.pdf
119.8 KB

Detailed_Program_11-13 Augu...
405.7 KB

Registration_Form_11-13 Aug...
119.8 KB



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

129

**INDIAN INSTITUTE OF CORPORATE AFFAIRS
(CENTRE FOR MSME)**

REGISTRATION FORM

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)

	Name	Designation	Organization	Contact no.	E-mail ID
Attendee 2					

Note: Separate sheet/column may be added if the numbers of participants are increased.

Complete address of organization	GST No.	PAN NO.

Registration & Program Charges

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

Payment Details

NEFT/DD		Amount	
Transaction ID		Date	

Bank Account Details:-

1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

Terms & Conditions

- 1) Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- 2) Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- 3) The program fee once deposited is non-refundable, however, substitutions are allowed.
- 4) IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- 5) IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- 6) The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- 7) Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- 8) The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in
Phone: 9871417394 , 8595690458

PROGRAMME COORDINATOR

Mr. Nitin Wahi,
Consultant
Indian Institute of Corporate Affairs

E-mail: cmsme.iica@gmail.com
Phone: 9818891007



**Indian Institute of
Corporate Affairs**

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



**Partners in
Knowledge,
Governance,
Transformation**

Indian Institute of Corporate Affairs

(Ministry of Corporate Affairs, Govt. of India)

Organizes

Three Day Capacity Building Program (52nd Edition)

**"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)**



GeM
Government
e Marketplace

Efficient • Transparent • Inclusive

ABOUT IICA

Indian Institute of Corporate Affairs (www.iica.nic.in) is a 21st century unique world-class institution established by the Ministry of Corporate Affairs, Government of India. Its aim is to provide holistic treatment of all issues that impact corporate functioning to help today's business and shape tomorrow's. 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. The state-of-the-art campus of IICA is located at IMT Manesar, Dist. Gurugram, Haryana.

The Centre for MSME, an integral part of Indian Institute of Corporate Affairs (IICA), has been established to foster understanding of the regulatory framework, encourage innovative responses to business environments and focus on all other relevant issues affecting the MSMEs. It enables capacity building through training and interactions such as seminars and workshops, engages in documentation and research on MSMEs practices, encourages cluster development initiatives and uses its pivotal crosscutting position to create synergy among various facets of the MSME sector.

OVERVIEW

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).

GeM provides a paperless, cashless and contactless ecosystem for government buyers to directly purchase products and services from pan-India sellers and service providers through an online platform. GeM covers the entire gamut of procurement process, right from vendor registration and item selection by buyers to receipt of goods and facilitation of timely payments. GeM has envisioned to utilise the agility and speed that come along with a digital platform created with a strategic intent to reinvigorate public procurement systems and bring about a lasting change for the underserved as well as the nation.

Built on the pillars of Efficiency, Transparency and Inclusivity, GeM has emerged as a digital tool in nation's interest, aimed at catalyzing excellence in public procurement.

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.

"GeM has harnessed digital capabilities and has emerged as a one-stop-shop for procurement of all possible goods & services that may be required by Government buyers at various levels of administration".

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.

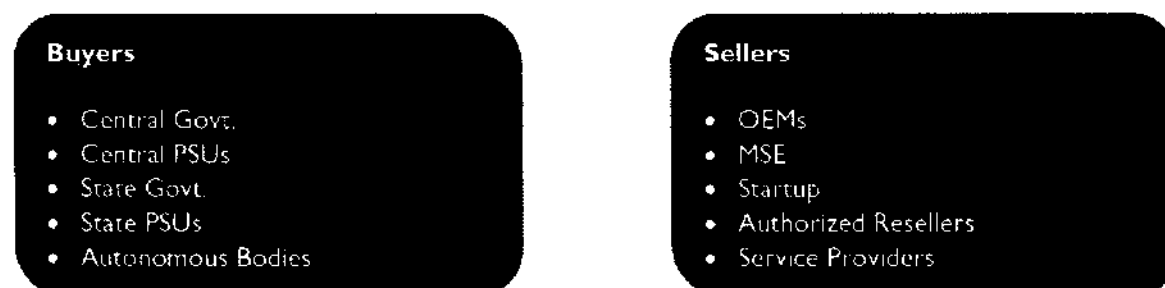
GeM is driving inclusive participation in public procurement. In FY 2025-26, MSEs executed 68% of total orders, contributing 47.1% of GMV. Over 11 lakh MSEs received 51 lakh + orders worth Rs. 2.36 lakh crore, growing over 20%. Women-led MSEs secured Rs. 28,000 crore orders with 28% growth, startups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

Micro and small enterprises are getting major business from public procurement portal GeM and they are expected to sell goods and services worth over USD 20 billion by the end of this fiscal.

GeM has streamlined Government procurement into a unified platform used by a nationwide network of sellers and service providers.

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.

Key Stakeholders of GeM



The program outline covers the essential aspects of operating and handling the GeM web portal for both buyers and sellers, including floating tenders, evaluation, award, and advanced features as well as Recent Guidelines & General Financial Rules (GFR) application w.r.t. GeM, its process flow, challenges & complexities. It also allows for a comprehensive understanding of the platform and hands-on practice to ensure participants are conversant with GeM operations.

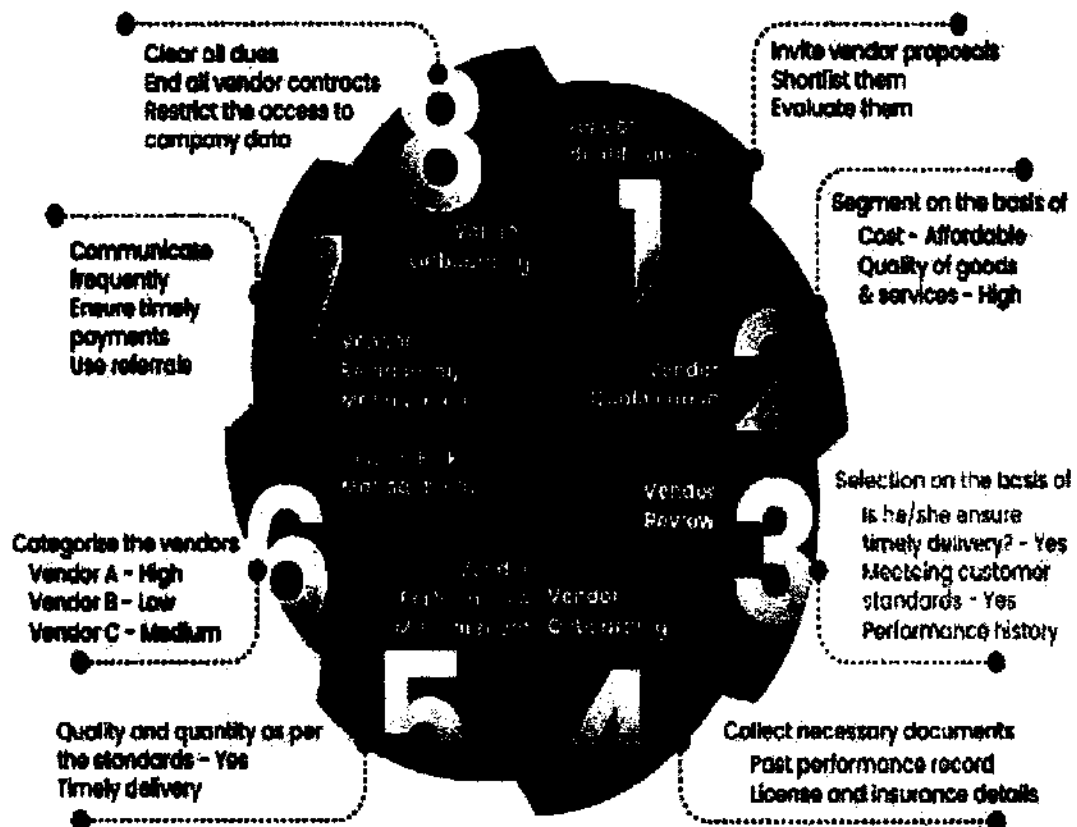
Risk Management

It goes without saying that risk management is an essential component of procurement training. In today's challenging business environment, procurement professionals must be equipped with the skills to identify, assess and mitigate the different types of risks that could impact their organizations. These include supply, price, financial, legal and safety risks.

We must take provisions to manage the following types of risks:-

- **Supply Risk** – the possibility of production line shutdown, failure to meet customer requirements, and/or other catastrophes due to the non-availability of certain goods or services at a particular time.
- **Price Risk** – the possibility that prices for goods or services could be adjusted to your organization's disadvantage.
- **Financial Risk** – your organization could possibly lose existing assets, future revenue, or potential income due to a financial or economic event or series of events. This risk category appears to be eminent.
- **Legal Risk** – the possibility that your organization could be a party to a lawsuit, particularly in which your organization has a lower-than-average probability of prevailing
- **Safety Risk** – the possibility that a person could be injured or killed or property damaged or destroyed.

Eight processes take place over the course of Vendor Management Lifecycle

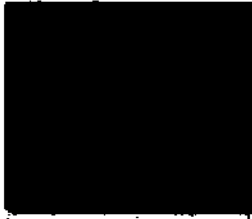


- Vendor Identification & Contact
- Vendor Qualification (Risk Mitigation)
- Vendor Review & Selection
- Vendor Onboarding
- Vendor Performance Management
- Vendor Risk Management
- Vendor Relationship Management
- Vendor Offboarding

Spend Management

Spend Management is a crucial skill for procurement professionals in today's business landscape. It involves the formulation and execution of an annual buying plan that includes forecasting demand for different categories of products and services, assessing the market for each commodity, determining the method for procuring each commodity and identify the resources needed for successful procurement.

Decisions around Supplier Selection



Decisions around supplier selection are a critical aspect of procurement, with a significant impact on an organization's bottom line. Procurement professionals must possess the skills to assess the suitability of potential suppliers, evaluate their capabilities and reliability and negotiate contracts that align with organizational goals. Not having a robust strategy for supplier selection can result in suboptimal business outcomes, including delivery delays, increased costs, and quality issues.

Thus, procurement training is vital. It equips professionals with skills to understand and anticipate customer needs. This enables them to source and acquire goods and services that meet requirements.

OBJECTIVES

- Gain an overall understanding of the essential aspects of operating and handling the Government e-Marketplace (GeM) web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement.
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To drive efficiency, transparency and inclusivity in India's Public Procurement domain
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- Identify and prevent common risks and inherent risks allocated between Seller and Purchaser and how these risks can be mitigated.
- Identify the document that becomes a legally enforceable part of a contract
- Reduce the risk of delaying a project by using contract negotiations.
- Understand how the importance of contracts will differ among international suppliers
- Participants will be exposed to the latest trends, real-world case studies & examples that can help in streamlining the procurement contract process.
- Participants will understand key elements of effective contract management and take their skill to the next level in implementing strategies for optimizing procurement contracts
- To develop confidence of Indian bidders
- To build & enhance trust between Government & Private Suppliers
- To address industry suppliers issue & challenges
- Discover how procurement, finance and supply-chain leaders can find value in volatility.

WHO WILL ATTEND

- Responsible Officers / Officials / Asst. Secretary to Joint Secretary of Central Government Ministries / Departments / State Governments including its attached/subordinate offices, Central Public Sector Units (CPSUs) / PSUs and Autonomous Bodies & Regulators.
- Head of Procurement, Purchasing & Supply Chain Leaders including Heads of Functions, Senior Leaders & Professionals
- Directors / Associated Directors / GM / DGM / Managers / Finance & Accounts Managers, Contract Managers, Procurement Managers, Category Managers, Business Development Managers, Operation Managers, Project Managers, Commercial Managers, Head of Sourcing, Auditors & Supply Controllers, Administrative Officers, Managers involved in Purchasing Operations in PSUs, Defence, Railways, CPWD, Health, Aviation, Telecom, Construction, Smart City Development Corporations and other Central & State Govt. Departments.
- Procurement Analyst, Divisional Head of Finance, Stores & Purchase / Logistics from Municipalities, Hospitals, School Boards & Academic Institutions, Deputy Registrar to Registrar from Self Financing Technical Institutes (SFTIs) / Universities,
- Corporate Legal Heads/General Counsels, Public service, utility managers, Executives and legal experts, Corporate Legal Advisors, Company Secretaries, Corporate Lawyers, Arbitrators & Mediators
- CEOs & CFOs, Finance Manager & Senior Professionals from Corporate houses, PSUs, Statutory / Autonomous Bodies
- PSU Board Members & CMD Level Officers
- Procurement Staff of bilateral and multilateral international organizations, international financial institutions, unilateral agencies, Embassies' etc.
- All Public Procurement Practitioners of National & International Agencies
- Project Directors & Procurement Staff of projects funded by National & International Financial Institutions: World Bank, Asian Development Bank, African Development Bank, European Development Bank, SIDBI & other development partners.
- Industries participating for Government / CPSE businesses
- Units of MSME and KVIC interested in Government businesses
- CA firms engaged in procurement audits

METHODOLOGY

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

PROGRAM COVERAGE

Day - I
(11 August, 2026 - Tuesday)

01:00 pm - 02:45 pm	Arrival & Check-In Networking Lunch
03:00 pm - 03:15 pm	Setting the Context & Participant Introductions
03:15 PM - 06:00 PM	Overview of Government e-Marketplace & Registration Process • Evolution of GeM • Legal and Regulatory Framework • Buyer Registration Process • Primary User Registration, Secondary User Registration • Buyer, Consignee, Indentor • DDO/PAO • Benefits to Buyer • Types of Procurement on GeM ◦ Direct Purchase Process ◦ LI purchasing ◦ Bid/ Bid to R.A. ◦ P.A.C. Procurement ◦ Custom Bid ◦ Push Button Procurement • Workflow & Timeline of GeM
	Exploration of GeM functionalities • Placement of Order for Goods • Receipt of Goods, accepting the Goods and issuing C.R.A.C. on the GeM portal • Procedure for Payment and Payment initiation in GeM • Creation and finalisation of Bid and Reverse Auction on the GeM portal • Placement of Order for Services with terms and conditions • Incident Management, Buyer/Seller Ratings • Buyer's Perspective ◦ Registration process for buyers on GeM ◦ Navigating the buyer dashboard

Day - 2
(12 August, 2026 - Wednesday)

10:00 AM - 01:00 PM	Exploring categories and products available on GeM • Modifications in Available Category • Category creation Floating Tenders on GeM • Types of tenders on GeM (Single packet bid / two packet bid) • Understanding tender documents and specifications • Creating and publishing tenders • Creation and Finalization of Bid and Reverse Auction on the GeM Portal Preparation of Customized bid • Template for customized bid • BOQ, Terms & Conditions Between Buyers and Sellers, Payment Terms • Bid Evaluation / Qualifying Criteria Evaluation and Award of Contracts Tender Evaluation • Criteria for bid evaluation • Price reasonability and discovery • Reverse Auction on Gem Portal Award of Contracts • Contract management on GeM • Handling disputes and grievances • Raising Incident In Case Of Dispute
02:00 PM - 05:30 PM	Seller's Perspective • Registration process for sellers on GeM • Creating and managing seller profile • Uploading products/services on GeM • Vendor onboarding & assessment New features on GeM • Single packet bid • Unworkable LI • Transfer of Bids • Draft Bid duration • Item-wise evaluation of services • Make in India (MII) for Services • Option of fund blocking for service orders - G.P.A. & P.F.M.S. • Minimum floor price for minimum wage-based Manpower outsourcing service.

Day - 3
(13 August, 2026 - Thursday)

10:00 am - 01:00 pm	A Hands-on Guide to Drafting Commercial Contracts • Essentials of drafting a contract • Importance of structuring contract and legal aspects relating to L/D, B/G, Indemnity, Force Majeure, Dispute Resolution, termination, jurisdiction etc. • Structuring the Agreement • Types of contracts (contract of guarantee and indemnity, wagering and contingent) • Review of relevant clauses of the agreement before signature Commercial Contracts and Dispute Resolution Mechanism and Resolution of Disputes- Arbitration proceedings: Invocation to Enforcement • Dispute resolution (emphasis on arbitration) • Jurisdiction • Court views on amended Arbitration Act • Need for Arbitration, • Arbitration clause • Amendment in The Arbitration Act • Strategies for successful arbitration
12:00 pm	Lunch
02:00 pm - 05:30 pm	Contract administration & management: Advanced Contracting Issues • Ensuring submission of pre-conditions under the contract (BG, PG, Indemnity Bond etc.). • Periodic Review of contract, checklist, delay analysis with case studies • Economic evaluation of business Contracts, monitoring the price contracts. • Establish and improve work System for Continuous review and maintenance of all standard documents and evaluate existing contracts • Indemnification • Insurance • Amendments, addendum • Ensuring fulfilment of contractual obligations including warranty obligations by the supplier • Contract Negotiation • Monitoring of Contract, Termination, extension, waiver, notice for damages etc. • Installation, Testing and Commissioning, Delay analysis • Determination of Purchaser's L/D Claim, Settlement of Price Variation in terms of PVC • Release Performance Security • Breach, Remedy Vendor Management & Vendor Onboarding in India • Best Practices with case studies • Wrap-up and Feedback, Closing remarks

528

PROGRAM DETAILS

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.

RESIDENTIAL PROGRAMME SCHEDULE

11 Aug, 2026 Day 1	12 Aug, 2026 Day 2	13 Aug, 2026 Day 3	14 Aug, 2026
Arrival day - Check in from 01:00 pm onwards	Forenoon sessions	Forenoon sessions	Departure day - check out by 11:00 am
Post lunch sessions	Post Lunch sessions	Post Lunch sessions	

S. No.	Particulars	Details
1.	Name of the Beneficiary	Indian Institute of Corporate Affairs
2.	Account Number	604810210000007
3.	Bank Name & Branch	Bank of India, Manesar Branch, Haryana
4.	NEFT IFSC Code	BKID0006705

GENERAL INSTRUCTIONS

- Due to a limited number of seats, it is recommended to send the nominations at the earliest, for ensuring availability.
- Acceptance of the nominations is subject to the seat availability and receipt of the programme fee latest by the last date for nominations.
- The program fee once deposited is non-refundable, however, substitutions are allowed.
- IICA shall not bear any charges towards participants to & fro travel from their residence / place of stay and the training venue. All participants shall make their own arrangement to reach the training venue on time as per the program schedule.
- IICA will not provide boarding and lodging before and after the dates of the programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- The participants shall be awarded a Certificate of Participation on successful completion of the programme.
- Participants are requested to assure their health and safety during the training period and IICA will not be liable for medical expenses incurred by the participants during the program
- The program is subject to alterations/cancellations/changes etc. at the sole discretion of Indian Institute of Corporate Affairs.

OUR REPUTED CLIENT'S

NHPC Ltd.	Haryana State Electronics Development Corporation Limited	Power Finance Corporation Limited
Odisha Power Generation Corporation Ltd.	Rajasthan Livestock Development Board	NDCC (India) Limited
Steel Authority of India Limited (SAIL)	Haryana Power Generation Corporation Ltd. (HPGCL)	National Aluminium Company Ltd
Bank of India	BarodaSun Technologies Ltd.	Tamil Nadu Zari Ltd.
Logile India Pvt. Ltd.	SAIL Bhilai Steel Plant	Oil India Ltd.
Hindustan Aeronautics Limited (HAL)	Karnataka State Development Company (Karnataka) Limited	Commissionerate of Health Services, Mumbai
South Bihar Power Distribution Company Ltd.	Madhya Pradesh Laghu Udyog Nigam Limited	Engineers India Limited
Chamunda Devi Electricity Supply Corporation Limited (CDESC)	Parthasarathi Mahra Port Authority (PMHA)	NERU Consulting
Vector Informatik India Pvt. Ltd.	Abhijit Kelkar & Co.	Film and Television Institute of India (FTII)
M/s Indian Synthetic Rubber Pvt. Ltd.	Dredging Corporation of India	The New India Assurance Company Limited
Central Public Works Department (CPWD)	Eastern Coalfields Limited	Insurance Regulatory Development Authority of India (IRDAI)
Bosch Ltd.	Nuclear Power Corporation of India Limited	Armoured Vehicles Nigam Limited (AVNL)
Department for Promotion of Industry and Internal Trade	REC Limited	Punjab National Bank
Directorate General of Hydrocarbons	Naval Ship Repair Yard, Kavaratti	Axis Bank
Reserve Bank of India	Bank of Baroda	Mumbai Port Authority
LIC Bank	India Trade Promotion Organisation (ITPO)	Cashless Life Insurance Limited
Karnataka State Audit & Accounts Department	Dedicated Freight Corridor Corporation of India (DFCCIL)	Manipur Industrial Development Corporation Limited (MANIDCO)
Logistic Integrators (I) Pvt. Ltd.	Directorate General of Shipping	Securities and Exchange Board of India
The Himachal Pradesh State Co-operative Bank Ltd.	Canara Bank	South Eastern Coalfields Limited
Central Board of Direct Taxes	UTI Infrastructure Technology and Services Limited	Indian Air Force

NLC India Ltd.	Airports Authority of India	Heavy Vehicles Factory (HVF)
Life Insurance Corporation of India (LIC)	Indian Oil Corporation Limited	Bharat Electronics Limited
Indian Navy	Ordnance Factory	Petroleum and Natural Gas Regulatory Board (PNGRB)
DRDO Research & Development Establishment (Rdra.)	High Energy Thermal Research Laboratory, DRDO	Agency for New and Renewable Energy Research & Technology - ANERT, Kerala
Engine Factory Avadi	Yantra India Limited	Telecom Regulatory Authority of India (TRAI)
Defence Food Research Laboratory	NTPC Ltd.	Central Silk Board, Ministry of Textiles
Central U.P GAS Limited	HINCOL	Central Information Commission
Department of Science & Technology	Centre for Engineering & Technology (CET), Steel Authority of India Ltd.	Ramagundam Fertilizers and Chemicals Limited (RFCL)
Pension Fund Regulatory & Development Authority (PFRDA)	Numaligarh Refinery Ltd.	Inland Waterways Authority of India
National Cooperative Dairy Federation of India Limited (NCDFI)	Ministry of Finance, Department of Expenditure	Railway Board
Pharmacopoeia Commission for Indian Medicine & Homoeopathy, Ministry of Ayush	Grid Controller of India Limited	Assam Industrial Development Corporation Limited
Gujarat Maritime Board	Delhi Metro Rail Corporation Ltd.	Power Development Department (PDD), Ladakh
Udupi Cochin Shipyard Limited	National Institute of Rock Mechanics (NIRM)	Horticulture Department, Sikkim
THDC India Ltd.	SEWA-THDC	Directorate of Industries, Uttarakhand
National Commission for Safai Karamcharis	Assam Administrative Staff College	Directorate of Industries, Bhopal (M.P)
Agriculture Production Department, J&K	Chief Animal Husbandry Office, Leh	Directorate of Horticulture Department, Leh
Public Health Engineering / Irrigation & Flood Control (PHE/I&FC) Department, Ladakh		

PROGRAM DIRECTOR & FACILITATOR



Mr. Rajesh Batra
Head-Centre for MSME
Indian Institute of Corporate Affairs
(Ministry of Corporate Affairs)

Rajesh currently works as Head of the Centre for Micro, Small and Medium Enterprises (MSMEs). Rajesh has held this position since 2014 with additional responsibilities including Chief Administrative Officer (CAO), Nodal Officer Projects – National CSR Award & Corporate Data Management (CDM) as well as Chairperson of various Committees such as Internal Monitoring Committee (IMC) and Tender Evaluation Committee (TEC) for all projects at Indian Institute of Corporate Affairs (IICA). Additionally, Rajesh has also worked as Head – Institutional Partnership and Corporate Communication (IP&CC).

Rajesh is currently responsible for several development activities through Capacity Building measures by taking serious initiatives in Entrepreneurship Education, Research and Consultancy, Collaboration for Policy Facilitation, professional endeavours for institutional strengthening, Sector guidelines and advocacy to develop best practices for SMEs.

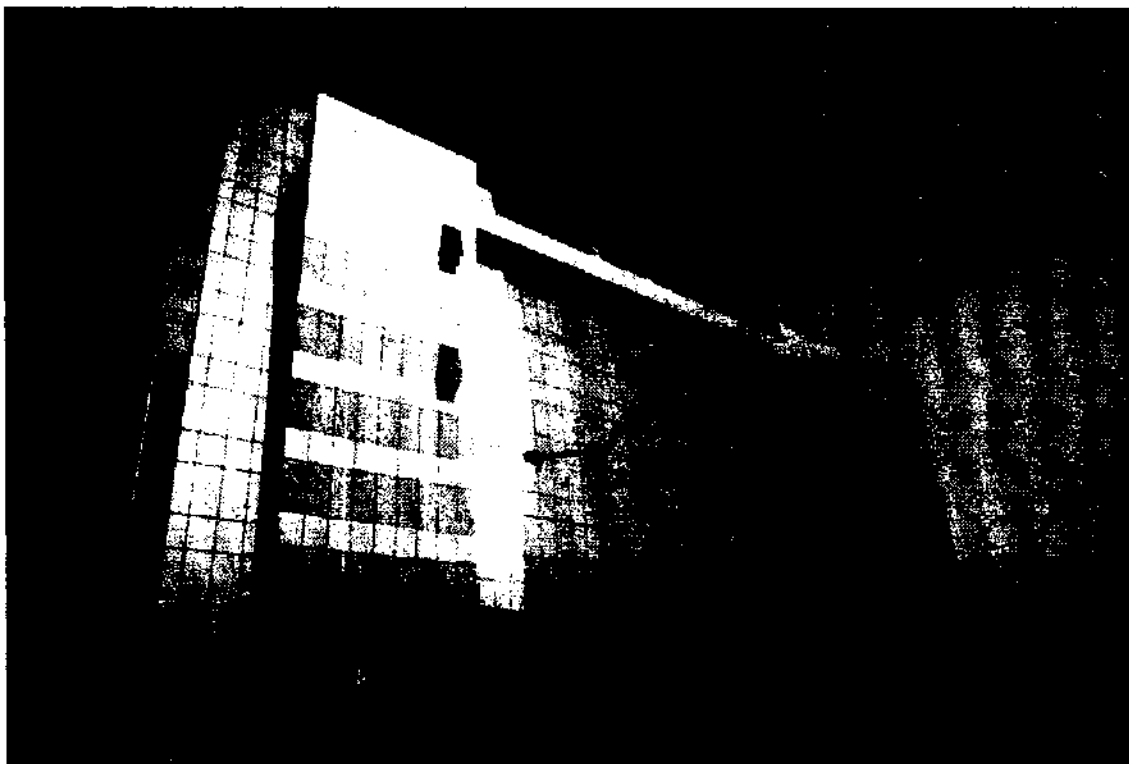
Over the last 30 years, he has worked in different verticals / domains including 18 years of operational experience in public sector financial organization i.e. The National Small Industries Corporation Limited (NSIC) & Indian Institute of Corporate affairs (IICA), established by Ministry of Finance & Corporate Affairs, extensively in the Policy development work, Business Strategy, Project Management, Programme management, Procurement / Supply Chain Management (SCM), Business development, working capital management, regulatory risk and rationalizing the business and financial structure as well as in areas such as promotion, development and financing of Micro, Small and Medium Enterprises, SME competitiveness enhancement and institutional strengthening.

Rajesh Batra is conferred with "National Award for Excellence in the field of Public Services – MSMEs taking into Global Arena" by H.E. Governor of Mizoram on 7th February, 2020.

He was appointed Sole Arbitrator under the Arbitration & Conciliation Act 1996 by the Chairman-cum- Managing Director of NSIC Limited for adjudication of disputes and differences between NSIC Ltd. and Private Business units. Besides, as a member of core team, he worked closely to lead / oversee the matters related with large scale implementation of Activity Plan / Programmes including govt. grant monitoring and administration under the Centrally Sponsored large Schemes of Govt. of India.

Rajesh has done his masters in commerce and postgraduate management courses in the areas of Foreign Trade and Marketing. Currently, Rajesh is working very closely with the industry and with different GOI offices at the Ministry level, State bodies, industry associations/chambers of commerce, entrepreneurship development institutes, SMEs, national and international supporting partners and banks/financial institutions to ensure capacity building at both ends: at the government level as well as at the industries. He gets invited to speak and chair sessions by organizations such as Ministry of MSME and its constituent institutions, Industry Associations and other leading International Institutions in India and overseas.

Before joining IICA – an autonomous institution under the Administrative Control of Ministry of Corporate Affairs, Government of India, Rajesh worked as Deputy General Manager (Heading up SMEs Government Purchase Division, SMEs Marketing & Business Development Division, SMEs Exhibition Division, SMEs training / incubation centres (TICs) on PPP mode with India's apex SME development organization – The National Small Industries Corporation Ltd. (NSIC) – The Premier Mini – Ratna Government of India Enterprise under Ministry of Micro, Small & Medium Enterprises.



CONTACT

PROGRAMME DIRECTOR	PROGRAMME COORDINATOR
Mr. Rajesh Batra, Head-Centre for MSME Indian Institute of Corporate Affairs E-mail: rajesh.batra@iica.in Phone: 9871417394 , 8595690458	Mr. Nitin Wahi, Consultant Indian Institute of Corporate Affairs E-mail: cmsme.iica@gmail.com Phone: 9818891007

Life Transformation Academy

251, SF, Kailash Hills, East of Kailash, New Delhi-110065

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/2026/ Workshop/ RRR

New Delhi, 3 July, 2026

ACS, GAD

Chief Secretary
Bihar

03 JUL 2026

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

Workshop Highlights

Programme Highlights

- Practical, implementation-oriented programme
- Latest Government instructions & judicial developments
- Hands-on roster preparation exercises
- Real-life case studies & problem-solving
- Comprehensive Participants' Handbook
- Expert Faculty Panel: Former civil servants- UPSC and DoPT



Real-World Reservation Challenges Covered

Complex Reservation Issues Simplified

- Constitutional framework and statutory provisions.
- Evolution of reservation policies in India.
- Latest Government instructions and policy updates.
- Landmark Supreme Court & High Court judgments.
- Applicability in Ministries, CPSEs, Banks, PFIs & Autonomous Bodies.
- Roles of Nodal Ministries and Administrative Ministries.
- SC, ST, OBC (NCL), EWS, PwBD & Ex-Servicemen: eligibility and benefits.
- Reservation for Persons with Benchmark Disabilities.
- Vertical vs Horizontal Reservations.
- Frequently misunderstood provisions and their practical interpretation.

Recruitment & Promotion Challenges

- Reservation in Direct Recruitment.
- Reservation in Promotion.
- Selection vs Non-Selection posts.
- Promotion through LDCE/Departmental Competitive Examinations.
- Deputation, absorption and transfer on absorption.
- Compassionate appointments.
- Temporary, ad hoc and officiating appointments.
- Contractual appointments and regularisation issues.
- Scientific & Technical posts.
- Industrial, Work-Charged and Casual Labour categories.
- Age, qualification, experience and suitability relaxations.
- Reservation in recruitment through outsourcing and special drives.

Roster Management & Cadre Issues

- Post-based rosters and reservation registers.
- Vacancy-based vs Post-based reservation.
- Cadre strength determination.
- Cadre restructuring and cadre review.
- Merged, bifurcated and reorganised cadres.
- Small cadres and isolated/single-post cadres.
- Ex-cadre posts.
- Newly created, upgraded and abolished posts.
- Multi-location and regional cadres.
- Initial roster preparation and subsequent maintenance.
- Running and operating reservation rosters.
- Reserved points and replacement points.
- Adjustment after promotion, retirement, resignation and death.

Reservation Calculations & Vacancy Management

- Determination of reservation percentage.
- Calculation of reserved vacancies.
- Current, backlog and carried-forward vacancies.
- Exchange/interchange of reserved vacancies.
- Own-merit candidates and adjusted candidates.
- Reservation adjustments and replacement principles.
- De-reservation: policy, procedure and approvals.
- Special Recruitment Drives.
- Year-wise vs recruitment-wise vacancy calculations.

Compliance, Verification & Risk Management

- Verification of caste/category certificates.
- Scrutiny of OBC (NCL), EWS & PwBD claims.
- Handling doubtful and fraudulent certificates.
- Responsibilities of appointing authorities.
- Reservation registers, records and documentation.
- Annual reservation returns.
- Role of Liaison Officers.
- Representation on Selection Committees and DPCs.
- Inspection readiness.
- Audit observations and vigilance issues.
- Preventing litigation through legally sustainable decisions.

Judicial Trends & Frequently Litigated Issues

- Reservation after recent judicial pronouncements.
- Promotions and consequential seniority issues.
- Reservation in reorganised cadres.
- Horizontal reservation disputes.
- Roster-related litigation.
- Common CAT/High Court/Supreme Court issues.
- Frequently misunderstood DoPT instructions.
- Lessons from landmark judgments.

Implementation Clinic

- Hands-on roster preparation exercises.
- Vacancy calculation workshops.
- Recruitment and promotion case studies.
- Resolution of complex practical scenarios.
- Participants' live cases and problem-solving.
- Frequently Asked Questions.
- Compliance checklists and implementation roadmap.

118

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

Training Methodology

Interactive expert sessions • Practical implementation guidance • Case studies • Hands-on roster preparation & vacancy calculation exercises • Analysis of landmark judgments • Group discussions • Question & Answer sessions • Participants' live cases • Comprehensive Participants' Handbook.

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, IRISSET, 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.

116

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

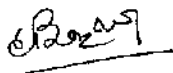
Please send nominations to harikrishan@lifetransformationacademy.co.in with the following details:

- Name, Designation, Email ID, and Mobile Number
- GSTIN Details of the sponsoring organisation

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

Life Transformation Academy < harikrishan@lifetransformationacademy.co.in >

Fri, 03 Jul 2026 12:26:23 PM +0530

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

**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.

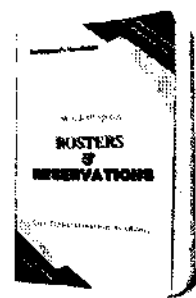
To address these challenges, we are organising a Two-Day Comprehensive Workshop to provide legal clarity, practical training, and hands-on confidence in implementing reservation policies.

Workshop Details

Title	Recruitment, Rosters and Reservations: <i>Compliance, Legal Updates, and Best Practices</i> (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

Workshop Highlights

- HA
- **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*



Broad Areas of Coverage

Complex Reservation Issues Simplified

- Constitutional framework, Government instructions & landmark judgments.
- SC/ST, OBC (NCL), EWS, PwBD & Ex-Servicemen: eligibility, verification & compliance.
- Vertical & horizontal reservations—principles and practical application.
- Frequently misunderstood provisions and their correct interpretation.

High-Risk Compliance Areas

- Reservation in direct recruitment, promotions, deputation & absorption.
- Relaxations, concessions and special provisions.
- Scientific, technical, industrial, contractual and other special categories.
- Compliance gaps that commonly trigger audit and vigilance observations.

Real-World Reservation Challenges Covered

- Cadre restructuring, mergers, bifurcation, small cadres, isolated & ex-cadre posts.
- Post-based rosters, vacancy calculation, backlog, carry forward & de-reservation.
- Merit candidates, replacement, interchange & reservation adjustments.
- Handling complex recruitment and promotion scenarios.

Issues That Commonly Lead to Audit Objections & Court Cases

- Verification of caste/category certificates and scrutiny of claims.
- Roster maintenance and reservation calculation errors.
- Recent judicial developments and their implementation.
- Building legally sustainable and litigation-resistant decisions.

Hands-on Implementation Workshop

- Roster preparation and vacancy calculation exercises.
- Case studies from Government, PSUs, Banks & Financial Institutions.
- Interactive discussions on complex cases and expert solutions.

Facilitators

- **Arun Gaur**-Former Joint Secretary, UPSC & Former Deputy Director, ISTM
- **Ravindra Kumar** -Former Director, Government of India
- **Hari Krishan** - Former Civil Servant (1995 Batch)

113

Recommended for: HR, Personnel, Establishment, Recruitment, Administration, Legal, Vigilance, Finance & Compliance Officers, Liaison Officers, Roster Managers, and officers responsible for reservation policy, recruitment, promotions and audit compliance in Government, CPSEs, Banks, Financial Institutions, Insurance Companies and Universities.

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, MDL, CONCOR, RITES, RailTel, RVNL, POWERGRID, Balmer & Lawrie, PTC India, NBCC, WAPCOS, MMTC, SPMCIL, DFCCIL, EIL, CWC, RCF, NEHHDC, NFL, NSIC, SJVN, YANTRA, NewSpace, NPCIL, Delhi Metro
- **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, IRISSET, 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.

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.

Warm regards,

Hari Krishan

Founder & Lead Facilitator

12

Former Civil Servant (IRPS 1995 Batch)

✉ : harikrishan@lifetransformationacademy.co.in

☎ : +91-8368480712 | +91-9717636975

🌐 : www.lifetransformationacademy.co.in

1 Attachment(s)

Workshop_Recruitment Roster...

460 KB

NPC Residential Training Program on "Procurement Management & Financial Management" (Sept 07-11, 2026)- Ayodhya, Uttar Pradesh -Request for Nominations

E-MAIL

secy-
par-
bih

< secy-par-bih@nic.in >



Rajesh Sund < rajesh.sund@nic.in >

Wed, 15 Jul 2026 10:24:26 AM UTC+05:30

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

T2627ESC03

15th July 2026

SS(18)



Sub: NPC Residential Training Program on "Procurement Management & Financial Management" (Sept 07-11, 2026)- Ayodhya, Uttar Pradesh -Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "Procurement Management & Financial Management" during Sept 07-11, 2026 at Ayodhya, Uttar Pradesh.

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

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

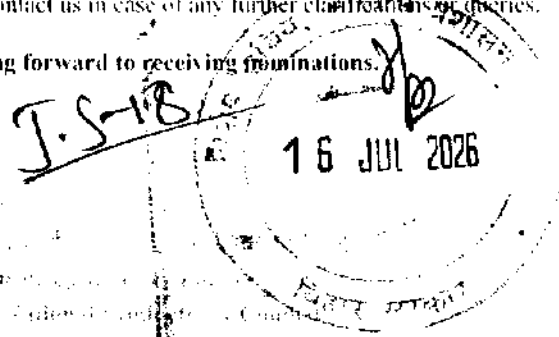
The participation fee is Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.

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

A Brochure containing the details of the Training Programme is enclosed. Please confirm the participations latest by **Aug. 24th, 2026**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,



(Rajesh Sund/राजेश सुन्दर)

Director (Economic Survey)

और/and कार्यक्रम संचालक, राष्ट्रीय उत्पादकता परिषद्

राष्ट्रीय उत्पादकता परिषद्, नई दिल्ली - 110003

नई दिल्ली - 110003

दूरभाष - 011-24607303/8799

Phone -011-24607303/8799

Email: rajesh.sund@nic.in

3801/का-18
17.7.26

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-21129

दिनांक 15-7-26

"कुशलता से श्रेष्ठता"

श्री विशाल
विवेक
17.7.2026

S.O-18
16/7/26

110

1 Attachment(s)

Brochure Sept 2026.pdf
604.1 KB



77th
Azadi Ka
Amrit Mahotsav



National Productivity Council

**Residential Training Programme
on**

PROCUREMENT MANAGEMENT & FINANCIAL MANAGEMENT

PROGRAMME CODE: T2627ESG03

**Ayodhya, Uttar Pradesh
(Sept. 07th - 11th 2026)**

accounting people information discussion
review preparer work analysis office
workplace concept business
financial solution strategy chart
management investment
Corporate strategy marketing data
plan report money document
finance computer project banking
exploration success

Government Procurement
Procurement
PROCUREMENT
Manufacturing Cost
Supplier Department Time
Policy Economy
Location Acquir
Goods
Price Business Strategy

1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 11 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

An immense number of studies demonstrate that effective procurement system and methodology followed by a well fabricated systematic inventory management system takes the organisation to meet its macro-objective of its effective production and cost-effective process. Public Procurement is now recognized as a strategic tool for achieving developmental, social and environmental objectives of governments, rather than using it as a tool for mere compliance with rules and regulation. Since public funds are being spent on public procurement for which specific rules and procedures have been framed therefore, the executives, officers and staff engaged in public procurement have thorough knowledge of all the relevant rules, regulations and procedures of public procurement.

Good Financial Management is essential for an organization to succeed. It helps in making effective use of resources, fulfil commitments to stakeholders, gain competitive advantage and prepare for long-term financial stability to accomplish the objectives of the organization.

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

3. LEARNING OBJECTIVES

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

4. BROAD PROGRAMME COVERAGE

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

5. 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.

6. PARTICIPANTS' PROFILE

Officials awarding public contracts or new to the process of procuring public work, or, who wants an understanding of the foundations of the procurement process from various functions in Centre & State Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume this role in future.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	T2627ESG03
Programme Fees	For Residential Participants-- Rs. 70,000 (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. For Non-Residential Participants-- Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	Ayodhya, Uttar Pradesh (Sept. 07-11, 2026) Programme starts on 07- 09-2026 at 1430 hrs. Programme closes on 10- 09-2026 at 1800 hrs. Check in for Residential Participants: 07- 09-2026 (AN) Check out for Residential Participants: 11- 09-2026 (FN)
NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations. For accompanying spouse and/or children (in the age group of 5 to 11 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.	

9. 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. 02650100000922026, IFSC Code. IOBA0000265 In case of ECS Payment, the payment details should be intimated accordingly along with UTR number Programme Fees per Participant plus GST to be paid in advance NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 2026AAATN0402F1Z8

10. HOW TO APPLY

- Application Form for Nominations may be sent to the following address:

Shri Rajesh Sund
Director (ES), NPC
Faculty & Programme Coordinator
Ph.91-11-2462026303/8799784715
Email: rajesh.sund@npcindia.gov.in

➤ **Last date for Receiving of nominations: 24-08-2026**

11. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Attendance is mandatory for all participants.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ The participants shall be awarded Certificates of Participation on successful completion of the program.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Procurement Management & Financial Management**

Programme Code: **T2627ESG03**

Programme Duration: **Sept 07-11, 2026**

Venue/ Location **Ayodhya, Uttar Pradesh**

Select Participation on Residential Basis ☐ OR Non-Residential Basis ☐

Details of Nominated Participants:

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

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

Tick, if Organization is GST Exempted ☐ OR if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

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

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

Forthcoming Residential Training Programs

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	Kovalum, Kerala
Effective Office Administration and Financial Management	Jan 11-15, 2027	Port Blair, A & N
Procurement Management and Financial Management	Feb. 22-26 2027	Port Blair, A & N
Project Management and Financial Management	Mar. 29 -Apr. 02 2027	Gangtok, Sikkim

Training Programme on "Advance Course on Right to Information Act, 2005 and Modern Office Management" during 14th -18th September, 2026 in Gangtok, Sikkim-Request for nominations

E-MAIL 103

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

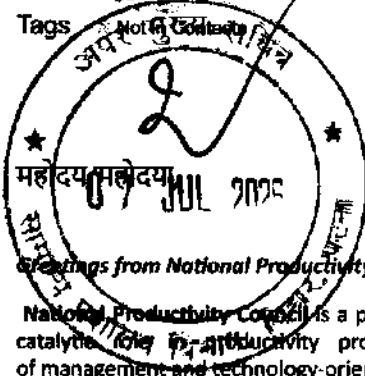
55 (18)

< sk.vimal@npcindia.gov.in >

Mon, 06 Jul 2026 3:28:47 PM +0530

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

Tags



Greetings from National Productivity Council (NPC)

National Productivity Council is a premier organization under the DPIIT, Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training, and research assignments in frontier areas of management and technology-oriented disciplines.

We are pleased to inform you that NPC is scheduling following Training Programme on:

1. "Advance Course on Right to Information Act, 2005 and Modern Office Management" during 14th -18th September, 2026 in Gangtok, Sikkim

Details of the programs are given below:

"Advance Course on Right to Information Act, 2005 and Modern Office Management"

PROGRAMME COVERAGE

Right to Information Act

- ❖ Introduction to Right to Information Act, 2005.
- ❖ Role of organization in implementing the act methodology for implementation of the act.
- ❖ Roles and responsibilities of public information officer powers and functions of information commission disposal of request for information.
- ❖ RTI On-line, the interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- ❖ Important judgments of central information and different state commission's fallacy of RTI and proposed amendments in RTI Acts.

Modern Office Management:

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office
- Knowledge management, Modern HR Practices, Total Quality Management

Venue: Gangtok, Sikkim

Date: 14th -18th September, 2026

Arrival day: 14th September, 2026 Afternoon

(Check in time from afternoon onwards at Hotel/Resort)

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.../9.7.1/
दिनांक-...6.7.26

3614/का-18
13.7.26

श्री विष्णु
विनीत
9.7.2026
S.O-18
9/7/26

Departure day: 18th September, 2026 Forenoon

(Check out time from forenoon onwards at Hotel/Resort)

☞ Date for Nomination: 1st September 2026

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions. The details of the training programme and their coverage enclosed.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 75,000 plus GST @ 18% amounting to Rs. 88,500/- (Rupees Eighty-Eight Thousand Five Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 60,000/- plus GST @ 18% amounting to Rs. 70,800/- (Rupees Seventy Thousand Eight Hundred Only) per participant. The residential participation fee includes the cost of accommodation, food, stationery, course material, and faculty charges.

FACULTY AND METHODOLOGY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

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.

REGISTRATION:

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to: Shri J.K. Singh, Regional Director Patna.

PAYMENT DETAILS

Participation Fees per Participant per Programme to be paid in advance by DD/Cheque in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI

☞ PAN No: AAATN0402F

☞ GSTIN: 10AAATN0402FZZK

☞ ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch

☞ A/c No. 02650100000 9207, NEFT/RTGS/IFSC No. IOBA0000265

☞ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number

GENERAL INSTRUCTIONS

- GST as per GOI Rules (presently @ 18%) & may be revised as per GOI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.
- Please note that NPC would not be in a position to provide accommodation before and after the above dates and participants requiring it would be required to do the arrangement of their own.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 75,000 plus GST @ 18% amounting to Rs. 88,500/- (Rupees Eighty-Eight Thousand Five Hundred Only) Per Participant. The Non-residential participation fees will be Rs. 60,000/- plus GST @ 18% amounting to Rs. 70,800/- (Rupees Seventy Thousand Eight Hundred Only) per participant favouring "National Productivity Council" and payable at New Delhi may be forwarded to the undersigned.

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 provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

For any other query, kindly contact Mr. Shailish Kumar Vimal, Dy. Director at Mob.: 07888724793, and email- sk.vimal@npcindia.gov.in

Thanking you and looking forward to receive nominations.

कुशलता से ब्रेवता

Yours faithfully

Thanks & Best Regards,

J K Singh
Regional Director,
National Productivity Council
3rd floor, Sudama Bhawan, Boring Road
Crossing, Patna- 800 001
Phone: 0612-2558311,
Mobile: +91-6202565271
Email: jk.singh@npcindia.gov.in ,
patna@npcindia.gov.in
Website: www.npcindia.gov.in

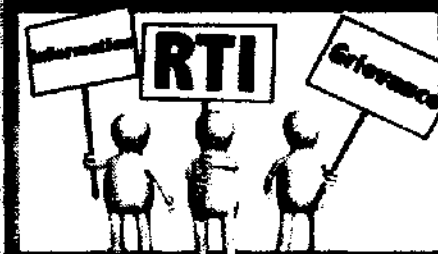
1 Attachment(s)

Trg Prog on RTI Modern Office...
918.6 KB



National Productivity Council

Training Programme on

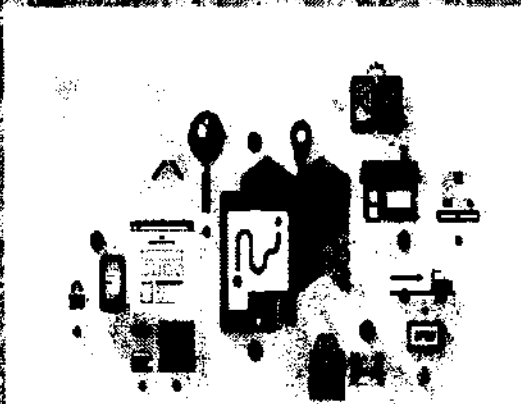


14th - 18th September, 2026

Gangtok



**सूचना का
अधिकार
RIGHT TO
INFORMATION**



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. The act is a cornerstone for modern office management by mandating transparency and accountability, driving public offices toward better record-keeping, e-governance, and proactive disclosure. It transforms administration by requiring efficient information retrieval systems and reducing bureaucratic delays. The Act is mandatory to be implemented; there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This Programme will help the participants to better understand different provision of RTI Act, 2005 and learn modern office management techniques to improve office productivity and performance of the organization.

3. LEARNING OBJECTIVES

RIGHT TO INFORMATION ACT:

- To discuss the requirements under Right to Information Act, 2005
- To define Systems and Procedures for implementation of the Act
- To discuss interlinkages of RTI act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer and Powers and functions of Information Commission
- To describe important judgments of Central Information and different State Commissions

MODERN OFFICE MANAGEMENT:

- ❖ To explain modern office management techniques management practices and control of organization functioning.
- ❖ To improve management & leadership skills among the participants.

- ❖ To equip the participants about modern office management practices to get maximum productivity from employees.
- ❖ To discuss alignment of HR Strategy with organizational objectives.
- ❖ To discuss strategy to shape manpower for future challenges.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

Right to Information Act

- ❖ Introduction to Right to Information Act, 2005.
- ❖ Role of organization in implementing the act methodology for implementation of the act.
- ❖ Roles and responsibilities of public information officer powers and functions of information commission disposal of request for information.
- ❖ RTI On-line, the interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- ❖ Important judgments of central information and different state commission's fallacy of RTI and proposed amendments in RTI Acts.

Modern Office Management:

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office
- Knowledge management, Modern HR Practices, Total Quality Management

5. TARGET PARTICIPANT

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies, Central public Information Officers (CPIO's), State Public Information Officers (SPIO's), Assistant Public Information Officers (APIO's), Appellate Authority, HR Managers, Personnel Manager, Administrative Officers and other related officers.

6. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

7. FACULTY

The faculties for the training programme will be comprise of senior NPC Experts & renowned and experienced Trainers from the respective field of administration practicenor and academic discipline.

8. PROGRAMME FEE & VENUE

Program Venue	Gangtok
Programme Fee	Residential Participants ₹ 75000 /- + 18% GST
	Non –Residential Participants ₹60000 /- + 18% GST
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	14 th September, 2026 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	18 th September, 2026 Forenoon

9. 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 • NPC'S PAN No: AAATN0402F, • NPC'S GSTIN: 10AAATN0402F2ZK

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 provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- **Last date for Receiving of nominations: 01.09.2026.**

J K Singh Regional Director, National Productivity Council 3rd floor, Sudama Bhawan, Boring Road Crossing, Patna- 800 001 Phone: 0612-2558311, Mobile: +91-6202565271 Email: jk.singh@npcindia.gov.in, patna@npcindia.gov.	Sh. Shailesh Kr Vimal, Dy. Director Email: sk.vimal@npcindia.gov.in Ph: 0612-2558311 Mobile No.: +91-7888724793;
--	---

11. GENERAL INSTRUCTIONS

- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

Title of Programme:

Programme Duration:

Location:

Details of Nominated Participants:

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

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

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 10AAATN0402F2ZK

E-Mail

E-5907194

94

CDM, LBSNAA: Nominations for the Five-Day In-Service Training Programme on "Whole-of-Government Approach for Disaster Resilience and Quality of Living" (20-24 July 2026) – Extension of Date for Acceptance of Nominations – reg.

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

3 emails

3751/2018

14.7.26

CDM LBSNAA CDM <cdm.lbsnaa@nic.in>

Mon, 06 Jul 2026 5:47:39 PM +0530

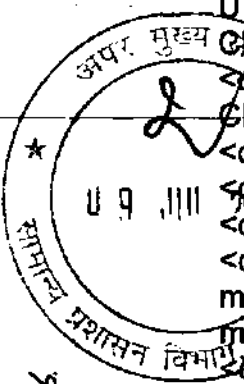
ACS GAD
R. Singh, DM

मुख्य सचिव कोषांग विहार

07 JUL 2026

To "Dr. Chandra Bhushan Kumar IAS"<cs-andaman@nic.in>,"H. Rajesh Prasad"<cs-chd@chd.gov.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"Advisor to Administrator DNHDD"<advisor-dnh-dd@daman.nic.in>,"csdelhi"<csdelhi@nic.in>,"Advisor To The Administrator UTL"<lk-advvisor@gov.in>,"pondicherry"<pondicherry@nic.in>,"Dr Sharat Chauhan"<cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"Chief Secretary"<chiefsecretary@ladakh.gov.in>,"cs-westbengal"<cs-westbengal@nic.in>,"Cs Chief Secretary"<cs-uttaranchal@nic.in>,"Chief Secretary Uttar Pradesh"<csup@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs"<cs@telangana.gov.in>,"cs"<cs@tn.gov.in>,"cs-skm"<cs-skm@hub.nic.in>,"csraj"<csraj@rajasthan.gov.in>,"Chief Secretary Punjab"<cs@punjab.gov.in>,"csori"<csori@nic.in>,"Sentianger Imchen"<csngl@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-manipur"<cs-manipur@nic.in>,"cs"<cs@maharashtra.gov.in>,"cs"<cs@mp.nic.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@karnataka.gov.in>,"Avinash Kumar"<cs-jharkhand@nic.in>,"Chief Secretary"<cs-hp@nic.in>,"Anurag Rastogi"<cs@hry.nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-goat@nic.in>,"csoffice.cg"<csoffice.cg@gov.in>,"cs-bihar"<cs-bihar@nic.in>,"Dr Ravi Kota"<cs-assam@nic.in>,"cs-arunachal"<cs-arunachal@nic.in>,"G. Sai Prasad IAS"<cs@ap.gov.in>,"Cs Chief Secretary"<cs-uttarakhand@nic.in>,"cs-skm"<cs-skm@nic.in>,"csguj"<csguj@gujarat.gov.in>,"cs-haryana"<cs-haryana@nic.in>,"Deoranjana Kumar Singh"<dcplg@nic.in>,"Dr. Chandra Bhushan Kumar IAS"<cs-andamannicobar@gov.in>,"H. Rajesh Prasad"<adviser-chd@nic.in>,"devcom-d"<devcom-d@nic.in>,"Dr Sharat Chauhan"<cs@py.gov.in>,"dghrdap"<dghrdap@gmail.com>,"jointdirectorgeneralaphrdi"<jointdirectorgeneral.aphrdi@gmail.com>,"director"<director@aasc.gov.in>,"dgbipard"<dgbipard@yahoo.in>,"bipardpatna"<bipardpatna@yahoo.in>,"dg-spipa"<dg-spipa@gujarat.gov.in>,"hipa-hp"<hipa-hp@nic.in>,"skiparanchi"<skiparanchi@yahoo.co.in>,"Director General ATI MYSURU General"<dg-atimysore@ka.gov.in>,"vishu1607"<vishu1607@gmail.com>,"imgtvp"<imgtvp@gmail.com>,"Sachin Sinha"<dg@pnaam-mp@mp.gov.in>,"contact"<contact@yashada.org>,"atiodisha"<atiodisha@gmail.com>,"DG MGSIPA"<dg.mgsipa@punjab.gov.in>,"dghcmripa"<dg.hcmripa@rajasthan.gov.in>,"hcmripa"<hcmripa@rajasthan.gov.in>,"diraim"<diraim@tn.gov.in>,"dgtgt"<dgtgt@tn.gov.in>,"aimchn"<aimchn@dataone.in>,"dg"<dg@mchrhi.gov.in>,"Benhur_ekka"<Benhur_ekka@mchrhi.gov.in>,"ati-up"<ati-up@nic.in>,"directoracademy"<directoracademy@hotmail.com>,"director"<director@wbati.org>,"jkimpa"<jkimpa@yahoo.co.in>,"dg-sat-mn"<dg-sat-mn@gov.in>,"Md. S. Daulat Khan"<ad-sat-mn@gov.in>,"rvsddd"<rvsddd@gmail.com>,"matismegh"<matismegh@gmail.com>,"Meghalaya Administrative Training Institute MATI"<mati-meg@gov.in>,"Elizabeth Sangliana"<dir.sipard-tr@gov.in>,"sipardtri"<sipardtri@rediffmail.com>,"Director ATI"<dirati-ngl@nic.in>,"aatisikkim2015"<aatisikkim2015@gmail.com>,"atimizoram"<atimizoram@gmail.com>,"dtr-ati-

55(18)



मुख्य सचिव कार्यालय
कृपया सं. 4017
दिनांक 09.07.2026

OSD-18

J.S-18



श्री विशाल
वि. नं. 14.7.2026

93
 arn"<atr-ati-arn@gov.in>,"atidir"<atidir@rediffmail.com>,"commr_relief_rev"
 <commr_relief_rev@ap.gov.in>,"seoc-apsdma"<seoc-apsdma@ap.gov.in>,"ed-
 apsdma"<ed-apsdma@ap.gov.in>,"secretaryuddm"
 <secretaryuddm@gmail.com>,"Director DM"<ddm.and@nic.in>,"dirdmani"
 <dirdmani@gmail.com>,"statecontrolroom"
 <statecontrolroom@gmail.com>,"psdmd-wb"<ps.dmd-wb@nic.in>,"secrelief"
 <secrelief@wb.gov.in>,"danisulu"<danisulu@gmail.com>,"chriswangleet"
 <chriswangleet@gmail.com>,"gyanendradtripathi"
 <gyanendra.d.tripathi@gmail.com>,"SDMA ASSAM"<sdma-
 assam@gov.in>,"asdmaghy"
 <asdmaghy@gmail.com>,"statedmcontrolroomassam"
 <statedmcontrolroomassam@gmail.com>,"secretary"
 <secretary@bsdma.org>,"info"<info@bsdma.org>,"revenue.cg"
 <revenue.cg@nic.in>,"achampawat"<achampawat@ias.nic.in>,"sec-fin"<sec-
 fin@goa.gov.in>,"sect-cmo.goa"<sect-cmo.goa@nic.in>,"ceo-gsdma"<ceo-
 gsdma@gujarat.gov.in>,"ceo"<ceo@gsdma.org>,"info"<info@gsdma.org>,"Shri
 D.K.Pandya, IAS (GoG- Revenue Dept.)"<aceo-gsdma@gujarat.gov.in>,"FCR"
 <fcr@hry.nic.in>,"secretaryrevenue2"<secretaryrevenue2@gmail.com>,"revsecy-
 hp sharma"<revsecy-hp@nic.in>,"sdma-hp Shimla"<sdma-
 hp@nic.in>,"Secretary Disaster"<dmrrr-sec@jk.gov.in>,"JK SDMA"<jk-
 sdma19@jk.gov.in>,"jksdma"<jksdma@gmail.com>,"homejharkhand"
 <homejharkhand@gmail.com>,"sec-home-jhr"<sec-home-jhr@nic.in>,"dmckar"
 <dmc.kar@gmail.com>,"secydm"<secy.dm@gmail.com>,"secyrelief-rev"
 <secyrelief-rev@karnataka.gov.in>,"director"<director@ksndmc.org>,"seocgok"
 <seoc.gok@gmail.com>,"keralasdma"
 <keralasdma@gmail.com>,"commissionerdmkerala"
 <commissionerdmkerala@gmail.com>,"hraksdma"
 <hraksdma@gmail.com>,"secyhomep"<secyhomep@mp.gov.in>,"Relief
 Commissioner"<reliefcom@mp.nic.in>,"mpstatecoordsdma"
 <mpstatecoord.sdma@mp.gov.in>,"Executive Director DMI"
 <ed@dmibhopal.nic.in>,"psecrevenue"
 <psec.revenue@maharashtra.gov.in>,"Smt. Vinita Vaid Singal"
 <psec.r&r@maharashtra.gov.in>,"dokhrfd"
 <dokh.rfd@maharashtra.gov.in>,"prakshjoshi"<praksh.joshi@nic.in>,"acsrr"
 <acs.r&r@maharashtra.gov.in>,"kgdaigz"
 <kgdaigz@gmail.com>,"thuingamgolmei"
 <thuingamgolmei@gmail.com>,"ranjitoff"<ranjitoff@gmail.com>,"State Disaster
 Management Authority Meghalaya"<sdmadeptt-meg@gov.in>,"eosdma"
 <eo.sdma@gmail.com>,"matsiewdor"
 <matsiewdor@gmail.com>,"sdmanagaland"
 <sdma.nagaland@nsdma.org>,"sdmanagaland"
 <sdma.nagaland@gmail.com>,"johnnynaga"
 <johnny.naga@nsdma.org>,"nredept"<nredept@gmail.com>,"Shri Padmanav
 Behera"<src.or@nic.in>,"srcodishagov"<srcodishagov@gmail.com>,"revsecod"
 <revsec.od@nic.in>,"osdma"<osdma@osdma.org>,"Anurag Verma"
 <verma.anurag@ias.gov.in>,"dirddmpb"<dir.ddmpb@gmail.com>,"relief-rj"<relief-
 rj@nic.in>,"mlnavariya007"<mlnavariya007@gmail.com>,"profvksharma"
 <profvksharma@gmail.com>,"directorssdma"
 <directorssdma@gmail.com>,"ssdma01"<ssdma01@gmail.com>,"tnsdma"
 <tnsdma@tn.gov.in>,"tnsdmadirector"<tnsdma.director@gmail.com>,"jdtnsdma"
 <jdtnsdma@gmail.com>,"Shikha Goel IPS"
 <prlsecy_home@telangana.gov.in>,"commr_dm"
 <commr_dm@telangana.gov.in>,"VIKRAM SINGH MANN IPS"<dg-
 fireservices@telangana.gov.in>,"Narayana GV"<dir-
 fireservices@telangana.gov.in>,"secydwssanitation2023"
 <secydwssanitation2023@gmail.com>,"jsrevenue2018"
 <jsrevenue2018@gmail.com>,"saratkumardas"
 <sarat.kumar.das@gamil.com>,"vksumansecuk"

(92)

<vksumansecuk@gmail.com>,"usdmauttarakhand"
<usdma.uttarakhand@gmail.com>,"upsdma"<upsdma@gmail.com>,"kewalr1"
<kewalr1@nic.in>,"eocdm-wb"<eocdm-wb@gov.in>,"Purva Garg"
<dcand@and.nic.in>,"admnchandigarh"<admnchandigarh@nic.in>,"Priyank
Singh"<dmc-dnh@nic.in>,"advisor-lg-ladakh"<advisor-lg-
ladakh@gov.in>,"rajniwasladakh"<rajniwas.ladakh@gov.in>,"ladakhdivcom"
<ladakhdivcom@gmail.com>,"dcleh-jk"<dcleh-jk@nic.in>,"Pa Advisor"
<ps.advisor@ladakh.gov.in>,"lk-coll"<lk-coll@nic.in>,"ldmaeoc"
<ldmaeoc@gmail.com>,"Dr. R. Giri Sankar IAS"<secretary-
utl1@utl.gov.in>,"Specialceo-dm"<Specialceo-dm@delhi.gov.in>,"singhsushil"
<singh.sushil@gov.in>,"DEPUTY COLLECTOR PSDMA"<dc-
psdma@py.gov.in>,"Dayanand Tendolkar"<dcnorth@py.gov.in>,"State
Emergency Operation Centre Puducherry U.T"<seoc.pon@nic.in>,"eocpdy"
<eocpdy@gmail.com>,"rinzualimapui"
<rinzualimapui@gmail.com>,"mizoramdmr"<mizoramdmr@gmail.com>,"dmrgov"
<dmr.gov@gmail.com>,"apsdma"<apsdma@ap.gov.in>,"vice_chairman"
<vice_chairman@bsdma.org>

Respected Madam/Sir,

Kind reference is invited to this office letter No. T-31013/4/2026-CDM dated 17th June, 2026, and the subsequent email dated 19th June, 2026, regarding nominations for the above-mentioned Five-Day In-Service Training Programme scheduled to be held at LBSNAA, Mussoorie, from **20 to 24 July, 2026**.

2. It is submitted for kind information that the last date for acceptance of nominations, earlier communicated as 06th July, 2026, has now been **extended up to 15th July, 2026**.
3. All other terms and conditions, eligibility criteria, and instructions contained in the original letter dated 17th June, 2026, remain unchanged. Ministries/Departments that are yet to nominate officers are requested to kindly do so at the earliest, and in any case not later than 06th July, 2026, at cdm.lbsnaa@nic.in / kt231@ifs.nic.in, with nominated officers advised to register at the earliest using the link: <https://gyan.lbsnaa.gov.in/local/form/register.php?formid=35>.

Yours sincerely,

Centre for Disaster Management (CDM)
Lal Bahadur Shastri National Academy of Administration (LBSNAA)
Mussoorie-248179, Uttarakhand, India
Office: 0135-2632655; 0135-2222000 (Extn. 2385)

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

Mon, 22 Jun 2026 12:07:27 PM +0530

To "CDM LBSNAA CDM"<cdm.lbsnaa@nic.in>

**This has been forwarded to ACS, GAD/Forest/Secy, Home Deptt.,
Govt. of Bihar, Patna, Vide our reference no.3631 dt.22.06.2026**

From: CDM LBSNAA CDM <cdm.lbsnaa@nic.in>

To: "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "H. Rajesh Prasad" <cs-chd@chd.gov.in>, "Advisor to Administrator DNHDD" <devcom-dd@nic.in>, "advisor-dnh-dd" <advisor-dnh-dd@daman.nic.in>, "csdelhi" <csdelhi@nic.in>, "Advisor To The Administrator UTL" <lk-advisor@gov.in>, "pondicherry" <pondicherry@nic.in>, "Dr Sharat Chauhan" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Chief Secretary" <chiefsecretary@ladakh.gov.in>, "cs-westbengal" <cs-westbengal@nic.in>, "Cs Chief Secretary" <cs-uttaranchal@nic.in>, "Chief Secretary Uttar Pradesh" <csup@nic.in>, "cs-tripura" <cs-tripura@nic.in>, "cs" <cs@telangana.gov.in>, "cs" <cs@tn.gov.in>, "cs-skm" <cs-skm@hub.nic.in>, "csraj" <csraj@rajasthan.gov.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csori" <csori@nic.in>, "Sentiyaenger Imchen" <csngl@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-manipur" <cs-manipur@nic.in>, "cs" <cs@maharashtra.gov.in>, "cs" <cs@mp.nic.in>, "chiefsecy" <chiefsecy@kerala.gov.in>, "cs" <cs@karnataka.gov.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, "Chief Secretary" <cs-hp@nic.in>, "Anurag Rastogi" <cs@hry.nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs-goat" <cs-goat@nic.in>, "csoffice.cg" <csoffice.cg@gov.in>, "cs-bihar" <cs-bihar@nic.in>, "Dr Ravi Kota" <cs-assam@nic.in>, "cs-arunachal" <cs-arunachal@nic.in>, "G. Sai Prasad IAS" <cs@ap.gov.in>, "Cs Chief Secretary" <cs-uttarakhand@nic.in>, "cs-skm" <cs-skm@nic.in>, "csuj" <csuj@gujarat.gov.in>, "cs-haryana" <cs-haryana@nic.in>, "dcplg" <dcplg@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andamannicobar@gov.in>, "H. Rajesh Prasad" <adviser-chd@nic.in>, "devcom-d" <devcom-d@nic.in>, "Dr Sharat Chauhan" <cs@py.gov.in>, "dghrdap" <dghrdap@gmail.com>, "jointdirectorgeneralaphrdi" <jointdirectorgeneral.aphrdi@gmail.com>, "director" <director@aasc.gov.in>, "dgbipard" <dgbipard@yahoo.in>, "bipardpatna" <bipardpatna@yahoo.in>, "dg-spipa" <dg-spipa@gujarat.gov.in>, "hipa-hp" <hipa-hp@nic.in>, "skiparanchi" <skiparanchi@yahoo.co.in>, "Director General ATI MYSURU General" <dg-atimysore@ka.gov.in>, "vishu1607" <vishu1607@gmail.com>, "imgtvp" <imgtvp@gmail.com>, "Sachin Sinha" <dgrcvpnaam-mp@mp.gov.in>, "contact" <contact@yashada.org>, "atiodisha" <atiodisha@gmail.com>, "DG MGSIPA" <dg.mgsipa@punjab.gov.in>, "dghcmripa" <dghcmripa@rajasthan.gov.in>, "hcmripa" <hcmripa@rajasthan.gov.in>, "diraim" <diraim@tn.gov.in>, "dgtgtn" <dgtgtn@tn.gov.in>, "almchn" <almchn@dataone.in>, "dg" <dg@mcrhrdi.gov.in>, "Benhur_ekka" <Benhur_ekka@mcrhrdi.gov.in>, "ati-up" <ati-up@nic.in>, "directoracademy" <directoracademy@hotmail.com>, "director" <director@wbati.org>, "jkimpa" <jkimpa@yahoo.co.in>, "dg-sat-mn" <dg-sat-mn@gov.in>, "ad-sat-mn" <ad-sat-mn@gov.in>, "rvsddd" <rvsddd@gmail.com>, "matismegh" <matismegh@gmail.com>, "Meghalaya Administrative Training Institute MATI" <mati-meg@gov.in>, "Elizabeth Sangliana" <dir.sipard-tr@gov.in>, "sipardtri" <sipardtri@rediffmail.com>, "Director ATI" <dirati-ngl@nic.in>, "aatisikkim2015" <aatisikkim2015@gmail.com>, "atimizoram" <atimizoram@gmail.com>, "dtr-ati-arn" <dtr-ati-arn@gov.in>, "atidir" <atidir@rediffmail.com>, "commr_relief_rev" <commr_relief_rev@ap.gov.in>, "seoc-apsdma" <seoc-apsdma@ap.gov.in>, "ed-apsdma" <ed-apsdma@ap.gov.in>, "secretaryuddm" <secretaryuddm@gmail.com>, "Director DM" <ddm.and@nic.in>, "dirdmani" <dirdmani@gmail.com>, "statecontrolroom" <statecontrolroom@gmail.com>, "psdmd-wb" <ps.dmd-wb@nic.in>, "secrelief" <secrelief@wb.gov.in>, "danisulu" <danisulu@gmail.com>, "chriswanglet" <chriswanglet@gmail.com>, "gyanendradtripathi" <gyanendra.d.tripathi@gmail.com>, "SDMA ASSAM" <sdma-assam@gov.in>, "asdmaghy" <asdmaghy@gmail.com>, "statedmcontrolroomassam" <statedmcontrolroomassam@gmail.com>, "secretary" <secretary@bsdma.org>, "info" <info@bsdma.org>, "revenue.cg" <revenue.cg@nic.in>, "achampawat" <achampawat@ias.nic.in>, "sec-fin" <sec-fin@goa.gov.in>, "sect-cmogoa" <sect-cmo.goa@nic.in>, "ceo-gsdma" <ceo-gsdma@gujarat.gov.in>, "ceo" <ceo@gsdma.org>, "info" <info@gsdma.org>, "aceo-gsdma" <aceo-gsdma@gujarat.gov.in>, "FCR" <fcr@hry.nic.in>, "secretaryrevenue2" <secretaryrevenue2@gmail.com>, "revsecy-hp sharma" <revsecy-hp@nic.in>, "sdma-hp Shimla" <sdma-hp@nic.in>, "Secretary Disaster" <drrrr-sec@jk.gov.in>, "JK SDMA" <jk-sdma19@jk.gov.in>, "jksdma" <jksdma@gmail.com>, "homejharkhand" <homejharkhand@gmail.com>, "sec-home-jhr" <sec-home-jhr@nic.in>, "dmckar" <dmc.kar@gmail.com>, "secydm" <secy.dm@gmail.com>, "secyrelief-rev" <secyrelief-rev@karnataka.gov.in>, "director"

20

<director@ksndmc.org>, "seocgok"<seoc.gok@gmail.com>, "keralasdma"
<keralasdma@gmail.com>, "commissionerdmkerala"
<commissionerdmkerala@gmail.com>, "hraksdma"<hraksdma@gmail.com>, "secyhomep"
<secyhomep@mp.gov.in>, "reliefcom"<reliefcom@mp.nic.in>, "mpstatecoordsdma"
<mpstatecoord.sdma@mp.gov.in>, "ed"<ed@dmibhopal.nic.in>, "psecrevenue"
<psec.revenue@maharashtra.gov.in>, "psecrr"<psec.r&r@maharashtra.gov.in>, "dokhrfd"
<dokh.rfd@maharashtra.gov.in>, "prakshjoshi"<praksh.joshi@nic.in>, "acsr"
<acs.r&r@maharashtra.gov.in>, "kgdaigz"<kgdaigz@gmail.com>, "thuingamgolmei"
<thuingamgolmei@gmail.com>, "ranjitoff"<ranjitoff@gmail.com>, "State Disaster
Management Authority Meghalaya"<sdmadeptt-meg@gov.in>, "eosdma"
<eo.sdma@gmail.com>, "matsiewdor"<matsiewdor@gmail.com>, "sdmanagaland"
<sdma.nagaland@nsdma.org>, "sdmanagaland"<sdma.nagaland@gmail.com>, "johnnynaga"
<johnny.naga@nsdma.org>, "nredept"<nredeptt@gmail.com>, "srcor"
<src.or@nic.in>, "srcodishagov"<srcodishagov@gmail.com>, "revsecod"
<revsec.od@nic.in>, "osdma"<osdma@osdma.org>, "vermaanurag"
<verma.anurag@ias.gov.in>, "dirddmpb"<dir.ddmpb@gmail.com>, "relief-rj"<relief-
rj@nic.in>, "mlnavariya007"<mlnavariya007@gmail.com>, "profvksharma"
<profvksharma@gmail.com>, "directorssdma"<directorssdma@gmail.com>, "ssdma01"
<ssdma01@gmail.com>, "tnsdma"<tnsdma@tn.gov.in>, "tnsdmadirector"
<tnsdma.director@gmail.com>, "jdtnsdma"<jdtnsdma@gmail.com>, "prlsecy_home"
<prlsecy_home@telangana.gov.in>, "commr_dm"<commr_dm@telangana.gov.in>, "dg-
fireservices"<dg-fireservices@telangana.gov.in>, "dir-fireservices"<dir-
fireservices@telangana.gov.in>, "secydwssanitation2023"
<secydwssanitation2023@gmail.com>, "jsrevenue2018"<jsrevenue2018@gmail.com>, "saratkumardas"
<sarat.kumar.das@gamil.com>, "vksumansecuk"
<vksumansecuk@gmail.com>, "usdmauttarakhand"<usdma.uttarakhand@gmail.com>, "upsdma"
<upsdma@gmail.com>, "kewalr1"<kewalr1@nic.in>, "eocdm-wb"<eoc.dm-
wb@gov.in>, "Purva Garg"<dcand@and.nic.in>, "admnchandigarh"
<admnchandigarh@nic.in>, "Priyank Singh"<dmc-dnh@nic.in>, "advisor-lg-ladakh"
<advisor-lg-ladakh@gov.in>, "rajniwasladakh"<rajniwas.ladakh@gov.in>, "ladakhdivcom"
<ladakhdivcom@gmail.com>, "dcleh-jk"<dcleh-jk@nic.in>, "psadvisor"
<ps.advisor@ladakh.gov.in>, "lk-coll"<lk-coll@nic.in>, "ldmaeoc"<ldmaeoc@gmail.com>, "secretary-utl1"
<secretary-utl1@utl.gov.in>, "Specialceo-dm"<Specialceo-
dm@delhi.gov.in>, "singhsushil"<singh.sushil@gov.in>, "dc-psdma"<dc-
psdma@py.gov.in>, "dcnorth"<dcnorth@py.gov.in>, "seocpon"<seoc.pon@nic.in>, "eocpdy"
<eocpdy@gmail.com>, "rinzualimapui"<rinzualimapui@gmail.com>, "mizoramdmr"
<mizoramdmr@gmail.com>, "dmrgov"<dmr.gov@gmail.com>, "apsdma"
<apsdma@ap.gov.in>, "vice_chairman"<vice_chairman@bsdma.org>

Date: Fri, 19 Jun 2026 15:56:08 +0530

Subject: CDM, LBSNAA: Nominations for the Five-Day In-Service Training Programme on
"Whole-of-Government Approach for Disaster Resilience and Quality of Living" - reg.

Respected Sir/ Madam,

Please find attached file for your kind information please.

Warm regards,

Centre for Disaster Management (CDM)

Lal Bahadur Shastri National Academy of Administration (LBSNAA)

Mussoorie-248179, Uttarakhand, India

Office: 0135-2632655; 0135-2222000 (Extn. 2385)

1 Attachment(s)

LBSNAA Letter to CS.pdf

1.3 MB

 CDM LBSNAA CDM < cdm.lbsnaa@nic.in >

Fri, 19 Jun 2026 3:56:41 PM +0530

To "Dr. Chandra Bhushan Kumar IAS"<cs-andaman@nic.in>,"H. Rajesh Prasad"
<cs-chd@chd.gov.in>,"Advisor to Administrator DNHDD"<devcom-
dd@nic.in>,"advisor-dnh-dd"<advisor-dnh-dd@daman.nic.in>,"csdelhi"
<csdelhi@nic.in>,"Advisor To The Administrator UTL"<lk-
advisor@gov.in>,"pondicherry"<pondicherry@nic.in>,"Dr Sharat Chauhan"
<cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"Chief Secretary"
<chiefsecretary@ladakh.gov.in>,"cs-westbengal"<cs-westbengal@nic.in>,"Cs
Chief Secretary"<cs-uttaranchal@nic.in>,"Chief Secretary Uttar Pradesh"
<csup@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs"<cs@telangana.gov.in>,"cs"
<cs@tn.gov.in>,"cs-skm"<cs-skm@hub.nic.in>,"csraj"
<csraj@rajasthan.gov.in>,"Chief Secretary Punjab"<cs@punjab.gov.in>,"csori"
<csori@nic.in>,"Sentiyanger Imchen"<csnsl@nic.in>,"cs-mizoram"<cs-
mizoram@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-manipur"<cs-
manipur@nic.in>,"cs"<cs@maharashtra.gov.in>,"cs"<cs@mp.nic.in>,"chiefsecy"
<chiefsecy@kerala.gov.in>,"cs"<cs@karnataka.gov.in>,"Avinash Kumar"<cs-
jharkhand@nic.in>,"Chief Secretary"<cs-hp@nic.in>,"Anurag Rastogi"
<cs@hry.nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-
goa@nic.in>,"csoffice.cg"<csoffice.cg@gov.in>,"cs-bihar"<cs-bihar@nic.in>,"Dr
Ravi Kota"<cs-assam@nic.in>,"cs-arunachal"<cs-arunachal@nic.in>,"G. Sai
Prasad IAS"<cs@ap.gov.in>,"Cs Chief Secretary"<cs-uttarakhand@nic.in>,"cs-
skm"<cs-skm@nic.in>,"csguj"<csguj@gujarat.gov.in>,"cs-haryana"<cs-
haryana@nic.in>,"dcplg"<dcplg@nic.in>,"Dr. Chandra Bhushan Kumar IAS"<cs-
andamannicobar@gov.in>,"H. Rajesh Prasad"<adviser-chd@nic.in>,"devcom-d"
<devcom-d@nic.in>,"Dr Sharat Chauhan"<cs@py.gov.in>,"dghrdap"
<dghrdap@gmail.com>,"jointdirectorgeneralaphrdi"
<jointdirectorgeneral.aphrdi@gmail.com>,"director"
<director@aasc.gov.in>,"dgbipard"<dgbipard@yahoo.in>,"bipardpatna"
<bipardpatna@yahoo.in>,"dg-spipa"<dg-spipa@gujarat.gov.in>,"hipa-hp"<hipa-
hp@nic.in>,"skiparanchi"<skiparanchi@yahoo.co.in>,"Director General ATI
MYSURU General"<dg-atimysore@ka.gov.in>,"vishu1607"
<vishu1607@gmail.com>,"imgtvp"<imgtvp@gmail.com>,"Sachin Sinha"
<dgrcvpnaam-mp@mp.gov.in>,"contact"<contact@yashada.org>,"atiodisha"
<atiodisha@gmail.com>,"DG MGSIPA"<dg.mgsipa@punjab.gov.in>,"dghcmripa"
<dg.hcmripa@rajasthan.gov.in>,"hcmripa"<hcmripa@rajasthan.gov.in>,"diraim"
<diraim@tn.gov.in>,"dgtgtn"<dgtgtn@tn.gov.in>,"aimchn"
<aimchn@dataone.in>,"dg"<dg@mchrhi.gov.in>,"Benhur_ekka"
<Benhur_ekka@mchrhi.gov.in>,"ati-up"<ati-up@nic.in>,"directoracademy"
<directoracademy@hotmail.com>,"director"<director@wbati.org>,"jkimpa"
<jkimpa@yahoo.co.in>,"dg-sat-mn"<dg-sat-mn@gov.in>,"ad-sat-mn"<ad-sat-
mn@gov.in>,"rvsddd"<rvsddd@gmail.com>,"matismegh"
<matismegh@gmail.com>,"Meghalaya Administrative Training Institute MATI"
<mati-meg@gov.in>,"Elizabeth Sangliana"<dir.sipard-tr@gov.in>,"sipardtri"
<sipardtri@rediffmail.com>,"Director ATI"<dirati-nsl@nic.in>,"aatisikkim2015"
<aatisikkim2015@gmail.com>,"atimizoram"<atimizoram@gmail.com>,"dtr-ati-
am"<dtr-ati-am@gov.in>,"atidir"<atidir@rediffmail.com>,"commr_relief_rev"
<commr_relief_rev@ap.gov.in>,"seoc-apsdma"<seoc-apsdma@ap.gov.in>,"ed-
apsdma"<ed-apsdma@ap.gov.in>,"secretaryuddm"
<secretaryuddm@gmail.com>,"Director DM"<ddm.and@nic.in>,"dirdmani"
<dirdmani@gmail.com>,"statecontrolroom"
<statecontrolroom@gmail.com>,"psdmd-wb"<ps.dmd-wb@nic.in>,"secrelief"
<secrelief@wb.gov.in>,"danisulu"<danisulu@gmail.com>,"chriswanglet"
<chriswanglet@gmail.com>,"gyanendradtripathi"

<gyanendra.d.tripathi@gmail.com>,"SDMA ASSAM"<sdma-assam@gov.in>,"asdmaghy"
 <asdmaghy@gmail.com>,"statedmcontrolroomassam"
 <statedmcontrolroomassam@gmail.com>,"secretary"
 <secretary@bsdma.org>,"info"<info@bsdma.org>,"revenue.cg"
 <revenue.cg@nic.in>,"achampawat"<achampawat@ias.nic.in>,"sec-fin"<sec-fin@goa.gov.in>,"sect-cmogoat"<sect-cmo.goa@nic.in>,"ceo-gsdma"<ceo-gsdma@gujarat.gov.in>,"ceo"<ceo@gsdma.org>,"info"<info@gsdma.org>,"aceo-gsdma"<aceo-gsdma@gujarat.gov.in>,"FCR"
 <fcr@hry.nic.in>,"secretaryrevenue2"<secretaryrevenue2@gmail.com>,"revsecy-hp sharma"<revsecy-hp@nic.in>,"sdma-hp Shimla"<sdma-hp@nic.in>,"Secretary Disaster"<dmrrr-sec@jk.gov.in>,"JK SDMA"<jk-sdma19@jk.gov.in>,"jksdma"<jksdma@gmail.com>,"homejharkhand"
 <homejharkhand@gmail.com>,"sec-home-jhr"<sec-home-jhr@nic.in>,"dmckar"<dmc.kar@gmail.com>,"secydm"<secy.dm@gmail.com>,"secyrelief-rev"<secyrelief-rev@karnataka.gov.in>,"director"<director@ksndmc.org>,"seocgok"<seoc.gok@gmail.com>,"keralasdma"
 <keralasdma@gmail.com>,"commissionerdmkerala"<commissionerdmkerala@gmail.com>,"hraksdma"
 <hraksdma@gmail.com>,"secyhomep"<secyhomep@mp.gov.in>,"reliefcom"<reliefcom@mp.nic.in>,"mpstatecoordsdma"
 <mpstatecoord.sdma@mp.gov.in>,"ed"<ed@dmibhopal.nic.in>,"psecrevenue"<psec.revenue@maharashtra.gov.in>,"psecr"
 <psec.r&r@maharashtra.gov.in>,"dokhrfd"<dokh.rfd@maharashtra.gov.in>,"prakshjoshi"<praksh.joshi@nic.in>,"acsrr"<acs.r&r@maharashtra.gov.in>,"kgdaigz"<kgdaigz@gmail.com>,"thuingamgolmei"<thuingamgolmei@gmail.com>,"ranjitoff"<ranjitoff@gmail.com>,"State Disaster Management Authority Meghalaya"<sdmadeptt-meg@gov.in>,"eosdma"<eo.sdma@gmail.com>,"matsiewdor"<matsiewdor@gmail.com>,"sdmanagaland"<sdma.nagaland@nsdma.org>,"sdmanagaland"<sdma.nagaland@gmail.com>,"johnnynaga"<johnny.naga@nsdma.org>,"nredeptt"<nredeptt@gmail.com>,"srcor"<src.or@nic.in>,"srcodishagov"<srcodishagov@gmail.com>,"revsecod"<revsec.od@nic.in>,"osdma"<osdma@osdma.org>,"vermaanurag"<verma.anurag@ias.gov.in>,"dirddmpb"<dir.ddmpb@gmail.com>,"relief-rj"<relief-rj@nic.in>,"mlnavariya007"<mlnavariya007@gmail.com>,"profvksharma"<profvksharma@gmail.com>,"directorssdma"<directorssdma@gmail.com>,"ssdma01"<ssdma01@gmail.com>,"tnsdma"<tnsdma@tn.gov.in>,"tnsdmadirector"<tnsdma.director@gmail.com>,"jdtnsdma"<jdtnsdma@gmail.com>,"prlsecy_home"<prlsecy_home@telangana.gov.in>,"commr_dm"<commr_dm@telangana.gov.in>,"dg-fireservices"<dg-fireservices@telangana.gov.in>,"dir-fireservices"<dir-fireservices@telangana.gov.in>,"secydwssanitation2023"<secydwssanitation2023@gmail.com>,"jsrevenue2018"<jsrevenue2018@gmail.com>,"saratkumardas"<sarat.kumar.das@gamil.com>,"vksumansecuk"<vksumansecuk@gmail.com>,"usdmauttarakhand"<usdma.uttarakhand@gmail.com>,"upsdma"<upsdma@gmail.com>,"kewalr1"<kewalr1@nic.in>,"eocdm-wb"<eoc.dm-wb@gov.in>,"Purva Garg"<dcand@and.nic.in>,"admnchandigarh"<admnchandigarh@nic.in>,"Priyank Singh"<dmc-dnh@nic.in>,"advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>,"rajniwasladakh"<rajniwas.ladakh@gov.in>,"ladakhdivcom"<ladakhdivcom@gmail.com>,"dcleh-jk"<dcleh-jk@nic.in>,"psadvisor"<ps.advisor@ladakh.gov.in>,"lk-coll"<lk-coll@nic.in>,"ldmaeoc"<ldmaeoc@gmail.com>,"secretary-utl1"<secretary-utl1@utl.gov.in>,"Specialceo-

dm"<Specialceo-dm@delhi.gov.in>,"singhsushil"<singh.sushil@gov.in>,"dc-
psdma"<dc-psdma@py.gov.in>,"dcmnorth"<dcmnorth@py.gov.in>,"seocpon"
<seoc.pon@nic.in>,"eocpdy"<eocpdy@gmail.com>,"rinzualimapui"
<rinzualimapui@gmail.com>,"mizoramdmr"<mizoramdmr@gmail.com>,"dmrgov"
<dmr.gov@gmail.com>,"apsdma"<apsdma@ap.gov.in>,"vice_chairman"
<vice_chairman@bsdma.org>

Respected Sir/ Madam,

Please find attached file for your kind information please.

Warm regards,

Centre for Disaster Management (CDM)

Lal Bahadur Shastri National Academy of Administration (LBSNAA)

Mussoorie-248179, Uttarakhand, India

Office: 0135-2632655; 0135-2222000 (Extn. 2385)

1 Attachment(s)

LBSNAA Letter to CS.pdf

1.3 MB

Fwd: Workshop on Reservation in Service for SC/ST/OBC/ExSM/PWDs (RIS-45 A) in ISTM from 27.07.2026 to 30.07.2026 – regarding.

secy-
par-
bih

E-MAIL-86

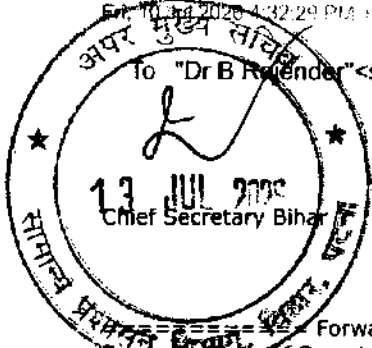
< secy-par-bih@nic.in >

६६(18)

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

Fri, 10 Jul 2026 14:12:29 PM +0530

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



Forwarded message =====

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

To: < jns@ddpmod.gov.in >

Date: Fri, 10 Jul 2026 14:15:19 +0530

Subject: Workshop on Reservation in Service for SC/ST/OBC/ExSM/PWDs (RIS-45 A) in ISTM from 27.07.2026 to 30.07.2026 – regarding.

Forwarded message =====



75
अमृत महोत्सव

FILE NO:Y-

14013/05/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक Date: 10.07.2026

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 राखी- 20.7.26

दिनांक 10.7.26

Subject: Workshop on Reservation in Service for SC/ST/OBC/ExSM/PWDs (RIS-45 A) in ISTM from 27.07.2026 to 30.07.2026 – regarding.

Madam/ Sir,

I am directed to say that a Workshop on Reservation in Service for SC/ST/OBC/ExSM/PWDs (RIS-45 A) will be conducted in ISTM from 27.07.2026 to 30.07.2026. 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 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 20th July, 2026.

श्री विशाल
विनीत
14.7.2026

3736/खा-18
14.7.26

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-

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

Tele No. : 011-26732076

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



ANNEXTURE

COURSE INFORMATION SHEET

CODE : RIS-45 A
TITLE : Reservation in Service for SC/ST/OBC/ExSM/PWDs
DURATION : Four Days (27.07.2026 to 30.07.2026)
TIME : 9:00 AM to 5:30 PM
COURSE CAPACITY : 32 - 35

AIM OF THE COURSE:

Ø Develop a broad understanding of the constitutional provisions relating to reservation in services for SC/ST/OBC/ExSM/PWDs, procedures for implementing the reservation orders and instructions of the Government of India on reservation rosters, procedures involved in de-reservation of reserved vacancies, and filling of carry forward/backlog reserved vacancies.

Ø Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation

BROAD CONTENTS OF THE COURSE : Constitutional provisions

- Ø Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts
- Ø Verification of claims of SCs/STs/OBCs/EWS
- Ø Reservation in Direct Recruitment and Promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS
- Ø De-reservation and carry-forward of vacancies in Direct Recruitment and Promotion
- Ø Preparation, operation and maintenance of Rosters
- Ø Role and functions of Liaison Officer
- Ø Reservation in services for Persons with Disabilities

METHODOLOGY: Lecture/PPTs/Handouts/Reading Material, Discussion, Group Discussion, Case Studies, Q&A/Doubt clearing session, Practical Exercise.

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 20th July, 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. 4,000/- (Rupees Four 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

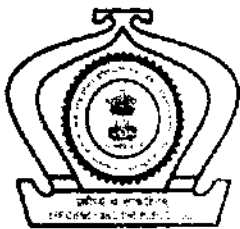
OR

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

(v) Please share the copy of payment receipt on email [kavita.s\[at\]nic.in](mailto:kavita.s[at]nic.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 : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-45A

Date : 27 Jul 2026 to 30 Jul 2026

Mode : Offline



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

Regards

Kayita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

E-Mail

E-5907154 (18)

Invitation for Nominations & Extension of Last Date for Submission
Applications - 19th 12-month hybrid programme on Public Policy
and Management (PPM) at MDI Gurgaon- reg

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

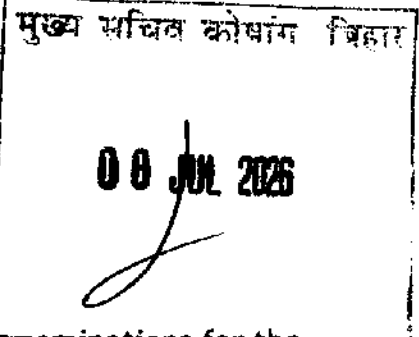
Dean, School of Public Policy and Governance. < dean-sppg@mdi.ac.in >

Wed, 08 Jul 2026 12:55:25 PM +0530

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

Shri Shri Pratyaya Amrit (IAS, BH..1991)
Chief Secretary of Bihar
Main Secretariat, Patna - 800015

Dear Sir,



This is with reference to the earlier communication regarding nominations for the
19th 12-month hybrid programme in Public Policy and Management (PPM) at the
Management Development Institute, Gurgaon, for the 2026-2027 batch.

We would like to inform you that the Department of Personnel and Training
(DoPT) has extended the last date for submission of nominations/applications to 14
August 2026. A copy of the DoPT extension communication is enclosed for your kind
reference.

The revised schedule is as follows:

- Last date for submission of nominations/applications: 14 August 2026
- Commencement of the Programme: 15 September 2026

The programme brochure, application guidelines, and the DoPT extension letter
are enclosed for ready reference.

The program is intended for middle-level and senior civil servants and is sponsored
by DoPT & State Cadres. The programme is designed to provide participants with
valuable insights into contemporary public administration, governance, leadership,
strategic management, and policy implementation, thereby enhancing institutional
effectiveness. It offers participants an opportunity to enhance their knowledge and
competencies through a rigorous curriculum delivered by distinguished faculty and
domain experts.

The 12-month hybrid program is structured

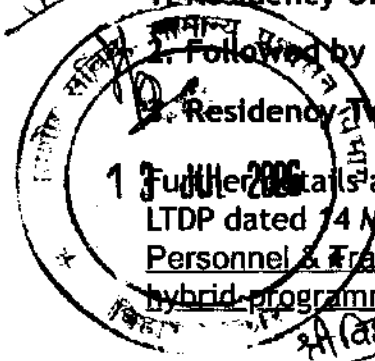
1. Residency One at MDI Gurgaon: 22 Weeks
2. Followed by online at the Workplace: 24 Weeks
3. Residency Two at MDI Gurgaon: 2 Weeks to finalise Policy Paper

1 Further details about the program can be accessed at Letter no. No. T-13017/4/2026-
LTDP dated 14 May 2026 & 07 July 2026 TRAINING DIVISION | Department of
Personnel & Training Government of India or <https://mdi.ac.in/admissions/12-month-hybrid-programme-on-public-policy-and-management-ppm>

3752/शां-18
14.7.26

मुख्य सचिव कोषांग
छाया सं. 4008
दिनांक 09.07.2026

08-18
T-5-18



(81)
In view of the above, we kindly request that you circulate this information to all eligible officers under your administrative control and nominate suitable candidates for the programme.

We shall be grateful for your support in disseminating this information widely and encouraging nominations from eligible officers. The nominations may be forwarded so as to reach us on or before **14 August 2026**.

We look forward to receiving nominations from your Ministry/Department/State Government and your support and association with MDI Gurgaon.

Sincerely,

With regards,

Prof. Avanish Kumar, Ph.D.

<https://www.mdi.ac.in/faculty/detail/59-avanish-kumar/>

Dean- School of Public Policy and Governance

Contact No: 9871687668

3 Attachment(s)

19th PPM Extension letter.pdf

5.3 MB

DoPT Circular of 19th PPM Co...

574.3 KB

PPM_Info-Brochure_15-June-...

8.9 MB

No. T-13017/4/2026-LTDP

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

(Training Division)

3rd Floor, Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-110067

Dated: 07th July, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: 19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM) during 2026-27 at the Management Development Institute, Gurugram – Rescheduled.

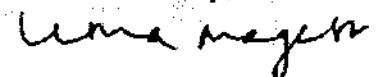
Madam/Sir,

In continuation of this Department's circular of even number dated 14th May, 2026, I am directed to say that the Commencement Date for the above mentioned programme has been extended to **15th September, 2026** instead of 14th August, 2026 as notified earlier. Accordingly, the last date of receiving applications is revised to **14th August, 2026** instead of 11th July, 2026.

2. This may please be brought to the notice of all eligible officers in your Ministry/ Department/ Organisation. The officers may be directed to download the application form either from <https://trgdiv.dopt.gov.in/LTDP.html> or <http://www.mdi.ac.in>.

3. All other terms and conditions contained in the circular dated 14th May, 2026 mentioned above remain unchanged.

Yours faithfully,



(Uma Magesh)

Under Secretary to the Government of India

Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N. Delhi
13. Prof. Avnish Kumar, Dean, Management Development Institute, Mehrauli Road, Sukhrali, Gurugram-122001 with request to consider applications received on or before 14th August, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.

Uma Magesh

(Uma Magesh)

Under Secretary to the Government of India

No. T-13017/4/2026-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor, Block-4, Old JNU Campus,
New Mehrauli Road, New Delhi-110067
Dated: 14th May, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: 19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM) during 2026-27 at the Management Development Institute, Gurugram.

Madam/Sir,

The 19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM) is scheduled to commence from 14th August, 2026 at the Management Development Institute-Gurugram.

2. This 12-Months Hybrid Programme on "Public Policy and Management" (PPM) is redesigned to align with the Government of India's Viksit Bharat vision of developing the Karmayogi Competency Model four virtues Gunas (virtues) (i) self-awareness about strength to aspire and inspire people towards shared goals; teamwork for collaborative working ensuring inclusion of a diverse set of stakeholders; (iii) workplace or system related third virtue to comply the rules and regulations and be committed to promote transparency and ensure timely outputs, and (iv) citizen centricity for creating mission-oriented reforms and formulating progressing policies. Building upon the Karmayogi Competency Model (KCM), the program consists of courses addressing key domain, functional and core behavioural and leadership competencies.

3. Please find enclosed herewith particulars of the programme along with terms and conditions for officers admitted to the programme. I would request you to kindly circulate the programme amongst your officers and encourage as many as possible to apply. The details of the programme are available on the DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/> → Domestic Training Programmes → Long Term Domestic Programme → MDI-Gurugram and also on the website of MDI- Gurugram i.e. www.mdi.ac.in.

4. The nominated Officers will be required to develop a Policy Paper on the issue to be

2A
identified in consultation with the Ministries/Departments/State Governments etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Departments/State Governments etc. at the end of the programme. The Ministries/Departments/States will also nominate a Nodal Officer of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in the matter.

5. Nomination of suitable officers, in the prescribed proforma, may please be sent to this Department through the appropriate Cadre Controlling Authority so as to reach Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, Old JNU Campus, New Delhi-110067; E-mail: manoj.kataria14@nic.in; on or before 11th July, 2026. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview dates and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an Advance Copy of their application directly to this office and MDI-G. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their cadre controlling authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

6. Further details of this programme may be ascertained from Mrs. Anjali Singh, Deputy Admin Officer, Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-122007 (Haryana) Telephone: 0124-4560553, Mobile: 8076341380, E-mail id: ppmoffice@mdi.ac.in or anjali@mdi.ac.in; website: www.mdi.ac.in.

7. All Ministries/Departments/State Governments/UTs/CCAs etc. are advised to give wide publicity to the programme and upload this circular on their websites for the information of all concerned.

Encl: Terms and conditions

Yours faithfully,



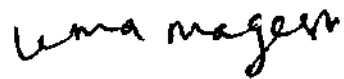
(Uma Magesh)

Under Secretary to the Government of India

Telephone: 011- 26706382

Copy to:

1. Comptroller & Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director(Training), Railway Board , Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers.
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Prof. Avnish Kumar, Dean, Management Development Institute, Mehrauli Road, Sukhrali, Gurugram-122001 with request to consider applications received on or before 11th July, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's Website (<http://dopttrg.nic.in/>).



(Uma Magesh)

Under Secretary to the Government of India

19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM)

at

Management Development Institute, Gurugram

The 19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM), at Management Development Institute, Gurugram, will commence from **14th August, 2026**. This PPM Course has been redesigned to be a high quality programme with a set of 'Core Courses' as well as a range of 'Electives'. The officers will complete the course and will return to the departments for posting. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/Departments/State Governments etc. where they are presently working. This policy paper will have to be submitted by the officer to their respective Ministries/Departments/State Governments etc. at the end of the programme. The Ministries/Departments/States will also nominate a **Nodal Officer** of the rank of JS or above to the Government of India for mentoring and guidance to the sponsored officer for developing the policy document and coordinating with MDI-G in this matter.

2. Eligibility:

The programme is open to officers of All India Services, Central Services (organized & non-organized, technical & non-technical), faculty members of State Administrative Training Institutes and also officers of the State Civil Services (SCS)/Non-State Civil Services (Non-SCS) subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least five years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

(24)

3. Course Fees:

(a) The Fee for the programme is **Rs. 10,04,459/-** (Rupees Ten Lakh Four Thousand Four Hundred Fifty Nine only) plus expenses towards Rural/NGO attachment subject to maximum of **Rs. 30,000/-** (Rupees Thirty Thousand only) [Total Course fee will be **Rs. 10,34,459/-**].

(b) The entire Course Fee (Course fee and expenses towards Rural/NGO attachment) would be met by the concerned Cadre Controlling Authorities (for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc).

(c) The entire Programme fee [**Rs. 10,34,459/-** (Rupees Ten Lakh Thirty Four Thousand Four Hundred Fifty Nine only)] need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

(d) The Ministry/ Department/ State Government/ Organization etc. where the officer is currently posted, will meet the cost of (a) pay and allowances during the Residency 1 & 2, (b) travel from place of posting to Gurugram and back, (c) travel towards field visits of the participants for collection of data/information for the dissertation, (d) travel to Gurugram for presentation of the dissertation at the end of the programme and (e) one time allowance of **Rs.5000/-** (Rupees five thousand only) for stationery etc.

4. Hostel Facilities

MDI-G will provide suitable accommodation during the offline Residency 1 & 2 at the Institution at the rate of **Rs. 11,000/-** (Rs. Eleven Thousand only) per month per participant. The expenditure will be met by the Cadre Controlling Authority of the participants. Boarding Charges, as applicable in MDI-G would be borne by the organization.

5. Course Structure:

(i). The program is a 12-month hybrid program. It includes 24 weeks of in-person residency: Residency-1 of 22 weeks and Residency-2 of 2 weeks at MDI Gurgaon. And 24 weeks in the online mode.

2 (a): Residency-1: The Residency- 1 shall include core courses spread across five modules, to be taught during a 22-week program at MDI Gurgaon.

2 (b): The participants shall then undertake 24 weeks of online elective courses at their workplace.

2 (c): Residency-2: The Residency- 2 shall be held at MDI Gurgaon, at the end of the program, during the 47th and 48th weeks. In Residency-2, the participants will finalise and present their Policy Paper.

- (ii). The redesigned PPM is for a duration of 12 months (of which a total of 24 weeks shall be on campus), and on completion of 87.5 credits of academic work, the Program participants shall be awarded a Certificate by MDI Gurgaon.
- (iii). The program consists of courses addressing functional and domain competencies are: Qualitative Methods in Policy Research, Quantitative Methods in Policy Research, Policy Paper Writing, Fundamental of Public Policy Analysis, Case Analysis on Public Policy in India, Advance Policy Modeling, Data Analytics, Understanding Human Resource Management, Operations & Supply Chain Management, Public Management and Governance, Marketing Management, Managing Public-Private Partnership, Microeconomics, Macro-Economic Environment, Public Finance and Policy, Accounting Budgeting and Control, Corporate Finance and Financial Market, Regulations Policy, and Practice in Financial Sector, Infrastructure Economics and Financing, Energy Policies & Sustainable Development, Corporate Governance & Social Responsibility, Institution and Development, Civil Society Organizations and Governance, Social Exclusive, Poverty and Regional Development, Governance & Management of Natural Resources, Emerging Information Technologies for Public Policy, Cyber Security in Government, Information Technology & E-Governance for program implementation, and Microfinance & Digital Finance: Customers, Models & Policy.

6. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the following conditions will apply:

- (i) The entire period of training programme will be treated as on duty under FR 9(6)(b)(i);
- (ii) The Ministries/ Departments/State Governments may fill up the vacancy caused by the deputation of the officers;
- (iii) For the grant of special pay/ Central deputation (Tenure allowance) (CDTA), the participants will be regulated as under:-



- (a) The officers who proceed for training programme during their tenure of central deputation will continue to receive CDTA for the period of their entitlement against Central deputation tenure. If any period of training programme falls beyond the tenure of Central deputation or the officers proceed for training programme at the end of their tenure at the Centre, CDTA will not be admissible.

{Note-The tenure of central deputation in so far as it relates to this program, would also include the period of leave upto 2 months that may be granted by the central Ministry/ Department to the officers before their repatriation to the parent cadre}

- (b) The officers not on central deputation and also not in receipt of CDTA, whether they proceed on training programme from Gurugram, or outside Gurugram will not be entitled to any Special pay drawn before proceeding for the programme.

(iv) Officers of the Central Government, State Government and Union Territories coming from outside Gurugram to participate in the program will be allowed one of the following two options by the sponsoring authorities:-

- (a) The officers will be treated as on duty on tour. They will draw travelling allowance as on tour and allowances as per para II (a) of the Ministry of Finance, Department of Expenditure O.M. 19030/2/86-E-IV dated 24.3.86 amended from time to time.

OR

- (b) The officers will be treated as on transfer. They will not be entitled to the Government accommodation at the original place of posting.

(v) In case an officer proceeding on training programme is a *bona fide* occupant of Government accommodation in the general pool controlled by the Directorate of Estates, he/she could retain the residential accommodation for the full period of the programme at his/her place of posting provided the residence is required for *bona fide* use of members of his/her family.

(vi) Officers of the Central Government entitled to facility of residential telephone at the time of joining this programme will be allowed to retain the residential telephone sanctioned to them on usual terms for six months and thereafter on the condition that the officers will pay all calls in excess of the free calls allowed by the Telecommunication Department as stipulated in Ministry of Finance (Department of Expenditure) O.M. No. 7(10)E(Coord)/79 dated 1st August, 1979 as amended from time to time.

(vii) The salary and other claims of the officers will be paid by the Ministry/Department/Office where they were last working before joining this programme.

7. **Selection procedure and forwarding of nominations**

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Groups 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must complete at least two years of their tenure on deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for this Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least three years on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfil this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

8. **Forwarding of nominations**

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to MDI's website www.mdi.ac.in or DoP&T Training Division's website <https://trgdiv.dopt.gov.in/> → *Domestic Training Programmes* → *Long Term Domestic Programme* → *MDI-Gurgaon*. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with information in **PART- B** so as to reach us on or before **11th July, 2026**.
- (iii) Nominations received after the due date will not be considered. In order to save time, the Officers are permitted to send an Advance copy of the application to the Management Development Institute, Mehrauli Road, Sukhrali, Gurugram- 122007.
- (v) The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for an interview by MDI-G. The interview date and time will be intimated to the officers by MDI-G. In order to save time, the officers are permitted to send an advance copy of the application directly to this office. The officers may be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities; therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authority as early as possible.

- (vi) Any relaxations in the terms & conditions will be subject to recommendations of the concerned Cadre Controlling Authority/Sponsoring Authority and approval of competent authority in DoP&T.

9. Bond to be executed by the officer:

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the long term programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after his/her return to duty, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India and together with all costs between the attorney and the client.

MANAGEMENT DEVELOPMENT INSTITUTE
School of Public Policy and Governance
 M.G. Road, Sukhrali, Gurugram-122007
 (Haryana), India
 Tel: +91-124-4560553, 4560000 (Extn-553)
 Fax-4560009
 Email id: ppmoffice@mdi.ac.in, Website:
www.mdi.ac.in

Government of India
Department of Personnel & Training
 Block- IV, 3rd Floor, Old JNU Campus,
 New Mehrauli Road, New Delhi- 110067
 Phone No: 011-26194167, Fax No: 011-
 26106314, Website: <https://dopt.gov.in/>

APPLICATION FOR ADMISSION IN 19TH 12-Months Hybrid Programme on "PUBLIC POLICY & MANAGEMENT" (PPM)

(Programme Commences on 14th August, 2026; Last date of receiving application is 11th July, 2026)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS						<i>Paste a recent passport sized photograph</i>		
Title (Mr./Ms/Dr.)								
Full name in block letters (First name, Middle name, Surname)								
Father's full name								
Mother's full name								
Gender (Put √)	Male ☐	Female ☐	Date of birth		DD	MM	Year	
Date of Superannuation		DD	MM	Year	Age as on 14-08-2026		Year	MM
Nationality				Religion				
Caste category (Put √)	General ☐	OBC ☐	SC ☐	ST ☐				
Equivalent Rank in Govt. of India				Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band				
2. MINISTRY/DEPARTMENT DETAILS								
Name of the Ministry/ Department								
Designation								

Office Address			
	State		PIN
Telephone No.			Fax
Service cadre with year of allotment			
Length of service in Group-A			
Are you presently on deputation to the Govt. of India (Put $\sqrt{}$)	Yes ☐	No ☐	If yes, from which date:
Date of completion of tenure?			

3. ADDRESS FOR CORRESPONDENCE

Address				
City		State		PIN
Telephone No			Fax No	
Mobile No				
Email ID (In Capital Letters) (Main and alternate)				

4. ACADEMIC RECORD

Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

67

5. DETAILS OF WORK EXPERIENCE

Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

Sr. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- What are your career goals and how does this program fit in with your plans.
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
 - However, you may kindly send the Advance Copy directly to Shri Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Management Development Institute, Mehrauli-Gurugram Road, Sukhrali, Gurugram-122007 (Haryana).
 - Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by 11th July, 2026.
 - The application envelop should be superscripted as "Application for admission in 19th PPM (2026-27) at MDI, Gurugram"
-

65

PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant:

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)	Yes ☐	No ☐
If YES, please give details: 		

2. Is there any standing adverse entry against the officer? (put ✓)	Yes ☐	No ☐
If YES, please give details: 		

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)	Yes ☐	No ☐
If NO, please give details: 		

4. Whether cadre clearance has been obtained? (put ✓)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the PPM? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes ☐	No ☐
If selected, will the candidate be released for the Programme?	Yes ☐	No ☐

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/ Department/ State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

E-mail Id: _____

CADRE CONTROLLING AUTHORITY

Name of the Cadre Controlling Authority (Department/Ministry)	
Contact person	
Designation	
Address	
Tel No	
Fax No	
Email ID	

Place:

Date:

(Signature of the
Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

63

Format of Bond To be executed by a Government Servant Before Proceeding for the 19th 12-Months Hybrid Programme on "Public Policy and Management" (PPM) of Management Development Institute (MDI), Gurugram

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for the programme i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. at MDI- Gurugram, together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for PPM to be conducted by the Department of Personnel and Training (DoP&T), Government of India at MDI- Gurugram,

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation which is earlier after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2026.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

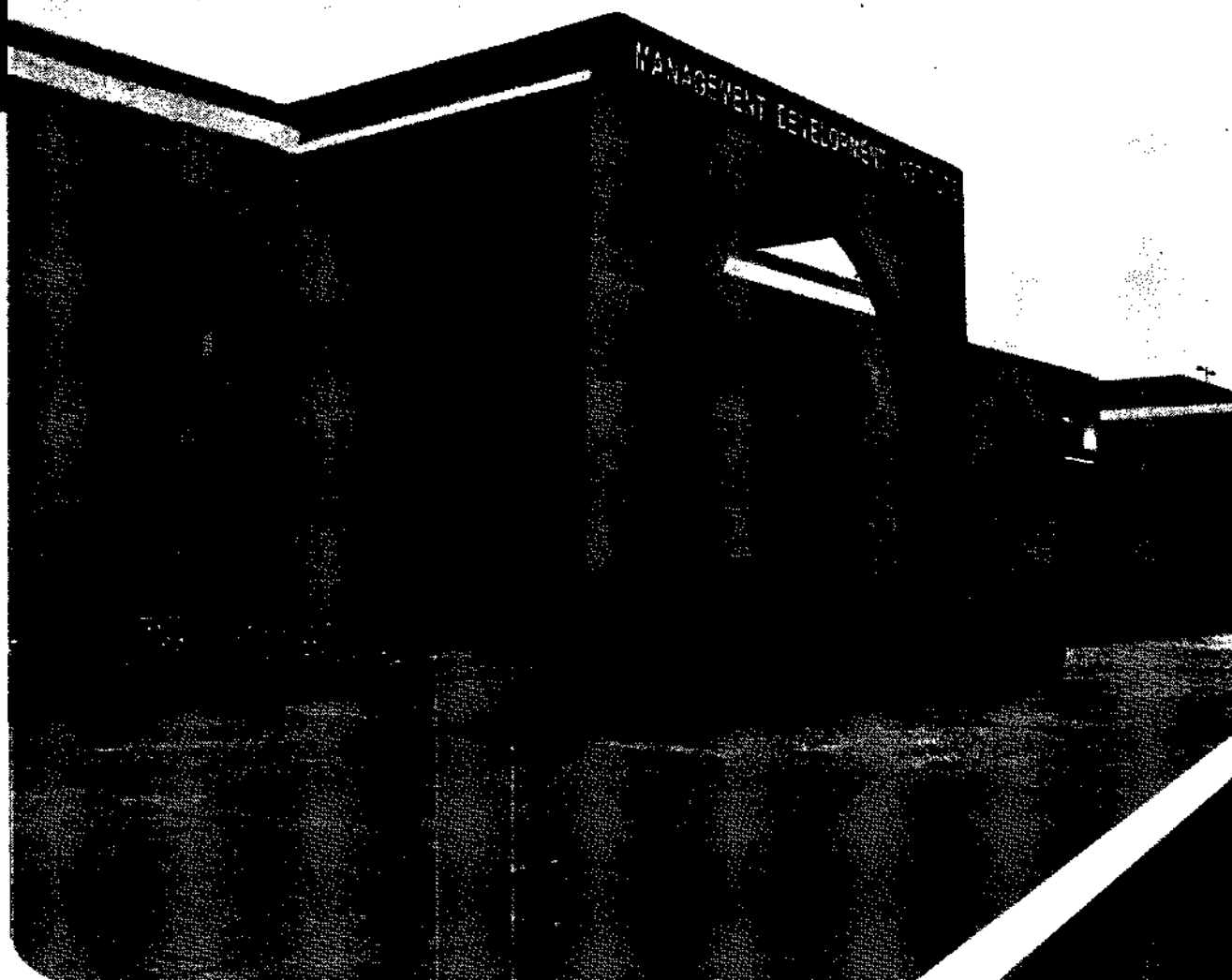
Witnesses: 1. _____

2. _____

ACCEPTED
on behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory)[Office Seal Compulsory]

School of Public Policy and Governance

12-Month Hybrid Programme on Public Policy and Management (PPM)



DIRECTOR'S MESSAGE

“At MDI Gurgaon, we offer a multidisciplinary approach to public policy education. Our curriculum combines theoretical knowledge with practical skills, equipping students with the tools to navigate the intricacies of policy formulation, implementation, and evaluation. We foster critical thinking, analytical reasoning, and strategic decision-making abilities, enabling our students to address the diverse needs of communities and stakeholders.”



With the Government of India's vision towards a Viksit Bharat by 2047, the landscape of Public Policy and Management is undergoing a significant transformation from "rule to role-based government". While space and speed are driven by technology, geopolitics, and rapid innovation, their scope and scale redefine the interaction between local and global governance paradigms. This program aims to shape the future of decision-makers, enabling them to make positive changes in the lives of citizens. With over one and a half decades of existence, the School of Public Policy and Governance at MDI Gurgaon has restructured the curriculum to align with contemporary challenges and opportunities. MDI Gurgaon's multidisciplinary faculty combined with state-of-the-art infrastructure in the heart of the National Capital Territory, stands out as a top institution for decision-makers. Along with academic engagement, the unique program design fosters a constant interface with experts from industry, government, and civil society organisations.

The recent shift in collaborative governance has raised a critical need for professional capacity and behavioural competency to instil effectiveness, efficiency, and innovation in public services. In the contemporary governance paradigm, public services are the outcome of an equitable partnership among the Government, business, and civil society. The MDI Gurgaon's Public Policy Program is designed for individuals who aspire to set an example by making a meaningful contribution to the public, private & development sectors as policymakers, decision-makers, or development experts.

The Public Policy Program at MDI Gurgaon boasts a world-class faculty comprising experienced practitioners and leading researchers. Apart from classroom deliberations on problem-solving skills, participants immerse themselves in real-life situations during field visits. Industry and one-week rural field visits are organised to bridge the gap between theory and practice. At the end of the academic sessions, participants assimilate knowledge, skills, and experience in writing a policy paper under the joint supervision of faculty and leaders from government or industry.

Upon completing the program, our graduates embark on rewarding careers across various sectors. More importantly, they assume roles in government organisations, international institutions, research organisations, NGOs, consulting firms, think tanks, and academia. The program equips them with the skills to navigate the complexities of the public sector, devise innovative policy solutions, and lead transformative initiatives.

If you are determined and passionate about becoming a change master, join us to become a responsible Public Policy leader by fostering solutions to a sustainable planet and prosperity. Being part of MDI Gurgaon will undoubtedly unleash your potential.

Prof. Arvind Sahay Ph.D.
Director, MDI Gurgaon
Professor of Marketing

I welcome you to join the MDI Gurgaon's Public Policy Program.

DEAN'S MESSAGE

“The context of education in public policy has drastically changed in the last decade. Rise of need for global governance, innovation in public service delivery, and sustainable solutions. It has raised unprecedented demand for integrating multiple competencies to address complex and challenging problems. While the government's vision is aligned with citizens' values, policies need to cultivate low-cost innovations for solutions to become Viksit Bharat.”



In 2006, MDI Gurgaon established the School of Public Policy and Governance to bridge the gap between academia and administrators. Since then, the Post Graduate Diploma in Management-Public Policy and Management (PGDM-PPM) has evolved to co-create public value for changing the lives of the citizens. The program enables policymakers and decision-makers to develop comprehensive competencies by integrating experience and evidence to inform value judgments. The program is designed to bridge domain competencies in public policies, governance, and behavioural competency by aligning core courses on functional competency for productive efficiency and domain competency for professional effectiveness.

While the program develops vertical, in-depth knowledge in multidimensional domains, including finance, economics, organisational development, water, gender, energy, and sustainable development, the program focuses on the last two semesters on horizontal integration of skills by promoting three broad areas of domain specialisation. The three domains of specialisation provide decision-makers with practical tools for integrating vertical and horizontal knowledge, enabling them to develop the capability to identify positive change in policies and governance issues. It is aimed at developing specialised ability in the field of (i) citizen-centric governance & effective public system management, (ii) effective and efficient leadership in collaborative

governance, and (iii) innovative global and regional sustainable development policies and practices.

The collective endeavour of the program is to identify, incubate, and innovate public systems and their management. Suppose your passion drives you towards a profession that aims to transform problems into sustainable solutions for a Viksit Bharat. In that case, I extend my invitation to the public policy program in the School of Public Policy and Governance at MDI Gurgaon.

MDI Gurgaon's 18 long-term programs since 2006, now redesigned as a 12-month hybrid program to align with the Government of India's Viksit Bharat vision, features more than 90 faculty members, policy and development experts and 1,000 students and alumni from around the globe, offering a unique learning experience. It's a journey that equips you with the skills and knowledge to produce, acquire, conserve, and disseminate understanding for the benefit of citizens.

Feel free to contact us. We look forward to hearing from you and discussing how the MDI Gurgaon's Public Policy Program can help you achieve your career aspirations.

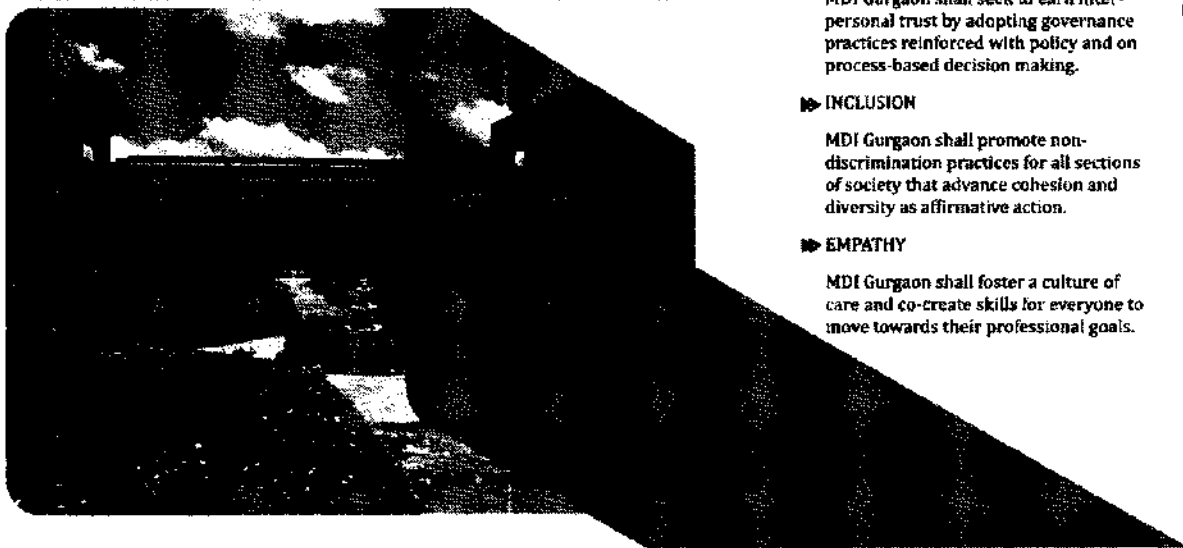
Prof. Avnish Kumar
Dean-School of Public Policy
and Governance

ABOUT US

For nearly 50 years, our graduates and faculty have shaped business in over 54 countries globally. We see our past as an inspiration, a legacy of values, entrepreneurship and innovation. We endeavour to excel each day while redefining the nature of management education to create an impact on the future of business.

Today, as it celebrates the Golden Jubilee of its existence, it is ranked among the top B-schools in India by reputed publications and agencies. The Institute has earned international accreditation from AACSB, USA, EQUIS and Association of MBAs (AMBA), UK. We

have partnerships with over 90 B-schools worldwide. An Institute is known by the achievements of its alumni and the difference they make to the world around them. MDI Gurgaon has a strong legacy as one of the country's early management institutions. The alumni network across all programmes offered is among the largest. With more than 700 members joining the group annually, the alumni network is growing stronger year by year. As of now, we have around 13,000 alumni working across 54 countries.



Information Brochure - PPM 2026

Information Brochure - PPM 2026

CORE VALUES

MDI Gurgaon inculcates core values that direct its vision & mission to attain excellence and sustain innovation.

ACCOUNTABILITY

MDI Gurgaon shall ensure accountability to all its stakeholders rooted in internal management and external adherence to law and society norms.

TRANSPARENCY

MDI Gurgaon shall operationalize transparency as the ability of individuals in the organization to be responsive, productive, and innovative.

TRUST

MDI Gurgaon shall seek to earn inter-personal trust by adopting governance practices reinforced with policy and on process-based decision making.

INCLUSION

MDI Gurgaon shall promote non-discrimination practices for all sections of society that advance cohesion and diversity as affirmative action.

EMPATHY

MDI Gurgaon shall foster a culture of care and co-create skills for everyone to move towards their professional goals.

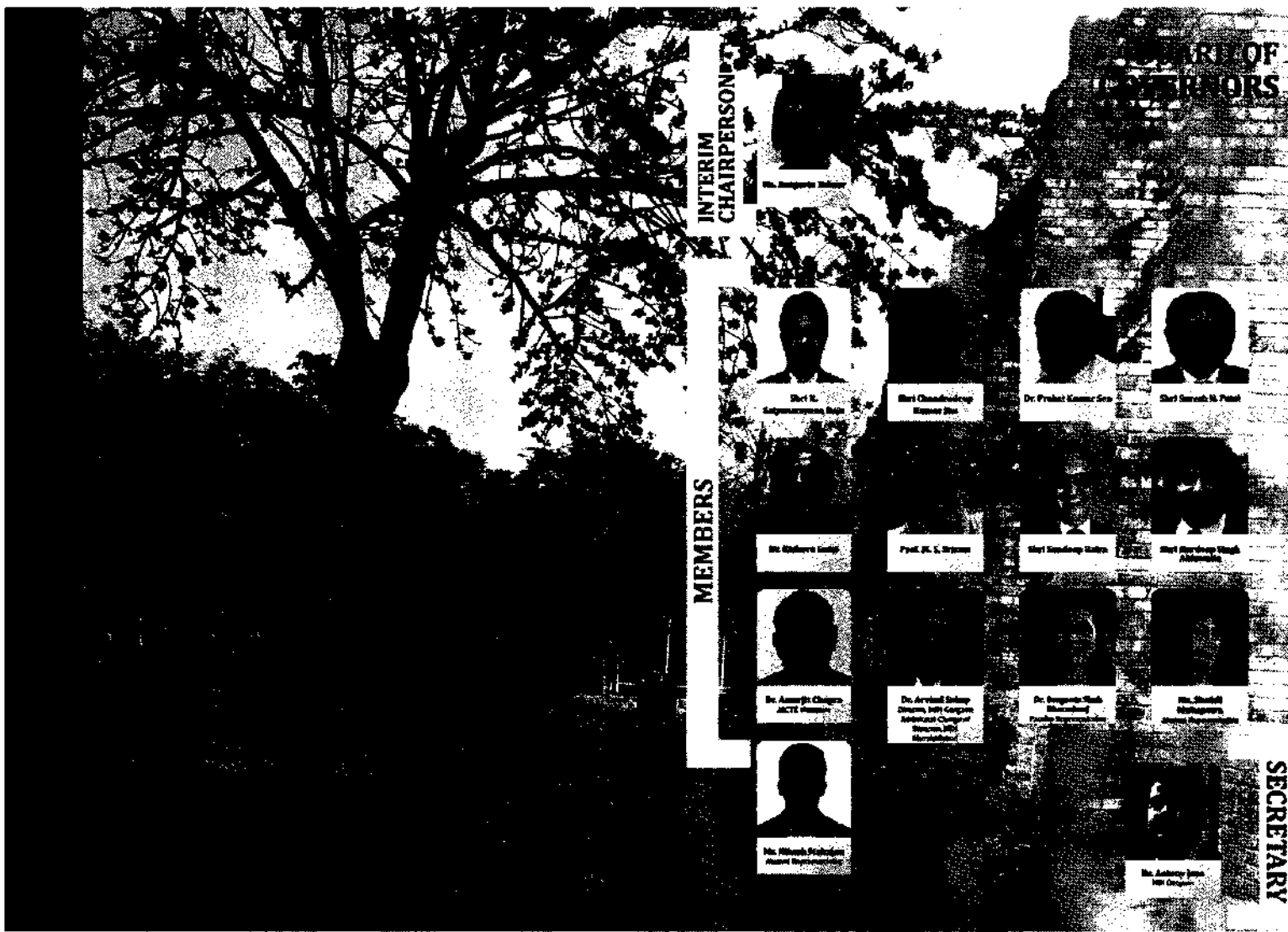
VISION

"MDI Gurgaon aims to be a globally recognised management school through academic excellence and continuous innovation to nurture responsible leaders for creating sustainable alternatives."

MISSION

- Become a globally recognised management school with international and national recognition through knowledge development.
- Enhance academic excellence in research, consulting, training, and teaching with cutting edge resources.
- Encourage continuous innovation.
- Create and nurture socially responsible leaders.
- Promote sustainable alternatives in decision making.

59



INTERIM
CHAIRPERSON


Dr. Arvind Salunke


Dr. N. Sampathkumar
Member


Dr. Chandrasekar
Member


Dr. Prabhat Kumar


Dr. Suresh K. Patel


Dr. Suresh K. Patel

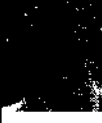

Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel

MEMBERS


Dr. N. Sampathkumar
Member


Dr. Chandrasekar
Member


Dr. Prabhat Kumar


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel

SECRETARY


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel


Dr. Suresh K. Patel

Information Brochure - FPM 2026

Information Brochure - FPM 2026

INTERNATIONAL CONFERENCE Innovations in Public Performance Management: Lessons for Policy Makers

July 30 & July 01, 2023

**SCHOOL OF PUBLIC POLICY
AND GOVERNANCE**

Setting the agenda for public policy and governance

**PUBLIC POLICY AND
MANAGEMENT (PPM)**

(57)

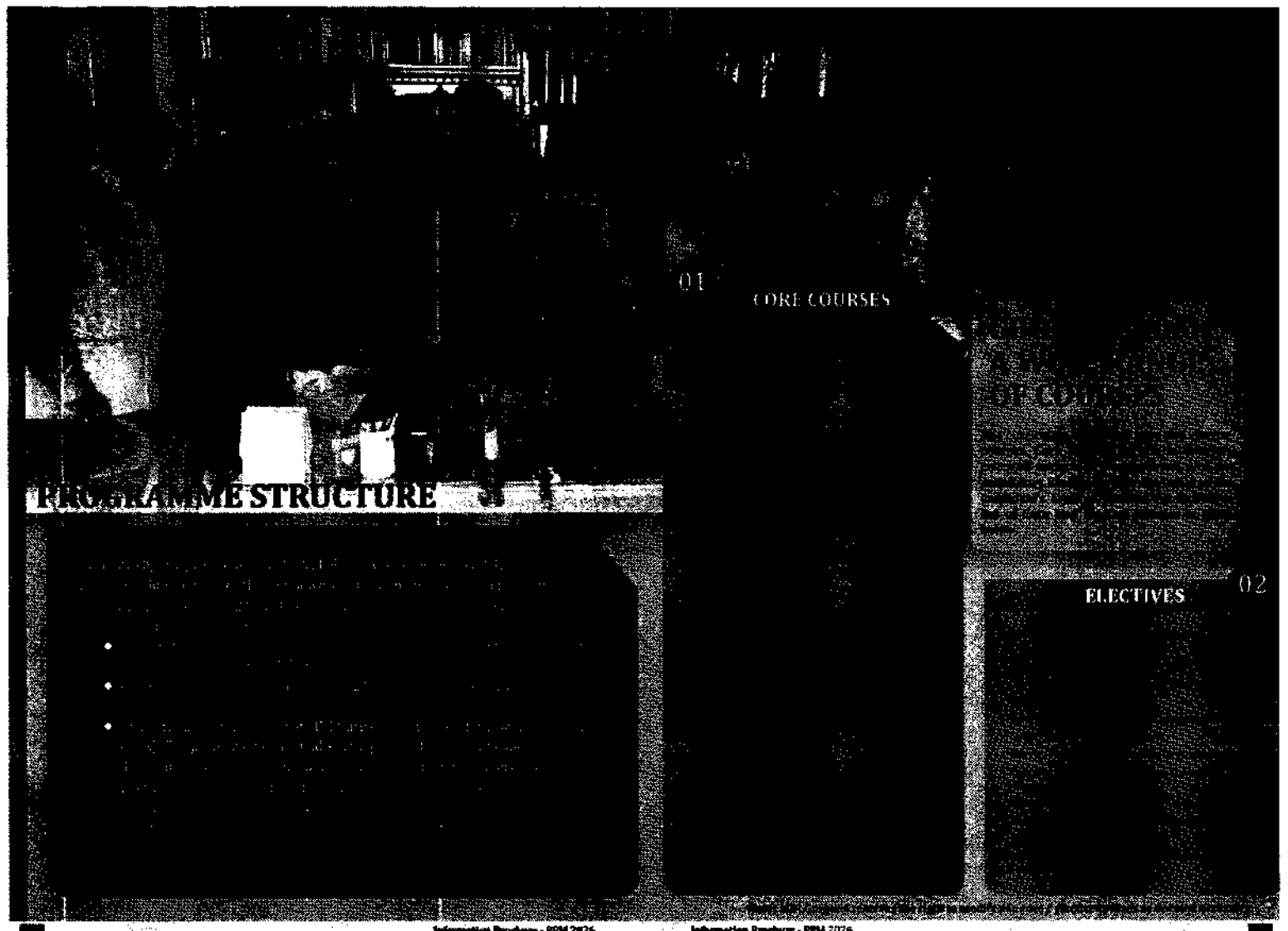


PROGRAMME LEARNING GOALS (PLG)

TARGET AUDIENCE

Target Audience

Adults 18+ years old



PROGRAMME STRUCTURE

01 CORE COURSES

02 ELECTIVES

ELECTIVES

02

SS



PROFESSOR

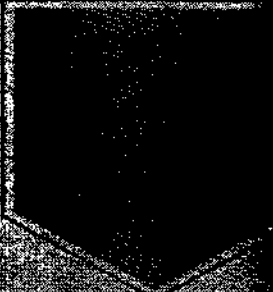
ADMINISTRATIVE

SPORTS FACILITY

ALUMNI MEET & ASSOCIATION



Invocation 202



Invocation 202

Information Brochure - PPM 2026

Information Brochure - PPM 2026

11.11.2020 09:08



PROGRAMME HIGHLIGHTS

► **Hybrid Format** : 24 weeks (2 residencies) in the MDI Gurgaon campus & 24 weeks (live online interactive module). The programme is redesigned to incorporate and promote behavioural competency to cognitive gain, behavioural change for promoting citizen centricity, policy formulation, implementation analysis, evaluation, and assessment skills, to align with changing public policy paradigms.

► **Rural & Industry Immersion** : Exposure to the ground realities of development and governance issues in rural India and good governance solutions. The objective is to provide participants with a comprehensive understanding of the economic dynamics within rural areas. So they may understand the vital role local organizations play in empowering and supporting marginalized communities on the ground.

► **Industry Immersion** : An industry visit has been introduced in the programme to provide exposure to the participants in operations at the manufacturing plant, where they interact with senior decision-makers on business-government relations in economic growth.

► **Guided Policy Paper** : Participants convert experience & knowledge into a sustainable alternative in the form of a white paper for local and national development.

► **Community of Practice Interphase** : The program offers interaction with Policy Experts/Development Experts /Alumni & Theme-based Workshops/Round Tables along with a unique peer learning experience, allowing participants from different services to collaborate and share knowledge while engaging with senior professors.

► **Robust Course Curriculum** : Holistic understanding through a blend of theory and practice on public policy & governance, law, project management, public finance, infrastructure and sustainable development, economics, and leadership and human resources management.

► **Strong Alumni Network** : 250+ senior government officers representing 22 Ministries/organisations & State Governments.

► **Multidisciplinary Expertise** : Diverse in-house faculty, a state-of-the-art library, and a culture of continuous learning and knowledge sharing.

12-Month Hybrid Programme on Public Policy and Management (PPM)

Date of Opening of Application Form	14 May 2026
Last Date For Accepting The Admission Application	11 July 2026
Personal Interview	13-19 July 2026
Result Notification And Admission Offer	20 July 2026
Commencement Of Classes	14 August 2026

The applicants must have 50% marks in
maths and 65% in both the I and II.

[illegible]

Only one was killed, but almost 2000
wounded. Several other companies had
been killed. The British had been
killed. The British had been killed.

1. **NAME** _____
 2. **ADDRESS** _____
 3. **CITY** _____
 4. **STATE** _____
 5. **ZIP** _____

SELECTION PROCESS

- The online application form for the PPM Programme of MDI Gurgaon shall be available on the MDI Gurgaon's website with necessary instructions.
- Online registration will be open till **July 11, 2026, 17:00 hrs.**
- Applicants have to make an online payment of Rs. 3000 (Rupees three thousand only) inclusive of 18% GST.

Shortlisting of Applicants for the selection process will be based on the details provided in the application form and their valid CAT, CMAT, or XAT scores. The personal interview for the shortlisted applicants would be scheduled on July 13 - 19, 2026 (Tentatively). The Shortlisted Applicants may be called for a personal interview at the MDI Gurgaon campus or through online (Zoom), for

NATIONAL INSTITUTE OF HUMAN RELATIONS	
Tuition Fee	₹ 11,10,000/-
Boarding Charges	₹ 1,32,450/-
Lodging Charges*	₹ 1,65,500/-
NGO / Industrial Visit	₹ 70,000/-
Learning Material Fees	₹ 76,000/-
Student Activities	₹ 32,000/-
Library Fee	₹ 42,250/-
Alumni Fee	₹ 14,300/-
Security Deposit (Refundable)	₹ 27,500/-
TOTAL	₹ 16,70,000/-

(Subject to revision)

Period	Fee
At the time of Admissions (by September 2026)	₹ 4,00,000/-
15 th November till 25 th November 2026	₹ 6,55,775/-
15 th February till 25 th February 2027	₹ 6,14,225/-
Total	₹ 16,70,000/-

(Subject to revision)

NOTE: MIT Gurgaon reserves the right to enhance fees and other charges at any point in time during the Academic Year. Due notice will be given when such changes are made.

You may contact the **PPM Office** at ppm@mitgurgaon.in or call 0124-4560553 / 4560280 or Prof. Anandh Kumar at anandh@mitgurgaon.in for details.

ELIGIBILITY CRITERIA FOR DOPT SPONSORED APPLICANTS, AS PER DOPT, GOI

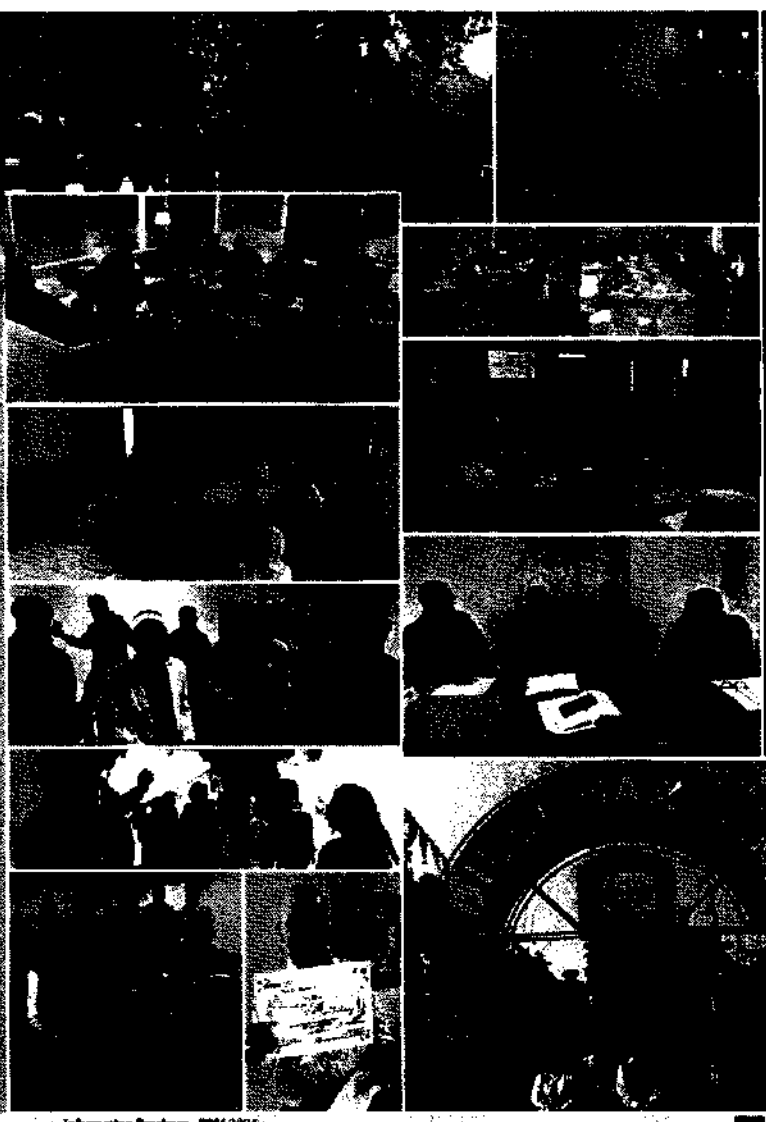
Eligibility criteria for Dopt sponsored applicants as per Dopt, GOI

ROAD TO RFP

The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860. The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860.

- 1. The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860.
- 2. The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860.

- 3. The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860.
- 4. The Dopt is a non-profit organization that provides financial support to the poor and needy. It is a registered society under the Societies Registration Act, 1860.





MDI
GURGAON

Management
Development
Institute

MANAGEMENT DEVELOPMENT INSTITUTE GURGAON

Mehrauli Road, Sukhram, Gurgaon-122007, Haryana, INDIA

Website: www.mdi.ac.in

PROGRAMME OFFICE

Tel: 0124-4560553 | Email: ppoffice@mdi.ac.in

DEAN'S OFFICE

Tel: 0124-4560380 | Email: avanish@mdi.ac.in, dean-sppg@mdi.ac.in

WORKING HOURS: Mon-Fri: 09:30 am to 5:30 pm



www.mdi.ac.in

MDIGurgaonofficial

MDIGurgaon

mdigurgaon

mdigurgaon

school/mdigurgaon

E-Mail

E-5874110 (50)

No. T-13017/4/2026-LTDP

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 02nd July, 2026

A-04, G-4

मुख्य सचिव कोषाग बिहार

1. Secretaries (All Ministries/Departments in Government of India)

02 JUL 2026 Chief Secretaries to all State Governments

3. Administrators of Union Territories

4. All the Cadre Controlling Authorities

5. Directors General/Directors of Central & State Training Institutes

Chief Secretary, Bihar

Sub: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management -

Calcutta (IIMC)

Sir/Madam,

2
I am hereby informed that Indian Institute of Management, Calcutta in collaboration with this Department is offering a Long Term Domestic Programme viz "One Year Executive Programme in Public Policy and Management" (EPPPM) from July 18th, 2026. EPPPM is designed as a 1 year hybrid programme wherein the on-campus immersion shall be carried out at IIM Calcutta Campus.

Course pedagogy:

2. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

श्री विद्याल
विनीता
9.8.2026

49

3. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

4. Details of the 'Terms and Conditions' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in] and websites of Indian Institute of Management, Calcutta (IIMC) <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>

5. Nominations of suitable eligible officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **July 15th, 2026**. Nominations received after this date will not be considered. As it is an open programme, Candidates can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

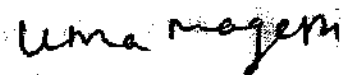
Yours faithfully,



(Uma Magesh)
Under Secretary to the Government of India
Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 with request to consider applications received on or before July 15th, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's <https://trgdiv.dopt.gov.in/webpage>.



(Uma Magesh)

Under Secretary to the Government of India

Telephone: 011-26706382

1st One Year Executive Programme in Public Policy and Management (EPPPM) at Indian Institute of Management - Calcutta

The 1st One Year Executive Programme in Public Policy and Management – EPPPM at Indian Institute of Management – Calcutta will commence from **July 18th 2026**. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least five years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. Course Fees: (a) The course fee for the programme is **Rs. 3.35 Lakh** (Rupee Three Lakh Thirty Five Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of Course material, Access to IIMC Library and e-

46

resources when participants are on campus, Faculty Costs, Board and Lodging. AC accommodation on twin sharing basis will be provided to participants on campus during the campus modules, Programme kit, Networking Dinners. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 3.35 Lakh (Rs. Three Lakh and Thirty Five Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the program or/and in any case within 30 days of commencement of program.

4. Programme structure

The duration of this program is One year. Mode of delivery: Three hour sessions on select Saturdays, from 6.45 to 9.45 pm. In addition, there will be two campus modules of 3 days each. The programme includes the following modules:

- i. Public Policy: Theory, Concepts and Methods (15 Hrs).
- ii. Quantitative Methods and Operations Management for Public Policy (15 Hrs):
- iii. Economic Determinants of Public Policy (15 Hrs).
- iv. Public Finance and Public Policy (15 Hrs).
- v. Negotiations, Conflict and Leadership (15 Hrs).
- vi. Law and Public Policy (15 Hrs).
- vii. The Political and Social context of Public Policy (15 Hrs).
- viii. Public Policy and Strategy (15 Hrs).
- ix. Public Policy: Empirical Cases and Contemporary Agendas (30 Hrs).

5. Design Elements:

- Academic Orientation
- Campus Modules
- Live Virtual Sessions
- Guest Lectures
- Capstones Group Project
- Assessments
- Certificate Award Ceremony

6. **Academic Guidelines:**

- i. **Attendance** of participants will be recorded and periodically shared by IIM Calcutta. Participants need to have an overall attendance of at least 75% to complete the requirements of the programme.
- ii. **Archives** (recorded sessions) will be made available to participants for a period of up to seven days after each session. No attendance will be awarded for viewing recorded sessions.
- iii. **Evaluation:** Participants will be evaluated on the basis of an appropriate combination of examinations, assignments and class participation for all the courses. For every module/course where evaluation is conducted, participants will be given any one of the following grades: "Excellent", "Good", "Fair", or "Poor".
- iv. **Make up examinations** will be held towards the end of the programme for absentees and those with "Poor" grades to help them to complete the programme. In such cases, for grades above the "Fair" grade, the grade will be adjusted one grade lower, i.e., the grade of a participant getting "Excellent" grade in the make-up examination will be adjusted downwards to "Good" and "Good" grade will be downgraded to "Fair" grade.
- v. **Certification:** Participants will be awarded either a "Certificate of Successful Completion" or a "Certificate of Participation." "Certificate of Successful Completion" will be awarded to the participant who fulfills the following criteria:
 - a) Has an overall attendance of at least 75% attendance in the programme
 - b) Has appeared in all the examinations
 - c) Has obtained "Poor" grade in not more than two courses.

A "Certificate of Participation" will be awarded to the participant who has satisfied conditions (a) and (b) but has obtained more than two "Poor" grades.

However, if any participant has not appeared for all the examinations, his / her result will be treated as "Incomplete". For such participants no certificate will be awarded.

- vi. **Use of unfair means:** Copying in any form in any assignment and examination will be considered as an act of indiscipline. The Institute will initiate serious disciplinary action against such participant, including debarring the participant from the programme in case a participant is found guilty. In such cases the fees paid will not be refunded.

****IIM Calcutta does not provide placement assistance to Long Duration Programme participants.***

7. Hostel Facilities

Indian Institute of Management – Calcutta will provide rent-free furnished residential AC accommodation on twin sharing basis in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

8. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

9. Selection procedure and forwarding of nominations

(i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.

(ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme.

(iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

10. Forwarding of nominations

(i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.

(ii) Copy of the application form and other documents are attached. The same may also be obtained by sending an email to mgripd@iimcal.ac.in or by logging on to Websites of IIM Calcutta <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in Part- B of the Application Pro-forma so as to reach us on or before **July 15th, 2026**.

43
(iii) Nominations received after the due date will not be considered.

(iv) As it is an open programme, Candidate can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

11. **Bond to be executed by the officer:**

~~Before joining the programme, the officer is required to execute a Bond to the~~
extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".



Indian Institute of Management, Calcutta
Diamond Harbour Road, Joka, Kolkata, West Bengal
Phone No: + 033-2467 8312
E-mail Id: mgripd@iimcal.ac.in
Website: <https://iimcal.ac.in>

Government of India
Department of Personnel & Training
Block-IV, 3rd Floor, Old IAS Campus,
New Mahatma Road, New Delhi-110067
Phone No: 011-26706362 Fax No: 011-26106314
Website: <https://mopiv.dpt.gov.in/>

Application for Admission in One Year Executive Program in Public Policy and Management – (EPPPM)

(Programme Commences on July 18th, 2026; Last date of receiving application is 15th July, 2026)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS			
Title (Mr./Ms/Dr.)			
Full name in block letters (First name, Middle name, Surname)	Paste a recent passport sized photograph		
Father's full name			
Mother's full name			
Gender (Put $\checkmark$)	Male ☐ Female ☐	Date of birth	DD MM Year
Date of Superannuation	DD MM Year	Age as on 18-07-2026	Year Month
Nationality	Religion		
Caste category (Put $\checkmark$)	General ☐ OBC ☐ SC ☐ ST ☐		
Equivalent Rank in Govt. of India	Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band		
2. MINISTRY/DEPARTMENT DETAILS			
Name of the Ministry/ Department			
Designation of Applicant			
Office Address			
	State	PIN	
Telephone No.	Fax		
Service cadre with year of allotment			
Length of service in Group-A			
Are you presently on deputation to the Govt. of India (Put $\checkmark$)	Yes ☐ No ☐	If yes, from which date:	


 Date of completion of tenure? _____

3. ADDRESS FOR CORRESPONDENCE

Address					
City		State		PIN	
Telephone No			Fax No		
Mobile No					
Email ID (In Capital Letters) (Main and alternate)					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE						
Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

46

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more][Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions]

S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- Statement of Purpose: Why are you interested in pursuing this programme?
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- You may send the application form directly to Ms. Uma Magesh, Under Secretary (Trg), Training Division, Department of Personnel and Training, Government of India, Room No - 315, 3rd Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: uma.magesh@nic.in] as well as to Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in]
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by July 15th, 2026.
- The application envelop should be superscripted as "Application for admission in One Year Executive Programme in Public Policy and Management – EPPPM at IIM Calcutta".



PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes ☐	No ☐

2. Is there any standing adverse entry against the officer? (put √)	Yes ☐	No ☐
If YES, please give details: 		

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes ☐	No ☐

4. Whether cadre clearance has been obtained? (put √)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the EPPPM? In such cases, clearance of the State Government/Parent department has to be obtained) Has the candidate been offered a central deputation also? If selected, will the candidate be released for the Programme?		
	Yes ☐	No ☐
	Yes ☐	No ☐

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			PIN
Telephone No.			
Fax No.			
E-mail ID			

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

Format of Bond to be executed by a Government Servant before proceeding for 1st One Year.
Executive Programme in Public Policy and Management – EPPPM of Indian Institute of
Management - Calcutta

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my EPPPM programme by IIM Calcutta i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by IIM Calcutta together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____ am being deputed for EPPPM programme by IIM Calcutta.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the EPPPM programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2026.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnesses: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory) [Office Seal Compulsory]

36

Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).

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

Mukesh Kumar < mukesh.kr07@gov.in >

Thu, 02 Jul 2026 1:01:48 PM +0530

To "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>,"Chief Secretary Bihar"<cs-bihar@nic.in>,"Chief Secretary Office"<csoffice.cg@gov.in>,"Puneet Kumar Goel IAS Chief Secretary"<cs-goa@nic.in>,"Dharmendra"<cs-arunachal@nic.in>,"Jishnu Barua IAS"<cs-assam@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Mr R D Dhiman"<cs-hp@nic.in>,"Sanjeev Kaushal, IAS"<cs@hry.nic.in>,"branchtrg"<branchtrg@gmail.com>,"Shri Sukhdev Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"Iqbal Singh Bains"<cs@mp.nic.in>,"chiefsecy"<chiefsecy@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Jan e Alam, Chief Secretary Nagaland"<csnsl@nic.in>,"Suresh Chandra Mahapatra"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Mr S.C Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF SECRETARY OFFICE GOVT OF UP"<csup@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri H K Dwivedi"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"admn-chandigarh"<admn-chandigarh@nic.in>,"administrator-dd-dnh"<administrator-dd-dnh@nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-admin"<lk-admin@nic.in>,"cspon"<cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>,"directordhti"<directordhti@caomod.nic.in>

Cc "Manoj Kataria"<manoj.kataria14@nic.in>,"UMA MAGESH"<uma.magesh@nic.in>,"Vijay S"<vijays@cag.gov.in>

Respected Ma'am/Sir,

Please find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular of 1st EPPPM ...
40.5 MB

E- 5881660

(35)

AI Champions for Digital Governance Summit

E-Mail

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

<divyasingh@itdc.co.in>

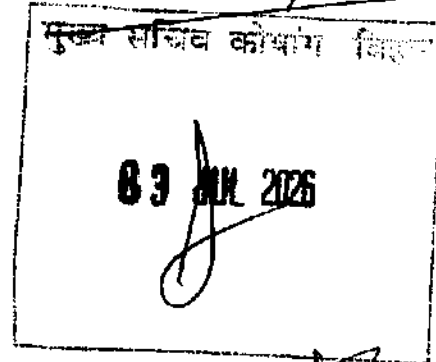
Fri, 03 Jul 2026 4:51:25 PM +0530

Cc "upasna Singhal"<upasna@itdc.co.in>

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

Tags Not in Contacts

Aes, GAY / Savy, IT



Dear Sir/Madam,

Greetings from India Tourism Development Corporation!

Artificial Intelligence is rapidly transforming the way organisations function by enhancing productivity, strengthening decision-making and improving service delivery. Recognising the growing importance of AI in governance and public sector management, **India Tourism Development Corporation (ITDC)**, in collaboration with **Standing Conference of Public Enterprises (SCOPE)** and **Lal Bahadur Shastri National Academy of Administration (LBSNAA)**, is organising a hands on technical session on "**AI Champions for Digital Governance Summit**" from 13th to 15th July 2026 at Hotel Samrat, New Delhi. The programme has been designed to equip both senior leadership and operational teams with practical knowledge and hands-on skills for leveraging Artificial Intelligence in their organisations and it will be conducted by experienced faculty/officials from LBSNAA.

The Summit will commence with an exclusive **full day Leadership Session on 13th July 2026 from 09:30 AM (Training module attached)**, specially curated for Chairpersons, Managing Directors, Chief Executive Officers, Heads of Organisations and other senior functionaries (program enclosed). This strategic session will focus on AI-driven organisational transformation, data-driven decision-making, responsible adoption of Generative AI and the roadmap for AI implementation in public sector organisations. Participation in this inaugural Leadership Session is being offered complimentary for Board Level/Senior Officials from PSUs/ Government Organisations/ Industry Body.

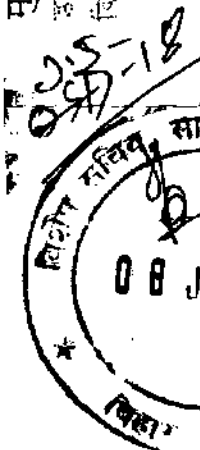
The hands-on technical sessions on 14th and 15th July 2026 are intended for officers and executives responsible for implementation and day-to-day operations. Four independent half-day batches of 03 hours each will be conducted over the two days. **Each participant can choose any one batch as per their convenience.**

14.07.2026	Batch 1	Batch 2	Duration
	10:00 AM to 1:00 PM	2:00 PM to 5:00 PM	03 hours
15.07.2026	Batch 3	Batch 4	
	10:00 AM to 1:00 PM	2:00 PM to 5:00 PM	03 hours

The Lunch is scheduled from 1:00 PM to 2:00 PM for both the sessions.

The sessions will provide practical training in AI-assisted productivity, prompt engineering, document drafting, data extraction, tabulation, summarisation and other real-world

मुख्य सचिव कार्यालय
हाथी सं० ३९३३
दिनांक ०६.०७.२०२६



S.O-18

श्री विद्यालक्ष्मी
वित्त
१.१.२०२६

29 applications using leading AI tools under expert guidance.

The participation fee for this hands-on 03 hours session per batch is as under:

- ₹10,000 + GST per participant per session, inclusive of training, laptop for training, Claude AI subscription, dedicated 1:1 internet connection lunch and refreshments.
- OR
- ₹7,500 + GST per participant per session for participants who already possess an active Claude subscription and do not require a separate Claude AI tool. This fee also includes training, laptop for training , dedicated1:1 internet connection, lunch and refreshments.

We would appreciate if you along with your colleague may attend the first day complimentary Leadership Session on 13th July 2026, You are also requested to nominate Sr. officers from relevant functional areas to participate in one of the 03 hours practical training sessions on 14th or 15th July 2026.

The details for remittance of participation fee are as under:

Bank Account Name: ITDC Unit Ashok Institute of Hospitality & Travel Management
SBI Bank Account Number: 34872575724
IFSC Code: SBIN0001690
Branch: NCERT DELHI

Ms. Upasna Singhal, HoD-CM&PR is the nodal officer from ITDC for submission of nominations, participation fees, Scope & Bank Details, etc. and any other clarification. Her contact details as +91 9911186070 and email upasna@itdc.co.in. Kindly ensure that the nominations are sent by 07th July 2026 positively to the Nodal Officer and the details are submitted through google form link below:
<https://forms.zohopublic.in/rajatpetwalit1/form/EventRegistration/formperma/IQKFj-2L-Bb1AYtaPisAdPZpULtPH2e6ZsYo8bykrXs>

We are confident that this initiative will enable participating organisations to harness the potential of Artificial Intelligence for improved governance, operational efficiency and organisational excellence.

We look forward to the participation of your organisation in this important initiative.

With warm regards,

Divya Singh
In-Charge
IHM Ashok, ITDC

1 Attachment(s)

AI Programme.pdf
279.3 KB

AI champions for Digital Governance
13 July 2026: Leadership Session

Time	Session	Focus
09:30–10:00	Registration, Inaugural Session and Programme Orientation	Context-setting, objectives of the workshop and expectations from participating organisations
10:00–10:30	Tea Break	
10:30–11:30	AI for Organisational Productivity and Digital Transformation	AI for leadership, internal productivity, service delivery, knowledge management and citizen-facing processes
11:30–13:00	Data Analytics and Dashboards for Management Decision-Making	Organisational data, dashboards, exception reporting and evidence-based decision-making
13:00–14:00	Lunch	
14:00–15:30	From Data to Prediction: Machine Learning for Public Sector Use Cases	Risk scoring, anomaly detection, classification, forecasting and decision support
15:30–16:00	Tea Break	
16:00–17:30	Generative AI, Agentic AI and Private LLM Deployment: Strategy, Risks and Way Forward	Responsible LLM adoption, private LLM deployment, integration with applications and problem-statement clinic

Hands on Technical Sessions 14th and 15th July, 2026

14th July, 2026, Batch -I

Time	Session	Focus
10:00 – 11:30	AI-Assisted Office Productivity using Claude	Prompting basics; drafting and revising notes, letters, emails and summaries
11:30 – 12:00	Tea Break	
12:00- 13:00	Practical Exercises: Documents, Tables and Data Extraction	Structured extraction, tabulation, comparison, checklists and first-level analysis
13:00- 14:00	Lunch	

32

24/7/24 321247

14th July, 2026, Batch -II

Time	Session	Focus
13:00-14:00	Lunch	
14:00- 15:30	AI-Assisted Office Productivity using Claude	Prompting basics; drafting and revising notes, letters, emails and summaries
15:30 – 16:00	Tea Break	
16:00 - 17:00	Practical Exercises: Documents, Tables and Data Extraction	Structured extraction, tabulation, comparison, checklists and first-level analysis

15th July, 2026, Batch -III

Time	Session	Focus
10:00 – 11:30	AI-Assisted Office Productivity using Claude	Prompting basics; drafting and revising notes, letters, emails and summaries
11:30 – 12:00	Tea Break	
12:00- 13:00	Practical Exercises: Documents, Tables and Data Extraction	Structured extraction, tabulation, comparison, checklists and first-level analysis
13:00- 14:00	Lunch	

15th July, 2026, Batch -IV

Time	Session	Focus
13:00-14:00	Lunch	
14:00- 15:30	AI-Assisted Office Productivity using Claude	Prompting basics; drafting and revising notes, letters, emails and summaries
15:30 – 16:00	Tea Break	
16:00 - 17:00	Practical Exercises: Documents, Tables and Data Extraction	Structured extraction, tabulation, comparison, checklists and first-level analysis

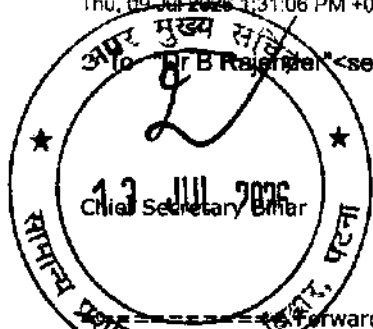
E-MAIL

5/18

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

Thu, 09 Jul 2026 1:31:06 PM +0530

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



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

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

To: <jns@doptmod.gov.in>

Date: Thu, 09 Jul 2026 09:45:22 +0530

Subject: Workshop on Financial Management in Government by ISTM

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



Sir/Madam,

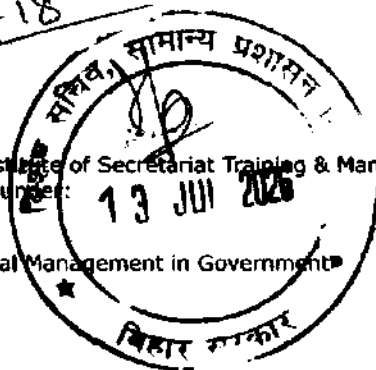
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Financial Management in Government

Course Code : WFM-16

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

3739/211-18

14.7.26

श्री विद्याल
विनीत
14.7.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल नं. 20549
दिनांक 14.7.26

E-MAIL

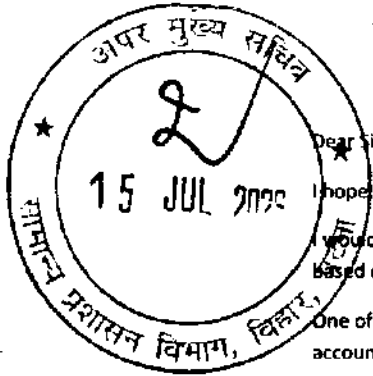
<DigiVerify@gisfy.co.in>

Tue, 14 Jul 2026, 11:21:43 AM +0530

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

Tags Not in Contacts

LS(8)



DigiVerify DIGIVERIFY

Dear Sir,

I hope you are doing well.

I would like to follow up regarding our earlier communication on DigiVerify, the blockchain-based certificate verification platform developed by GISFY.

One of the key advantages of DigiVerify is its ability to establish complete transparency and accountability in certificate issuance and verification processes. Every certificate issued through the platform is permanently recorded on a permissioned blockchain, while all verification activities are logged through immutable audit trails. This enables departments to maintain complete visibility into certificate transactions, monitor verification activities in real time, and simplify compliance audits whenever required.

The platform also provides real-time analytics and monitoring capabilities, helping departments identify trends, track service delivery performance, and detect fraudulent activities more effectively. Such transparency not only strengthens governance but also enhances public trust by enabling independent verification of certificate authenticity by citizens and institutions.

In addition to these governance benefits, DigiVerify can create a sustainable revenue stream for the government through controlled verification services offered to employers, universities, financial institutions, recruitment agencies, and other organizations that require authenticated certificate validation.

We would be pleased to arrange a brief virtual demonstration of the DigiVerify presentation at your convenience to showcase these capabilities and discuss how they can support the digital governance initiatives of your State.

We look forward to hearing from you.

Thanks & Regards,

Firza Bakka | Project Management Unit

GISFY Private Limited, Ground Floor, DSL Abacus IT Park,
Uppal, Hyderabad, Telangana - Pin code: 500039 India

बिहार सरकार
अपर मुख्य सचिव कोष
सामान्य प्रशासन विभाग
ई-मेल संख्या- 21.139
दिनांक 15-7-26

S.O-18

श्री विद्याल
विनीत
13.7.2026

3813/21.18
17.7.26

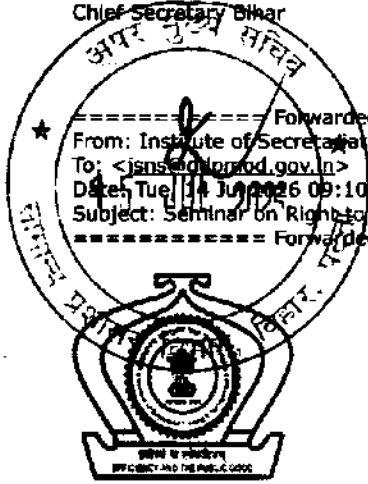
Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 14 Jul 2026 11:56:27 AM +0530

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

11(18)

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jnsd@nic.in>
Date: Tue, 14 Jul 2026 09:10:15 +0530
Subject: Seminar on Right to Information 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 : 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

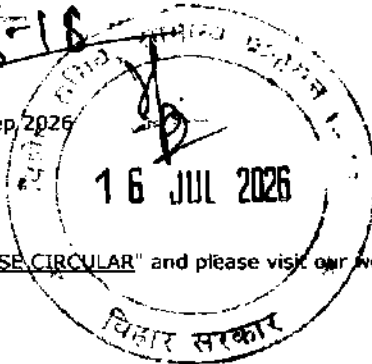
Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-2.1.1.45
दिनांक-15.7.26

S.O-18

3814 / क्र. 0-18

17.7.26

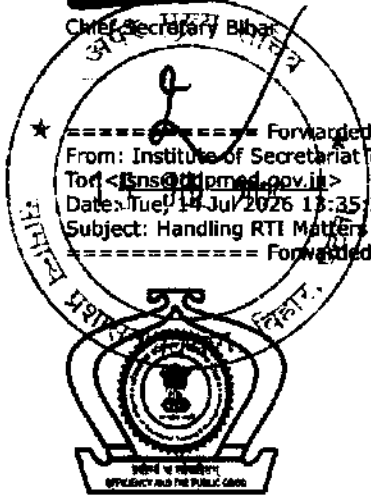
श्री विशाल
विहीन
17.7.2026

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

Tue, 14 Jul 2026 1:38:53 PM +0530

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

55681



----- Forwarded message -----
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Tue, 14 Jul 2026 13:35:37 +0530
Subject: Handling RTI Matters 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 : Handling RTI Matters

Course Code : H-RTIM-11

Date : 09 Nov 2026 to 10 Nov 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-21154
दिनांक 15-7-26

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

Regards

Balaji N

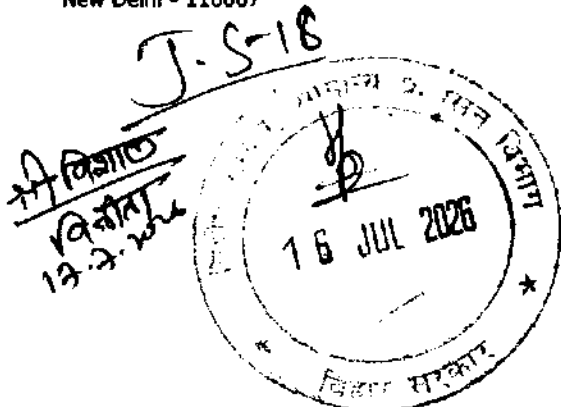
Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Old Palme Marg,

New Delhi - 110067



3816/रात-18
S.O-18
17.7.26
For
16/7/26

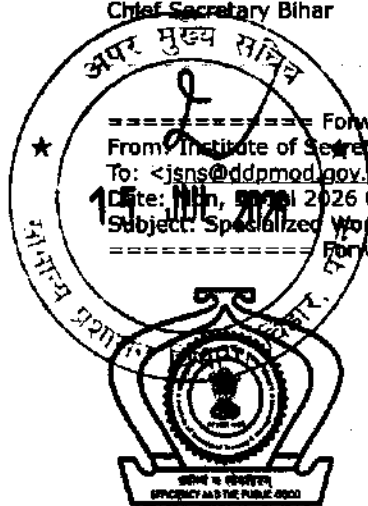
Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 13 Jul 2026 3:31:05 PM +0530

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

55(18)

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmo.gov.in>
Date: Mon, 13 Jul 2026 09:15:11 +0530
Subject: Specialized Workshop for Head of Organisations 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 : Specialized Workshop for Head of Organisations

Course Code : SWHO-02

Date : 07 Sep 2026 to 09 Sep 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल क्रमांक-21.07.7
दिनांक.....15.7.20

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

Regards

Gunjan Gandhi

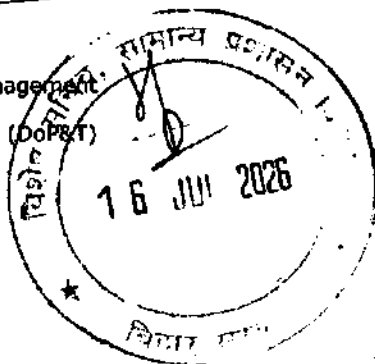
Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoPT)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



S.O-18

for
6/6/20

At बिहार
बिना
17.7.2026

3810/अत-18
17.7.26

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

Tue, 14 Jul 2026 11:54:59 AM +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: <jshs@ddp.mod.gov.in>
Date: Tue, 14 Jul 2026 09:06:39 +0530
Subject: Workshop on Communication Skills 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 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



बिहार सरकार

अपर मुख्य सचिव कांभाग

सामान्य प्रशासन विभाग

ई-मेल संख्या- 21.144

दिनांक..... 15.7.26

S.O-18

3812/अप-18

17.7.26

16/7/26
17.7.26

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

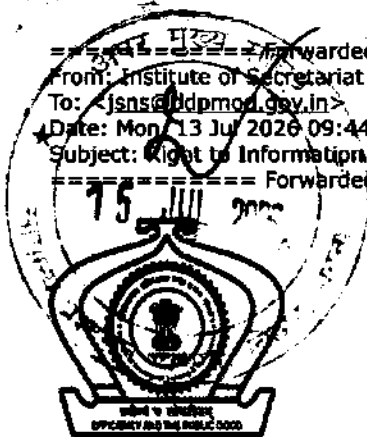
Mon, 13 Jul 2026 12:25:18 PM +0530

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

E-MAIL

55(18)

Chief Secretary Bihar



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jnsd@dpmod.gov.in>
Date: Mon, 13 Jul 2026 09:44:35 +0530
Subject: Right to Information - Public Information Officers by ISTM
==== Forwarded message =====

Sir/Madam,

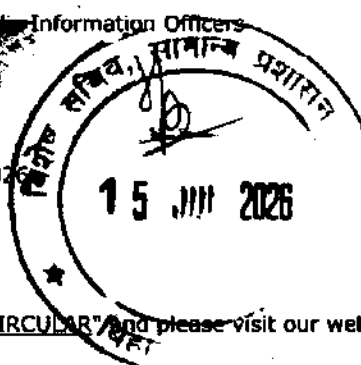
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-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 दिनांक-21.02.20
दिनांक.....14.7.26

At विज्ञापन
दिनांक
16.7.2026
S.O-18
[Signature]

3783/सा 0-18
16.7.26

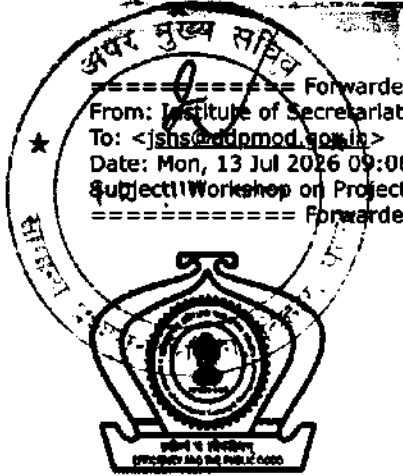
Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 13 Jul 2026 12:27:56 PM +0530

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

E-MAIL

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jshs@dpmod.gov.in>
Date: Mon, 13 Jul 2026 09:06:32 +0530
Subject: Workshop on Project Management by ISTM
===== Forwarded message =====

J.S-018



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 : 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

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

S.O-18

श्री विजाल
रकीत
16.7.2026

Handwritten signature

3784/2A-18
16-7-26

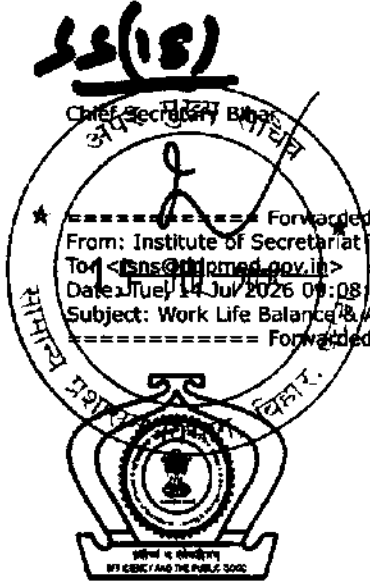
बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-24.021
दिनांक 14.7.26

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

Tue, 14 Jul 2026 11:55:15 AM +0530

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

E-MAIL



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <ns@nic.in>
Date: Tue, 14 Jul 2026 09:08:23 +0530
Subject: Work Life Balance & Anger 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 : 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)

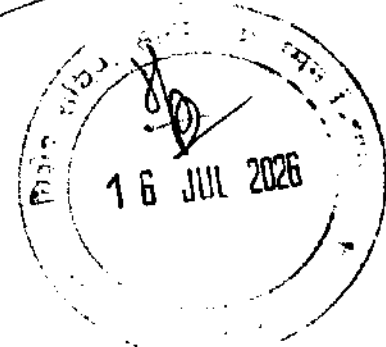
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

3881/21.7.18

S.O-18 17.7.26
विशाल
17.7.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-21146
क्रमांक-15726



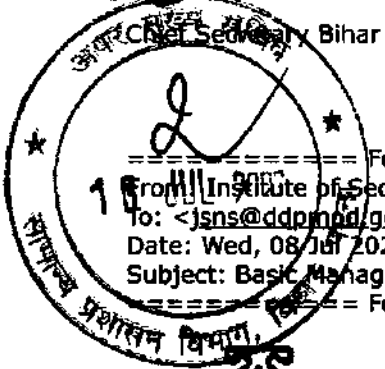
E-MAIL

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

Wed, 08 Jul 2026 3:52:50 PM +0530

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

35(18)



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
To: < jsns@ddp.nic.in >
Date: Wed, 08 Jul 2026 15:24:03 +0530
Subject: Basic Management Services 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 : Basic Management Services

Course Code : BMS-109

Date : 07 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

Rizwana Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



3694/ शा. 18
13.7.26

बिहार राज्य सरकार
अध्यापक, सामान्य प्रशासन विभाग
ई-मेल संख्या: 20275
दिनांक: 9.7.26

श्री दिवाकर
13.7.2026

E-MAIL

(21)

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

Wed, 08 Jul 2026 3:50:58 PM +0530

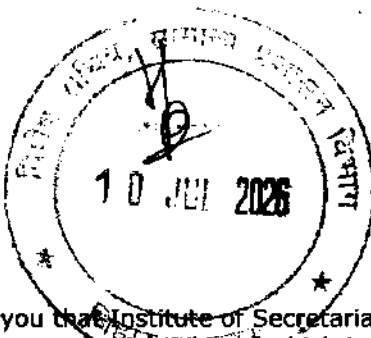
To "Dr B Rajender"<secy-par-bih@nic.in>

25(18)

Chief Secretary Bihar

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@dopt.mod.gov.in>
 Date: Wed, 08 Jul 2026 15:13:34 +0530
 Subject: Handling Social Media and Information Retrieval by ISTM
 ===== Forwarded message =====

प्रशासन विभाग.



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

3693/ए/ए/18

13.7.26

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

श्री विद्याल
 किरी
 13.7.2026

बिहार सरकार
 अपर मुख्य सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या-25.2.26
 दिनांक..... 13.7.26

Fwd: Right to Information - Public Information Officers by secy-par-bih

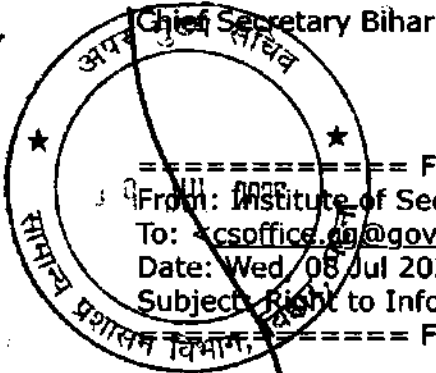
E-MAIL (20)
<secy-par-bih@nic.in>

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

Wed, 08 Jul 2026 10:27:51 AM +0530

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

55(18)



Chief Secretary Bihar

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

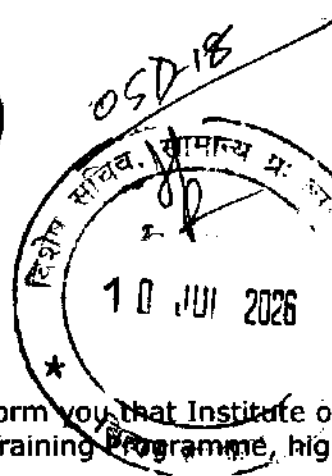
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.bih@gov.in>

Date: Wed 08 Jul 2026 09:31:29 +0530

Subject: Right to Information - Public Information Officers by ISTM

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



बिहार सरकार
आचार्य कृष्ण चरण कोषांग
सामान्य प्रशासन विभाग
ई-मेल नमूना 20159
दिनांक 8.7.26

50-18 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.

श्री विशाल
विशाल
13.7.2024

3683/शा-18
13.7.26

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

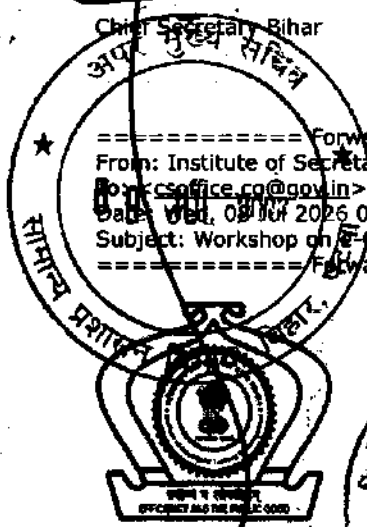
E-MAIL

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

Wed, 08 Jul 2026 10:29:58 AM +0530

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

15(0)



Chief Secretary Bihar

अपर मुख्य सचिव

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

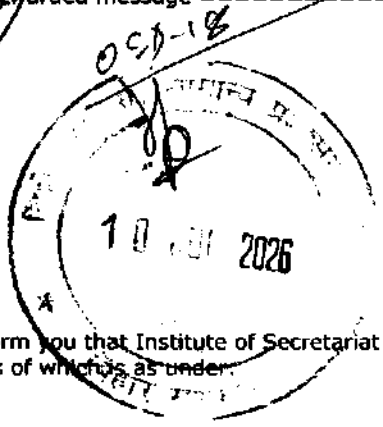
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: secy-par-bih@nic.in

Date: Wed, 08 Jul 2026 09:47:29 +0530

Subject: Workshop on e-Office by ISTM

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



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

Date : 16 Nov 2026 to 17 Nov 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

श्री विद्याल
दिनांक
13.7.2026

बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल दिनांक 20/6/26
दिनांक 8.7.26

3676 / शा. 18
13.7.26

E-MAIL

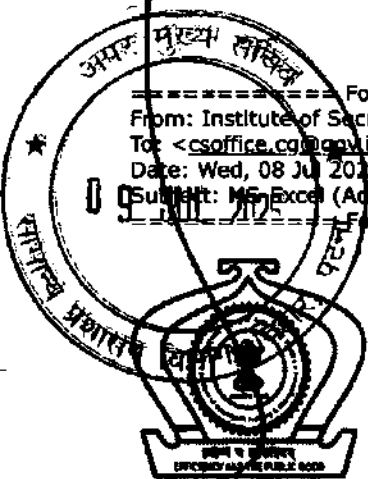
Chief Secretary Bihar <cs-bihar@nic.in>

Wed, 08 Jul 2026 10:28:09 AM +0530

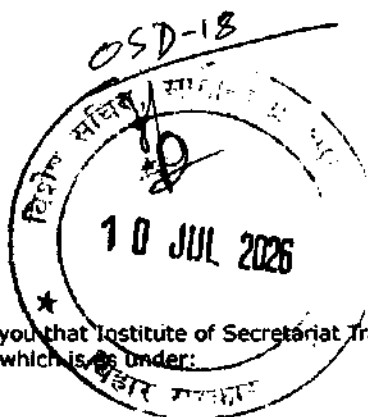
To "Dr B Rajender" <secy-par-bih@nic.in>

11(18)

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <cs@office.cg@gov.in>
Date: Wed, 08 Jul 2026 09:36:41 +0530
Subject: MS-Excel (Advance) 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 : 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

3673/2018-18
13.7.16

श्री विशाल
विशाल
13.7.2016

बिहार सरकार
अपना मुख्यमंत्री कोषांग
सामान्य विभाग
ई-मेल 2016/1
दिनांक 8.7.26

16

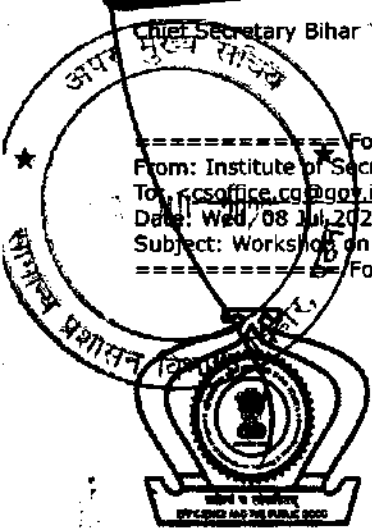
E-MAIL

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

Wed, 08 Jul 2026 10:29:47 AM +0530

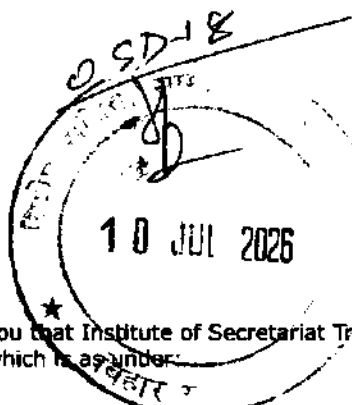
To "Dr B Rajender" <secy-par-bih@nic.in>

45(18)



Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Wed, 08 Jul 2026 09:46:03 +0530
Subject: Workshop on Office Procedure & Noting & Drafting 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 Office Procedure & Noting & Drafting

Course Code : WOP&ND-10

Date : 02 Nov 2026 to 04 Nov 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

3672 / शा-18
13.7.26

श्री विद्या
विद्या
13.7.26

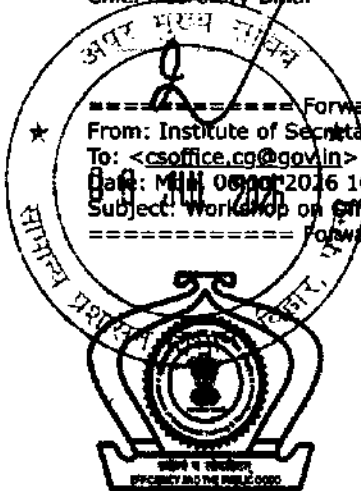
20160
8-7-26

Mon, 06 Jul 2026 5:19:09 PM +0530

E-MAIL

55(18)

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <csoffice.cg@gov.in>
 Date: Mon, 06 Nov 2016 16:52:24 +0530
 Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
 ===== Forwarded message =====



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 Code : WOP&ND-10

Date : 02 Nov 2026 to 04 Nov 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

5.0-18

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या—192884
दिनांक—2.7.26

3637/21.08
13.7.26

Fwd: 02 days Offline Workshop on Presentation Skills & Communication Skills, on 14th-15th December, 2026 by ISTM

E-MAIL

secy-
par-
bih

<secy-par-bih@nic.in>

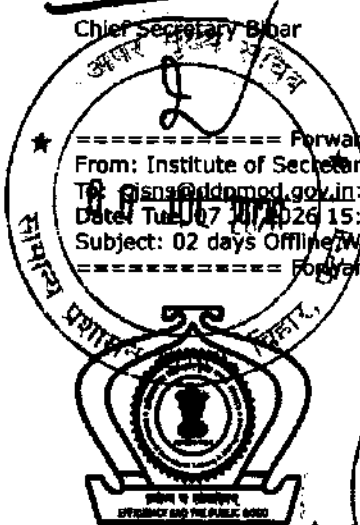
Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 07 Jul 2026 5:03:12 PM +0530

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

55(18)

Chief Secretary Bihar



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

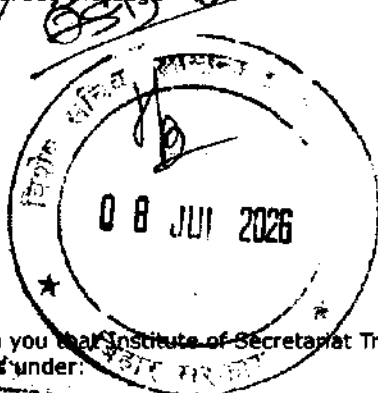
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: csb@ddnmod.gov.in

Date: Tue, 07 Jul 2026 15:06:08 +0530

Subject: 02 days Offline Workshop on Presentation Skills & Communication Skills, on 14th-15th December, 2026 by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Presentation Skills & Communication Skills

Course Code : WCS-24

Date : 14 Dec 2026 to 15 Dec 2026

Mode : Offline

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

Link for filling online nomination is https://www.istm.gov.in/home/online_nomination_form

Last date to fill nomination is 09th December, 2026.

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

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-गेल संख्या-20000
दिनांक.....8.7.26

श्री विशाल
विनीता
क 7.2026

S.O-18
9/7/26

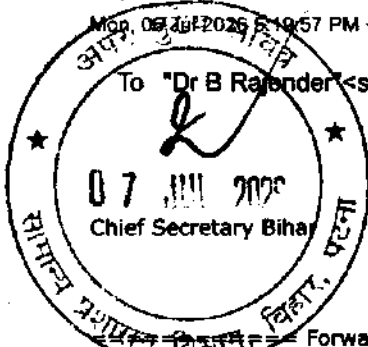
3634/2018
13.7.26

E-MAIL

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

Mon, 06 Jul 2026 5:19:57 PM +0530

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



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

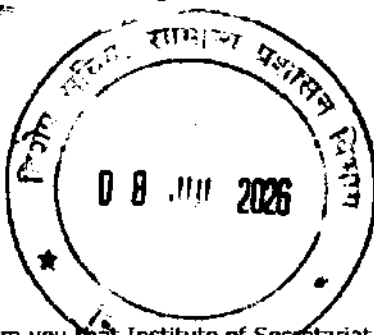
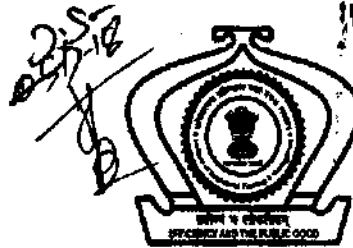
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

Date: Mon, 06 Jul 2026 16:56:51 +0530

Subject: Workshop on e-Office by ISTM

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



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

Date : 16 Nov 2026 to 17 Nov 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-19722
दिनांक.....7.7.26

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

S.O-18

3635/2110-18
13.7.26

श्री विशाल
विशाल
9.7.2026

9/7/26

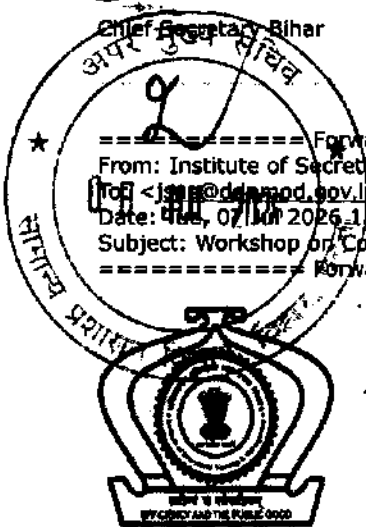
E-MAIL

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

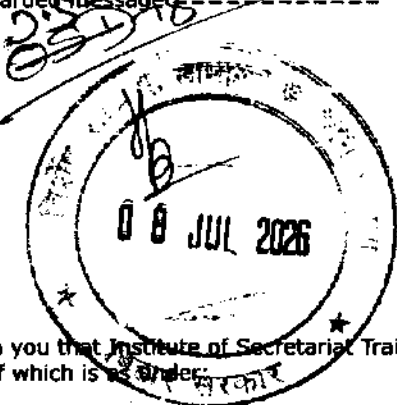
Tue, 07 Jul 2026 5:05:31 PM +0530

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

SS (18)



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>
Date: Tue, 07 Jul 2026 15:43:43 +0530
Subject: Workshop on Communication Skills 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 Presentation & 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

S.O-18

Handwritten signature

Handwritten signature and date 9.7.2026

बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या-19997
दिनांक-8.7.26

36 33/का/18
13.7.26

Fwd: Re- Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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

E-MAIL

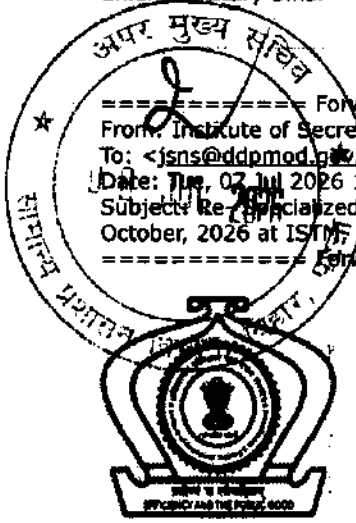
Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 07 Jul 2026 5:47:17 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>

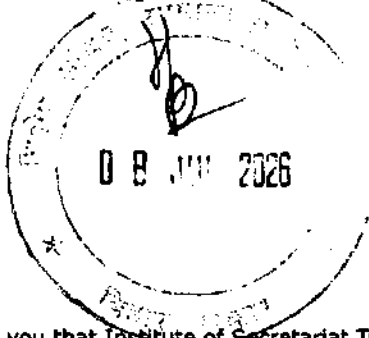
To: <jsns@ddpmod.gov.in>

Date: Tue, 07 Jul 2026 17:18:33 +0530

Subject: Re: Specialized Workshop for Head of Organisations (SWHO-03), scheduled from 05th October, 2026 to 07th October, 2026 at ISTM, New Delhi.

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

05-18



Sir/Madam,

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

Course Name : Specialized Workshop for Head of Organisations

Course Code : SWHO-03

Date : 05 Oct 2026 to 07 Oct 2026

Mode : Offline

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

Link for filling online nomination is: https://www.istm.gov.in/home/online_nomination_form

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

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
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....19995
दिनांक.....8.7.26

श्री विकास
विश्व
9.7.2026

S.O-18
[Signature]

3632 / अत-18
13.7.26

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

Tue, 07 Jul 2026 5:47:53 PM +0530

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

E-MAIL

SS(18)

Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsps@ddpmo.gov.in>
Date: Tue, 07 Jul 2026 17:23:03 +0530
Subject: Handling Parliamentary Matters 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 : 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

बिहार सरकार
अपर मुख्य सचिव कीर्तिका
सामान्य प्रशासन विभाग
ई-मेल संख्या-19992
दिनांक-8.7.26

S.O-18

श्री विशाल
विनीता
9.7.2026

9/7/26

3631/सा-18
13.7.26

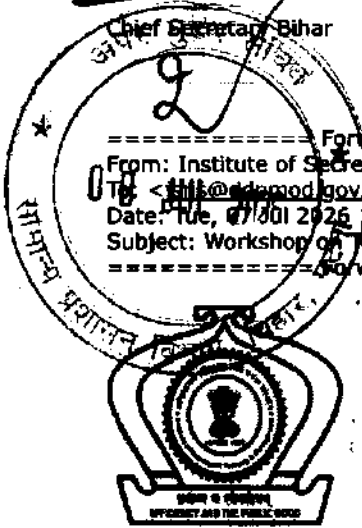
Chief Secretary Bihar < cs-bihar@nic.in >

Tue, 07 Jul 2026 5:12:17 PM +0530

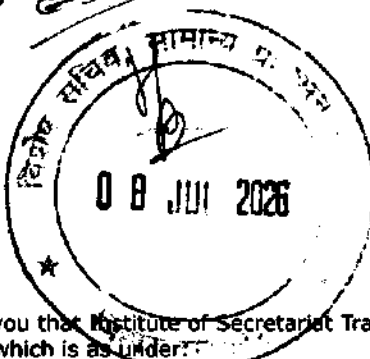
To "Dr B Rajender"<secy-par-bih@nic.in>

E-MAIL

55(18)



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <istm@nic.in>
Date: Tue, 07 Jul 2026 16:07:15 +0530
Subject: Workshop on Team Building and Leadership 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 Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

3629/2A-18
13.7.26

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

Regards

Anil 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

श्री विशाख
विनीता
9.7.2026

विशेष सचिव
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या-2000/
दिनांक.....8.7.26

S.O-18
[Signature]

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

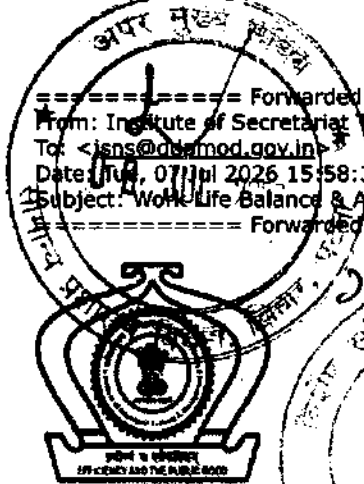
Tue, 07 Jul 2026 5:11:41 PM +0530

E-MAIL

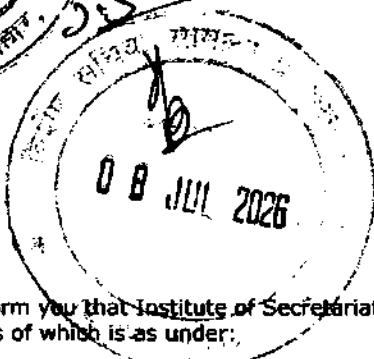
To "Dr B Rajender" <secy-par-bih@nic.in>

55(18)

Chief Secretary Bihar



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@doptmod.gov.in>
Date: Tue, 07 Jul 2026 15:58:39 +0530
Subject: Work Life Balance & Anger 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 : 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), Old Palam Road, New Delhi - 110067

New Delhi - 110067

S.O-18
9/7/26

श्री विद्याल
विनीता
9.7.2026

अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-20002
दिनांक-8.7.26

3628 / S.O-18
13.7.26

vd: Three Days Workshop on MS-Office Suite (MS-OS-12) in ISTM from 08.09.2026 to 10.09.2026 - regarding.

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

E-Mail

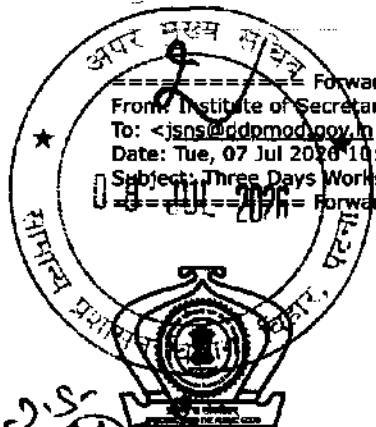
Chief Secretary Bihar < cs-bihar@nic.in >

Tue, 07 Jul 2026 3:32:29 PM +0530

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

55(18)

Chief Secretary Bihar



Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmo.gov.in>
Date: Tue, 07 Jul 2026 10:50:16 +0530
Subject: Three Days Workshop on MS-Office Suite (MS-OS-12) in ISTM from 08.09.2026 to 10.09.2026 - regarding.
=====



आज़ादी का
अमृत महोत्सव

फा.सं / FILE NO:Y-

15011/1/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक / Date: 04.06.2026

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

Subject: Three Days Workshop on MS-Office Suite (MS-OS-12) in ISTM from 08.09.2026 to 10.09.2026 - regarding.
Madam/ Sir,

I am directed to say that a three days Workshop on MS-Office Suite (MS-OS-12) will be conducted by ISTM from 08.09.2026 to 10.09.2026. 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.

- 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.
- 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 28th August, 2026.
- 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.

S.O-18
विभागाध्यक्ष
विनोद
9.7.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-19.92/
दिनांक-2-7-26

3626/का-18
13-7-26

-sd-

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

Tele No. : 011-26732076

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



ANNEXURE

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on MS-Office Suite
2. **COURSE CODE:** MS-OS-12
3. **DURATION:** Three days (08.09.2026 to 10.09.2026)
4. **TIME:** 09:00 AM to 5:30 PM

5. **AIM OF THE COURSE:** To develop skills required for the work in the area of MS-Office Suite.

6. METHODOLOGY:

Main emphasis of the Workshop shall be on practical aspect by participants themselves under guidance of faculty. The Workshop will be organised on highly participative mode. After completion of a topic, the participants will be required to undergo practical session on dedicated computers to translate learning immediately. The training methods will include, lecture, demonstration, individual/Group Exercise

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for Officers & Staff in the Central Secretariat offices & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

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

9. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **28th August, 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. 3000/- (Rupees Three 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**

3

OR

(v) Click on Link:- <https://bharatkosh.gov.in/MinistryInfo/SwachhBharatKosh>
Please share the copy of payment receipt on email kavita.s[at]nic.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 : MS-Office Suite

Course Code : MS-OS-12

Date : 08 Sep 2026 to 10 Sep 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: 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.

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

E-MAIL

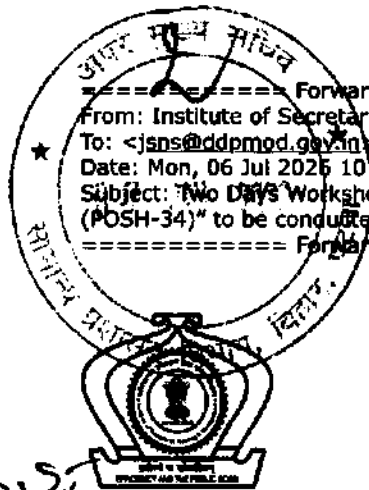
Chief Secretary Bihar <cs-bihar@nic.in>

Mon, 06 Jul 2026 3:40:54 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: <jns@ddpmo.gov.in>

Date: Mon, 06 Jul 2026 10:25:30 +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 =====

3621 / शा. 18
13.7.26



75
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

आईएसटीएम 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक शोक शिवालय और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

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
सायन्य प्रशासन विभाग
ई-मेल संख्या-19846
दिनांक-13.7.26

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.

आ. वि. शा. 18
वि. शा. 18
9.7.26
S.O-18
[Signature]

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

1st 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](mailto:vkbhargava.84[at]gov.in)
Tela No. : 011-26737611

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



ANNEXURE

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](mailto: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), Old Palme Marg,

New Delhi - 110067