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< pdpp@aimaindia.co.in >

Fri, 08 May 2026 10:52:39 AM +0530

To: secy-par-bih@secy-par-bih@nic.in

Tags: Not in Contacts

05 JUN 2026

Dear Sir/Madam,

Greetings from the All India Management Association (AIMA)!

All India Management Association (AIMA), the apex body of management in India profession is pleased to announce the commencement of next batch of the **Professional Diploma in Public Procurement** initiated with the technical support of the **World Bank**. As part of our ongoing commitment to capacity building in procurement and contract management, this program aims to equip participants with the necessary skills and knowledge to excel in the field of public procurement.

Public procurement today is widely recognized as a strategic lever for achieving economic, social, and environmental objectives. In India, it plays a crucial role in ensuring the effective functioning of government systems while also contributing to overall economic growth. The PDPP programme offers a comprehensive understanding of procurement principles, contemporary practices, and emerging trends, along with exposure to global best practices.

The programme is a 6-month blended learning course and includes:

- Weekend live online sessions
- A 3-day face-to-face workshop with industry experts
- Self-paced learning modules
- Continuous evaluation
- Certification upon successful completion

Course Fees:

- Indian Participants: INR 30,000 plus applicable GST per participant
- International Participants: USD 450 per participant

For More Details : [Click Here](#)

PDPP flyer: [Click Here](#)

We kindly request you to enroll or nominate suitable officials from your department for this programme at the earliest, preferably before **05th June 2026**.

For any queries or further information, please feel free to contact us at pdpp@aima.in or call us at +91 9560395725 / +91 8800893848.

We look forward to your participation.

Warm Regards,

Soma Saha
Manager | Procurement Programs
Centre for Management Education
All India Management Association (AIMA)
15, Link Road, Lajpat Nagar- 3,
New Delhi: 110024
Mobile: +91 9560395725 Landline- +91 11 47673000- Ext- 721

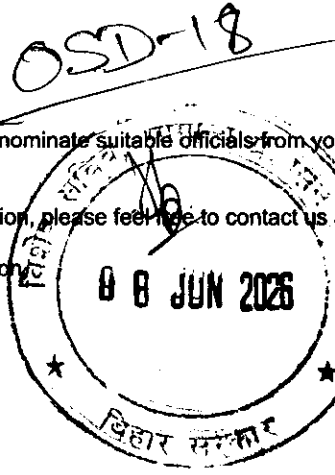
AIMA Training Calendar- 2026-27

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सामान्य प्रशासन विभाग
ई-मेल संख्या-1511
दिनांक-3.6.26



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Training Programme on "Finance for Non-Finance Executives"
scheduled from 20th July to 24th July 2026 at Sterling Kodai Valley,
Kodaikanal - reg.

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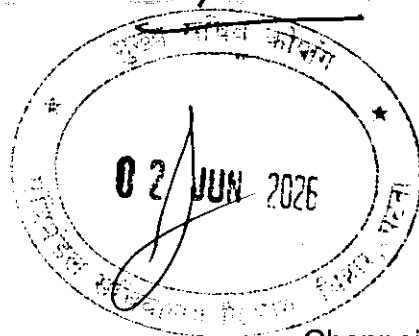
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M Natarajan < m.natarajan@npcindia.gov.in >

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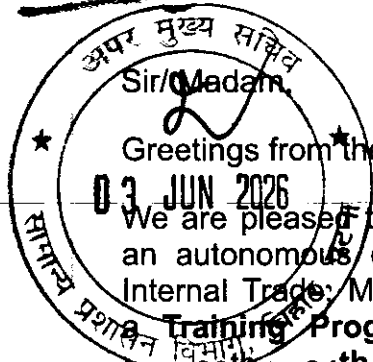
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ACS, GAD



Chennai
08th May 2026

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Sir/Madam,

Greetings from the National Productivity Council (NPC), Chennai.

We are pleased to announce that the Chennai office of National Productivity Council, an autonomous organisation under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India, is organising a **Training Programme on "Finance for Non-Finance Executives"** scheduled from 20th to 24th July 2026, at Sterling Kodai Valley, Kodaikanal.

The programme is designed to equip executives from non-finance functions with essential financial knowledge and analytical skills that are increasingly critical in today's organisational environment. Through structured sessions, case studies, and practical exercises, the programme aims to enhance participants' understanding of financial statements, budgeting, forecasting, ratio analysis, investment analysis, and other key financial concepts that support effective managerial decision-making.

The detailed brochure enclosed herewith outlines the programme objectives, coverage, faculty, fee structure, and nomination process.

We take this opportunity to invite your esteemed organisation to nominate suitable officials to participate in this programme and derive maximum benefit from it.

Yours faithfully,
M Natarajan
Director,
NPC Chennai.

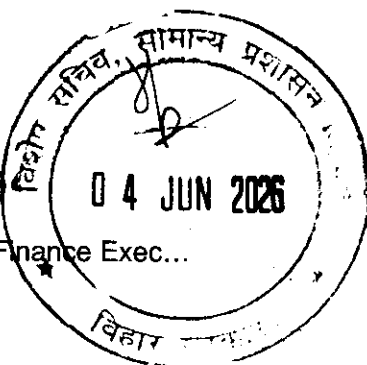
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1 Attachment(s)

Finance for Non Finance Exec...

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National Productivity Council

**Training Programme
on
"Finance for Non-Finance Executives"**

PROGRAMME CODE: T2627CHN04

20th – 24th July 2026

**@ Sterling Kodai Valley,
Kodaikanal**



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

In today's dynamic business environment, financial acumen is no longer the sole domain of finance professionals. Non-finance executives, including leaders from operations, marketing, human resources, and other departments, play a pivotal role in driving organizational success. However, their ability to make informed decisions is often hindered by a lack of understanding of fundamental financial concepts and practices.

By investing in the financial literacy of non-finance executives, organizations can foster a culture of accountability, innovation, and strategic alignment across departments. Furthermore, empowering executives with financial knowledge enables them to better understand the rationale behind financial strategies, collaborate more effectively with finance teams, and contribute to the achievement of overall business objectives.

The proposed program aims to bridge this knowledge gap by providing non-finance executives with a comprehensive understanding of finance tailored to their roles and responsibilities. By demystifying complex financial terminology and principles, participants will gain the confidence and skills needed to actively contribute to strategic discussions, allocate resources effectively, and drive performance improvement initiatives within their respective areas.

3. LEARNING OBJECTIVES

This training program would:

- Provide participants with a foundational understanding of key financial concepts.
- Familiarize participants with budgeting, forecasting, and financial planning processes.
- Equip the participants with tools for financial analysis and decision-making.
- Enhance participants' ability to communicate effectively with finance professionals and contribute to strategic discussions.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training.

- Introduction to finance: basic concepts and terminology.

- (283)
- Overview of financial statements: balance sheet, income statement, cash flow statement.
 - Interpretation of financial metrics: profitability, liquidity, solvency, efficiency.
 - Budgeting and forecasting techniques.
 - Break even analysis.
 - Ratio Analysis
 - Performance measurement and variance analysis.
 - Investment Decisions.
 - Financial Risk Management.
 - Case studies and exercises for practical application.

5. METHODOLOGY

The training program would be participative in nature. The sessions would be based on lectures, conceptual deliberations & discussions, success stories, and case studies.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations & Labour Unions/Associations.

7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts (MBA degree holders from IIMs) & other renowned and experienced trainers from industry and professional institutions.

8. PROGRAMME FEE & VENUE

Programme Code	T2627CHN04	
Programme Venue	Sterling Kodai Valley, No:25, Pallangi Road, Attuvampatti, Kodaikanal – 624 101.	
Programme Fee	Residential Participants	Non-Residential Participants
	₹ 70000 + 18% GST	₹ 55000 + 18% GST
For Residential Participants	Check – in at the Hotel: from 2 p.m. 20th July 2026. Check – out from the Hotel: 10.30 a.m. on 24th July 2026.	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	
• Name of the Bank: State Bank of India • Branch: Korattur Branch, Chennai – 600080. • Savings Bank Account No.:39783959115 • Account Holder's Name: National Productivity Council • IFSC Code: SBIN0017247 GSTIN : 33AAATN0402F1ZD	

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,

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

- NPC shall offer 10% discount on the programme fee to organizations sponsoring 3-5 participants and 15% discount on the programme fee to organizations sponsoring more than 5 participants.

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Head (AIP)

National Productivity Council

6, Aavin Dairy Road,

Ambattur Industrial Estate (North),

Ambattur, Chennai – 600 050.

Email Id: chennai@npcindia.gov.in; m.natarajan@npcindia.gov.in

Tel: 7200208675; 9962840115.

- **Last date for Receiving of nominations: 10th July 2026.**

11. GENERAL INSTRUCTIONS

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

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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **“Finance for Non-Finance Executives”**

Programme Code: **T2627CHN04**

Programme Duration: **Four (4) days**

Location: **Sterling Kodai Valley,**
Kodaikanal – 624101.

Details of Nominated Participants:

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

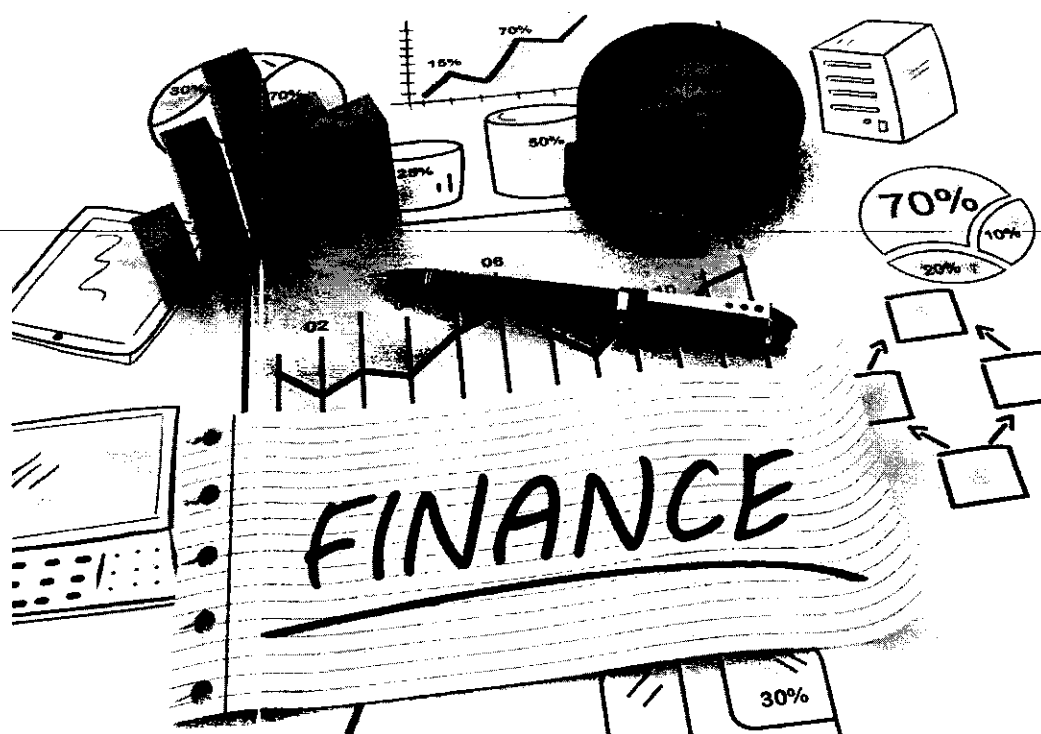
Signature

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

Payment Particulars

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

Training Programme on "Finance for Non-Finance Executives"



National Productivity Council
(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry
Government of India
6, Aavin Dairy Road,
Ambattur Industrial Estate (North),
Ambattur,
Chennai – 600 050.
Tel: 7200208675, 9962840115
chennai@npcindia.gov.in

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E-MAIL

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

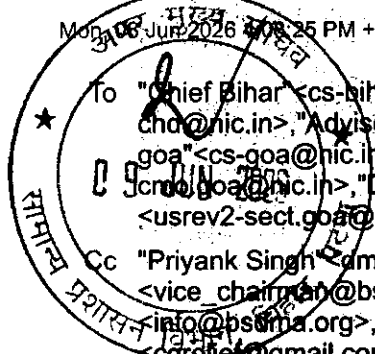
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Ms. Gita Sharma NIDM <gita.nidm@nidm.gov.in>

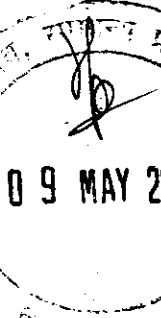
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To "Chief Bihar" <cs-bihar@nic.in>,"csoffice.cg"<csoffice.cg@gov.in>,"H. Rajesh Prasad"<adviser-
chd@nic.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"csdelhi"<csdelhi@nic.in>,"cs-
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<dr.chetnaanand@gov.in>,"Ranjana Sharma"<Ranjana.sh@delhi.gov.in>,"addldir22"
<addldir22@gmail.com>,"psfin"<psfin@nic.in>,"shurbir singh"<secy-fin@delhi.gov.in>,"ssf-finance"
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gnctd@delhi.gov.in>,"delhibiodiversity"<delhi.biodiversity@gmail.com>,"cwlw-dofw"<cwlw-
dofw@delhi.gov.in>,"CCF"<ccf.gnctd@gov.in>,"cfnctd"<cf.gnctd@gov.in>,"dcfhq.gnctd"
<dcfhq.gnctd@gov.in>,"dcfcentral-gnctd"<dcfcentral-gnctd@delhi.gov.in>,"dcfsouth.delhi"
<dcfsouth.delhi@gov.in>,"dcfnorth.gnctd"<dcfnorth.gnctd@gov.in>,"DCF WEST"
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<djb.sdm@gmail.com>,"Shri Nikhil U. Desai"<secyagri.goa@gov.in>,"Sandeep Foldessai Agri"<dir-
agri.goa@nic.in>,"secycs-sectgoa"<secycs-sect.goa@nic.in>,"usrev2-sectgoa"<usrev2-
sect.goa@nic.in>,"mam-mormugao.goa Pandit"<mam-mormugao.goa@nic.in>,"DISASTER
MANAGEMENT CELL 403 4TH FLOOR SOUTH GOA COLLECTORATE"<dmc-
cols.goa@nic.in>,"Ddmanorthgoa Ddmanorthgoa"<ddma-north.goa@gov.in>,"mam-salcete.goa
<mam-salcete.goa@nic.in>,"mam-ponda.goa"<mam-ponda.goa@nic.in>,"Nathan Afonso"
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sanguem.goa Sanguem"<mam-sanguem.goa@nic.in>,"Gajesh Shirodkar"<mam-
canacona.goa@nic.in>,"Secede-sectgoa"<Secede-sect.goa@nic.in>,"Shailesh R. S. Zingde Director
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dhe.goa@nic.in>,"goaseac"<goaseac@gmail.com>,"Sachin Desai"<dir-env.goa@gov.in>,"Sachin
Desai"<dir-env.goa@nic.in>,"goapcb"<goapcb@gmail.com>,"goanbiodiversity"
<goanbiodiversity@gmail.com>,"goawetland"<goawetland@gmail.com>,"jsfin-sect.goa"<jsfin-
sect.goa@nic.in>,"jsrc-sectgoa"<jsrc-sect.goa@nic.in>,"Deputy Conservator Of Forests Head Quarter"
<dcfhq-forest.goa@nic.in>,"pccf-fore.goa"<pccf-fore.goa@gov.in>,"cfconservationgoa"

<cf.conservation.goa@gmail.com>,"Dy Conservator Of Forest P And S"<dcfps-forest.goa@nic.in>,"Establishment Section PCCF Office, Goa"<cof-fore.goa@nic.in>,"Aao-fore.goa Aao-fore.goa"<aao-fore.goa@gov.in>,"legalcellgoa"<legalcellgoa@gmail.com>,"mdgfdc" <mdgfdc@gmail.com>,"Dy Conservator Of Forest Ponda"<dcfnorth-forest.goa@nic.in>,"Santosh Kumar Reddy V., Deputy Conservator Of Forests South"<dcfsouth-forest.goa@nic.in>,"DCF WL&ET NORTH"<dcfwlnorth-forest.goa@nic.in>,"dcfwlsouth-forestgoa"<dcfwlsouth-forest.goa@nic.in>,"DCF Working Plan"<dcfwp-forest.goa@nic.in>,"Deputy Conservator of Forests SFGP"<dcfsf-forest.goa@nic.in>,"dcfsc-forestgoa"<dcfsc-forest.goa@nic.in>,"Ankit Kumar, IFS R & U"<dcfru-forest.goa@nic.in>,"Directorate of Mines & Geology Govt. of Goa"<dir-mine.goa@nic.in>,"us-persgoa" <us-pers.goa@nic.in>,"dycrev-north.goa"<dycrev-north.goa@nic.in>,"dycdro-northgoa"<dycdro-northgoa@nic.in>,"dycrev-south.goa"<dycrev-south.goa@nic.in>,"Avelina Dsa E Pereira"<dycdro-south.goa@nic.in>,"secyga.goa"<secyga.goa@gov.in>,"Dr. Sanjay Goel, IAS"<secy-ud.goa@gov.in>,"Director Municipal Administration"<dir-dma.goa@nic.in>,"secpanch-sect.goa" <secpanch-sect.goa@nic.in>,"Director Panchayats, Goa"<dir-panc.goa@nic.in>,"Sanjeev Ahuja Secretary Tourism"<sec-tourism@goa.gov.in>,"Kedar A Naik Dept Of Tourism"<dir-tour.goa@nic.in>,"deptgoatourism"<deptgoatourism@gmail.com>,"pce-pwd.goa"<pce-pwd.goa@nic.in>,"ssw-pwd.goa"<ssw-pwd.goa@nic.in>,"CHIEF ENGINEER 1 PHE"<ce1-pwd.goa@nic.in>,"Sandip PrabhuChodnekar"<ce2-pwd.goa@nic.in>,"addl-collector-dev"<addl-collector-dev@gujarat.gov.in>,"eo-devbdwarka"<eo-devbdwarka@gujarat.gov.in>,"supp-devbdwarka" <supp-devbdwarka@gujarat.gov.in>,"po-dwarka-jam"<po-dwarka-jam@gujarat.gov.in>,"sdm-kham-jam"<sdm-kham-jam@gujarat.gov.in>,"collector-ban"<collector-ban@gujarat.gov.in>,"rdc-ban"<rdc-ban@gujarat.gov.in>,"collector-bha"<collector-bha@gujarat.gov.in>,"add-collector-bha"<add-collector-bha@gujarat.gov.in>,"collector-bav"<collector-bav@gujarat.gov.in>,"collector-botad"<collector-botad@gujarat.gov.in>,"rdc-pan"<rdc-pan@gujarat.gov.in>,"collector-pat"<collector-pat@gujarat.gov.in>,"add-collector-pat"<add-collector-pat@gujarat.gov.in>,"collector-por"<collector-por@gujarat.gov.in>,"add-collector-por"<add-collector-por@gujarat.gov.in>,"collector-raj"<collector-raj@gujarat.gov.in>,"add-collector-raj"<add-collector-raj@gujarat.gov.in>,"collector-jam"<collector-jam@gujarat.gov.in>,"collector-jun"<collector-jun@gujarat.gov.in>,"add-collector-jun"<add-collector-jun@gujarat.gov.in>,"collector-kut"<collector-kut@gujarat.gov.in>,"add-collector-kut"<add-collector-kut@gujarat.gov.in>,"collector-khe"<collector-khe@gujarat.gov.in>,"add-collector-khe"<add-collector-khe@gujarat.gov.in>,"collector-meh"<collector-meh@gujarat.gov.in>,"rdc-sur"<rdc-sur@gujarat.gov.in>,"collector-sm"<collector-sm@gujarat.gov.in>,"rdc-sm"<rdc-sm@gujarat.gov.in>,"collector-tapi"<collector-tapi@gujarat.gov.in>,"collector-vad"<collector-vad@gujarat.gov.in>,"rdc-vad"<rdc-vad@gujarat.gov.in>,"collector-val"<collector-val@gujarat.gov.in>,"secagri"<secagri@gujarat.gov.in>,"ds-agri-gnr"<ds-agri-gnr@gujarat.gov.in>,"kutchdao"<kutchdao@gmail.com>,"secedu"<secedu@gujarat.gov.in>,"dshedu" <dshedu@gujarat.gov.in>,"secedu-pri"<secedu-pri@gujarat.gov.in>,"js-pri-edu"<js-pri-edu@gujarat.gov.in>,"secfed"<secfed@gujarat.gov.in>,"K R Gamit (GOG- Forest Dept.)" <ps2secfed@gujarat.gov.in>,"direnv"<direnv@gujarat.gov.in>,"pccfsthoff" <pccfsthoff@gmail.com>,"Dr. Jaipal Singh, IFS (GoG- Forest Department)"<pccf-forest@gujarat.gov.in>,"secccd"<secccd@gujarat.gov.in>,"ds-est-ccd"<ds-est-ccd@gujarat.gov.in>,"secfd"<secfd@gujarat.gov.in>,"secea"<secea@gujarat.gov.in>,"secexp" <secexp@gujarat.gov.in>,"sec-hn-urban"<sec-hn-urban@gujarat.gov.in>,"secrev" <secrev@gujarat.gov.in>,"disgmt-dan"<disgmt-dan@gujarat.gov.in>,"cor-rev"<cor-rev@gujarat.gov.in>,"secmb"<secmb@gujarat.gov.in>,"ss-rnb"<ss-rnb@gujarat.gov.in>,"dir-stc-rnb" <dir-stc-rnb@gujarat.gov.in>,"secrr"<secrr@gujarat.gov.in>,"secwr" <secwr@gujarat.gov.in>,"securban"<securban@gujarat.gov.in>,"osd-udd"<osd-udd@gujarat.gov.in>,"js-est-udd"<js-est-udd@gujarat.gov.in>,"ds-co-udd"<ds-co-udd@gujarat.gov.in>,"Preeti Soni"<preeti.nidm@nic.in>

Respected Sir/Madam,

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

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

In this regard, it is humbly requested to kindly nominate senior-level officer from the Central/State Civil Services at the level of Joint Secretary/Director or equivalent, having a minimum of 10 years of experience

425 and currently engaged in disaster management-related functions in State Line Departments or the State Disaster Management Authority (SDMA). Agriculture, Commerce and Industry, Education, Finance, Environment and Climate Change, Housing and Urban Development, Planning, PWD, Revenue, Water Resources and other departments.

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

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

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

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

The last date for receiving the nominations is 15th June, 2026.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

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

3.Attachment(s)

Draft programme schedule.pdf
532.5 KB

Invitation letter.pdf
1.3 MB

Nomination Form.pdf
413.7 KB

(42A)

Disaster Mitigation Finance & Resilient Infrastructure

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

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Disaster Mitigation Finance & Resilient Infrastructure

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

Disaster Mitigation Finance & Resilient Infrastructure

Time	Sessions	Experts	Signature
10:00 AM – 11:15 AM	Catastrophe Bonds & Capital Market Instruments: Structure of catastrophe bonds, Role in sovereign risk transfer, Benefits and limitations	IIML	
11:15 AM – 11:30 AM	Tea Break		
11:30 AM – 01:00 PM	Climate Risk Financing: Adaptation funds, Blended finance, Global climate finance mechanisms	IIML	
01:00 PM – 02:00 PM	Lunch Break		
02:00 PM – 03:00 PM	Sectoral Focus: Urban Flood Risk Financing: Smart cities and flood insurance, PPP models	IIML	
03:00 PM – 03:30 PM	Sectoral Focus: Agricultural Insurance: Crop insurance schemes, Weather-indexed insurance	IIML	
03:30 PM – 03:45 PM	Tea Break		
03:45 PM – 05:30 PM	Role of Financial Institutions: Banks and climate risk, Insurance sector Innovation, Development finance institutions	IIML	

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Disaster Mitigation Finance & Resilient Infrastructure

Time	Sessions	Experts	Signature
10:00 AM – 11:15 AM	Recommendations of the Sixteenth Finance Commission on Disaster Risk Management	Shri Krishna Vatsa, HOD, NDMA (TBC) Shri. Rohit Kumar (Assistant Professor, NIDM)	
11:15 AM – 11:30 AM	Tea Break		
11:30 AM – 12:30 PM	Role of Science & Technology in DRR	Prof. Navneet Kumar, NIDM	
Valedictory Session			
12:30 PM – 12:40 PM	Felicitations	TBC	
12:40 PM – 12:50 PM	Chief Guest Address	TBC	
12:50 PM – 1:15 PM	Certificate Distribution		
1:15 PM – 1:30 PM	Vote of Thanks	JD, NIDM	

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nidm

Resilient India - Disaster Free India

मधुप व्यास, आ. प. से.

कार्यकारी निदेशक

Madhup Vyas, IAS

Executive Director



सत्यमेव जयते

राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management

(गृह मंत्रालय, भारत सरकार)

Ministry of Home Affairs, Govt. of India

प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,

सेक्टर 29, रोहिणी, दिल्ली - 110042

Plot No. 15, Block B, Pocket 3,

Sector 29, Rohini, Delhi-110042

NIDM/Training/IIM Lucknow/463/2026-27-Part(1)

June 4, 2026

Dear Sir / Madam,

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

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

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

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

With regards,

Yours sincerely,


5-6-26
(Madhup Vyas)

To,

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

आपदा प्रबंधन महाविचार: पूरा भारत भागीदार

Day 1, 22nd June 2026, Monday

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

Disaster Mitigation Finance & Resilient Infrastructure**Day 2, 23rd June 2026, Tuesday**

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

	economies	
03:00 PM – 03:30 PM	Insurance for Climate Resilience: Role of insurance in preparedness and recovery, Micro insurance and social protection, Insurance penetration challenges	IIML
03:30 PM – 03:45 PM	Tea Break	
03:45 PM – 05:30 PM	Financial Instruments for Disaster Risk: Reinsurance, Contingent credit lines, Risk pools	IIML

Day 3, 24th June 2026, Wednesday

Time	Sessions	Experts
10:00 AM – 11:15 AM	Catastrophe Bonds & Capital Market Instruments: Structure of catastrophe bonds, Role in sovereign risk transfer, Benefits and limitations	IIML
11:15 AM – 11:30 AM	Tea Break	
11:30 AM – 01:00 PM	Climate Risk Financing: Adaptation funds, Blended finance, Global climate finance mechanisms	IIML
01:00 PM – 02:00 PM	Lunch Break	
02:00 PM – 03:00 PM	Sectoral Focus: Urban Flood Risk Financing: Smart cities and flood insurance, PPP models	IIML
03:00 PM – 03:30 PM	Sectoral Focus: Agricultural Insurance: Crop insurance schemes, Weather-indexed insurance	IIML
03:30 PM – 03:45 PM	Tea Break	
03:45 PM – 05:30 PM	Role of Financial Institutions: Banks and climate risk, Insurance sector innovation, Development finance institutions	IIML

Day 4, 25th June 2026, Thursday

Time	Sessions	Experts
10:00 AM – 11:15 AM	Recommendations of the Sixteenth Finance Commission on Disaster Risk Management	Shri Krishna Vatsa, HOD, NDMA (TBC)/ Shri. Rohit Kumar (Assistant Professor, NIDM)
11:15 AM – 11:30 AM	Tea Break	
11:30 AM – 12:30 PM	Role of Science & Technology in DRR	Prof. Navneet Kumar, NIDM
	Valedictory Session	

ATA

6/4/26, 4:18 PM

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12:30 PM – 12:40 PM	Felicitations	TBC
12:40 PM – 12:50 PM	Chief Guest Address	TBC
12:50 PM – 1:15 PM	Certificate Distribution	
1:15 PM – 1:30 PM	Vote of Thanks	JD, NIDM

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NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)

Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

Name of the
Programme:

4- days Training Programme on "Disaster Mitigation
Finance & Resilient Infrastructure" in collaboration
with IIM Lucknow, scheduled to be held from 22nd to 25th
June 2026

Venue:

NIDM, Rohini, New Delhi.

Name of the Participant: _____

Designation: _____ Level: (7 CPC) _____ Group _____ Date of Birth/Age: _____

Name and Address of the Organization: _____

Residential Address: _____

Telephone: STD Code: _____ Office: _____ Residence: _____

Mobile: _____ Email: _____

Blood Group: _____ Alternative Number: _____ Any kind of Allergies: _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

Accommodation requirement only for outstation participants during the
Training Programme: (Required / not required) ?

Date: _____

Name, Designation and
Signature of the Nominating
Authority

Venue Address:

National Institute of Disaster Management, Ministry of Home, Affairs, Govt. of India, Plot No. 15, Block-B,
Pocket-3, Sector-29 Rohini Delhi-110042. Prof. Navneet Kumar navneet.nidm@nic.in and Dr. Preeti
Soni preeti.nidm@nic.in or 9717735481.

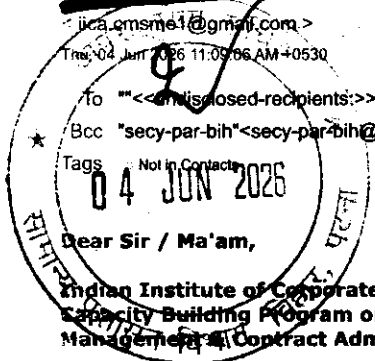
415

E-MAIL

Subject: Call for Nominations - Three Day 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>

53 (18)



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.

CSD-18



विहार सरकार
अध्यक्ष, मुख्य सचिव कोषागार
सामान्य प्रशासन विभाग
दु-मंजिल सदन
दिनांक: 4.6.26

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[Handwritten signature]

श्री विकास

2801 / का-18
8.6.26



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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
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 for all nominees
Prime Group (4 & above nominees)	First 3 nominees → 5% off Additional nominees (beyond 3) → 10% off Example: 6 nominees = 3 at 5% + 3 at 10% discount

PROGRAMME DIRECTOR

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

PROGRAMME COORDINATOR

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

With Warm Regards,

Rajesh Batra

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

Landline no- +91 - 0124 - 2640000 Ext: 2021 / Fax: 0124-2291036

Mobile no- +91 9871417394 , 8595690458

Email: rajesh.batra@iica.in , rajeshbatra.iica@gmail.com

3 Attachment(s)

Letter_11-13 August, 2026.pdf
120 KB

Detailed_Program_11-13 Augu...
406.4 KB

Registration_Form_11-13 Aug...
90.9 KB

2112



Indian Institute of
Corporate Affairs

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

IICA/MSME/29052026

01 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.

(21)

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 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 program fee for all nominees
Prime group (4 & above nominees)	First 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

**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 for all nominees
Prime group (4 & above nominees)	First 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

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026.

secy-
par-
bih

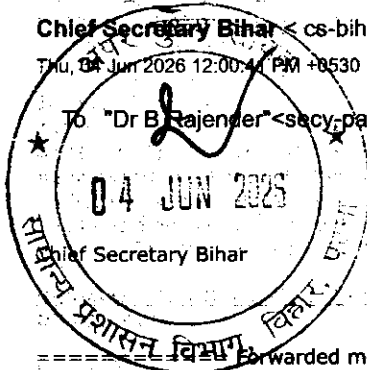
< secy-par-bih@nic.in >

50-18

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

Thu, 04 Jun 2026 12:00:41 PM +0530

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



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

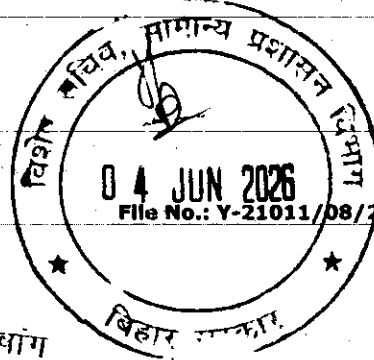
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsns@ddpmo.gov.in >

Date: Thu, 04 Jun 2026 10:41:55 +0530

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026.

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



बिहार सरकार
अवर मुख्य सचिव, लोकतांत्रिक
सामान्य प्रशासन विभाग
ई-मेल संख्या-14718
दिनांक-4.6.26

50-18
सी निम्नलिखित

Date: 06th April, 2026

To
All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All State Governments/All Union Territories
The Central Vigilance Commission/Election Commission of India/UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-09)" to be conducted in ISTM from 06.07.2026 to 07.07.2026.

Madam/Sir,

I am directed to say that a two days Workshop on "Handling RTI Matters (H-RTIM-09)" will be conducted in ISTM from 06.07.2026 to 07.07.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 26th June, 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, 30

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in

Tele No. : 011-26737611

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Handling RTI Matters
2. **COURSE CODE:** H-RTIM-09
3. **DURATION:** Two days (06.07.2026 to 07.07.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:**

Overview of the RTI Act, 2005

- Ø Salient features of RTI Act & Obligation of the Public Authorities
- Ø Duties of CPIOs/ APIOs
- Ø Exemptions under RTI Act, 2005
- Ø Discloseable / Non-Discloseable to information & case discussion
- Ø RTI-MIS
- Ø Action of Appeals & Role of FAA
- Ø Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Ø Record Management of RTI

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

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 **26th June, 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.**

406

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

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

Website – Bharatkosh.gov.in
Ministry – Personnel, P.G & P

Course Fee - ISTM

(v) Please share the copy of payment receipt on email **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 : Handling RTI Matters

Course Code : H-RTIM-9

Date : 06 Jul 2026 to 07 Jul 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

E-MAIL

Fwd: 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 >

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

Thu, 04 Jun 2026 1:19:23 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmod.gov.in >

Date: Thu, 04 Jun 2026 13:08:28 +0530

Subject: Three Days Workshop on MS-Office Suite (MS-OS-12) in ISTM from 08.09.2026 to 10.09.2026 - regarding.

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



15011/1/2026-ISTM

05 JUN 2026



75
आज़ादी का
अमृत महोत्सव

फा.सं / FILE NO:Y-

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक / Date: 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.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 28th August, 2026.

2842/शा-18 बिहार सरकार
अपन मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14918
दिनांक-4.6.26

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, 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



ANNEXTURE

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.

Fwd: MS-Excel (Advance) by ISTM

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

58/18

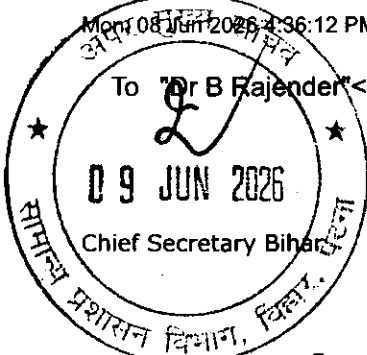
Chief Secretary Bihar <cs-bihar@nic.in>

Mon 08 Jun 2026 4:36:12 PM +0530

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

09 JUN 2026

Chief Secretary Bihar



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

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

To: <csoffice.cg@gov.in>

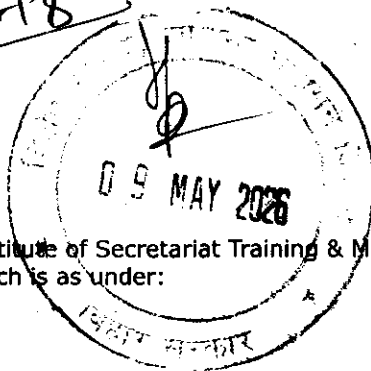
Date: Mon, 08 Jun 2026 16:28:00 +0530

Subject: MS-Excel (Advance) by ISTM

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



OSD-18



Sir/Madam,

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

Course Name : 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

S.O-18

10/6/26 श्री विशाल

बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या-15796
दिनांक-8-6-26

2013
2013/का-18
11-6-26

15/18/1

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

Mon, 08 Jun 2026 10:02:08 PM +0530

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

09 JUN 2026

Chief Secretary Bihar

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

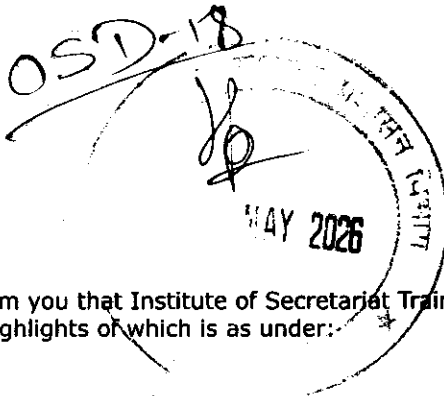
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsns@ddpmod.gov.in >

Date: Mon, 08 Jun 2026 10:45:36 +0530

Subject: National Training Policy 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 : National Training Policy

Course Code : NTP-1

Date : 03 Aug 2026 to 04 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

2925/911-18

11-6-26

विचार साकार
अथवा नुसार नित कोषांग
सावधान प्रशासन विभाग
ई-प्रेम संख्या-15786
दिनांक-8-6-26

S.O-18

Handwritten signature

श्री निशाल
19/6/26

Fwd: Workshop on Team Building and Leadership by ISTM

E-MAIL

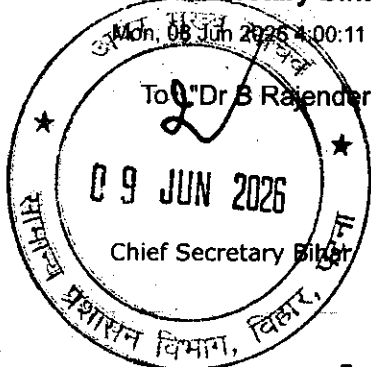
secy-par-bih <secy-par-bih@nic.in>

S.O. (18)

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

Mon, 08 Jun 2026 4:00:11 PM +0530

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



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

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

To: <jsns@ddpmod.gov.in>

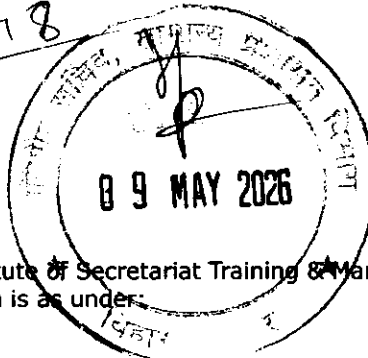
Date: Mon, 08 Jun 2026 15:59:20 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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



OSD-18



Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 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-15808
दिनांक-8.6.26

S.O-18

10/6/26

श्री विजयल
14/6/26

2923/का-18
11.6.26

Fwd: Seminar on Right to Information by ISTM

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

S.O. 18

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

Mon, 08 Jun 2026 12:59:09 PM +0530

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

09 JUN 2026

Chief Secretary Bihar

E-MAIL

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

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

To: <jsns@ddpmod.gov.in>

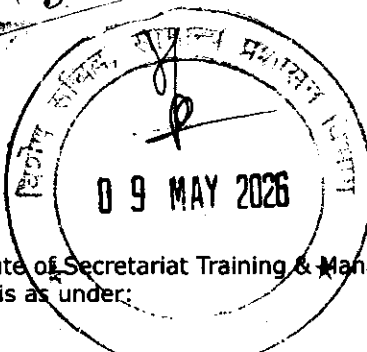
Date: Mon, 08 Jun 2026 10:56:25 +0530

Subject: Seminar on Right to Information by ISTM

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



S.O. 18



Sir/Madam,

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

Course Name : Seminar on Right to Information

Course Code : S-RTI-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

S.O. 18

Dr. B. Rajender
14/6/26

2924/18-18

11.6.26

बिहार सरकार

अथवा मुख्य सचिव कोषांग

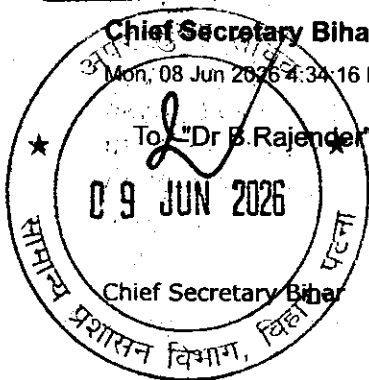
सामान्य प्रशासन विभाग

ई-वेब संख्या-15284

दिनांक-8.6.26

4100

550182



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

Mon, 08 Jun 2026 4:34:16 PM +0530

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

09 JUN 2026

Chief Secretary Bihar

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

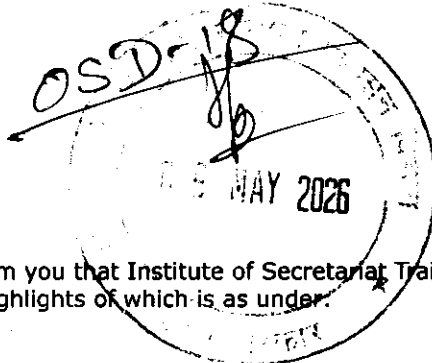
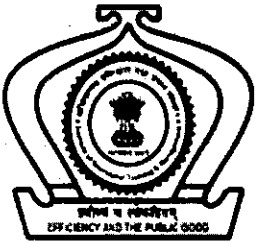
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < csoffice.cg@gov.in >

Date: Mon, 08 Jun 2026 16:25:34 +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 जोधांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-15795
दिनांक-8-6-26

S.O-18

प्रति
11/6/26

29/2/2018
11-6-26

299

55 (18)

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

Mon, 08 Jun 2026 1:00:54 PM +0530

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

09 JUN 2026

Chief Secretary Bihar

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

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

To: <jsns@ddpmod.gov.in>

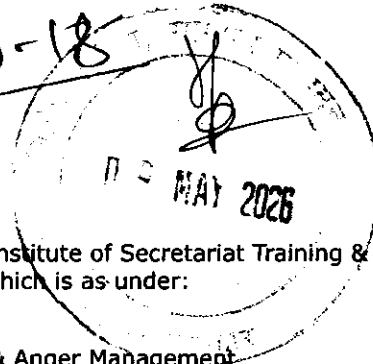
Date: Mon, 08 Jun 2026 10:50:45 +0530

Subject: Work Life Balance & Anger Management by ISTM

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



OSD-18



Sir/Madam,

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

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

S.O-18

11/6/26

अनित शिशिर कर्केटा

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-15788
दिनांक-8-6-26

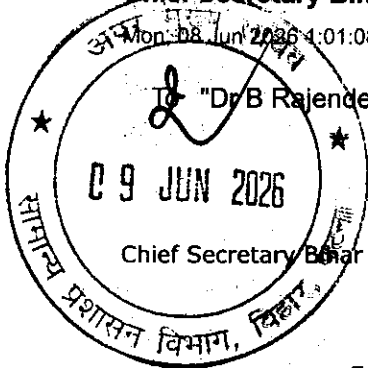
2011/1110-18
11-6-26

S.S. 117

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

Mon, 08 Jun 2026 1:01:08 PM +0530

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



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

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

To: < jsns@ddpmod.gov.in >

Date: Mon, 08 Jun 2026 10:48:58 +0530

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

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



OSD 18

Sir/Madam,

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

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-09

Date : 31 Aug 2026 to 02 Sep 2026

Mode : Offline

29 26 / 11-6-26

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

विज्ञापन सचिव
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-15787
दिनांक-08-6-26

S.O-18

प्रति
श्री विशाल
11/6/26

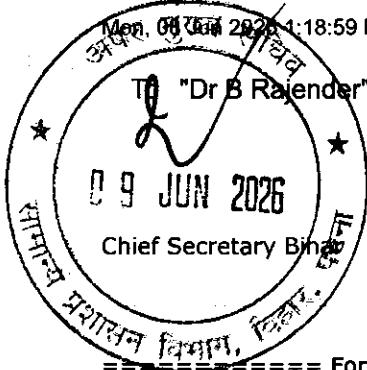
Fwd: Data Analytics using MS-Excel by ISTM

57 (18)

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

Mon, 08 Jun 2026 4:18:59 PM +0530

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



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

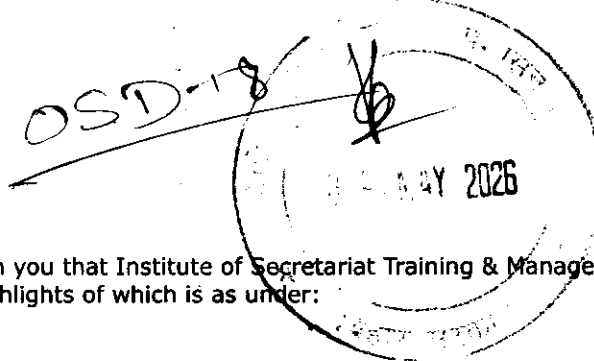
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < csoffice.cg@gov.in >

Date: Mon, 08 Jun 2026 10:01:47 +0530

Subject: Data Analytics using MS-Excel 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 : Data Analytics using MS-Excel

Course Code : DA-Ex-14

Date : 31 Aug 2026 to 01 Sep 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2935/ए.ए.ए. 18
11.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-15902
दिनांक-9-6-26

S.O-18
10/6/26
श्री किशोर
10/6/26

wd: Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM

secy-
par-
bih

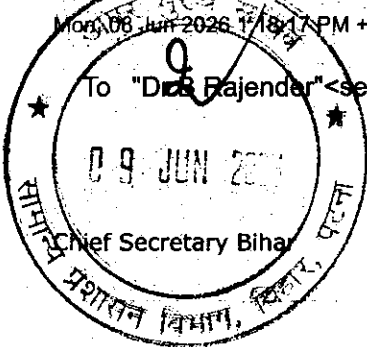
< secy-par-bih@nic.in >

53 (18)

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

Mon, 08 Jun 2026 11:18:17 PM +0530

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



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

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

To: < cs@office.cg@gov.in >

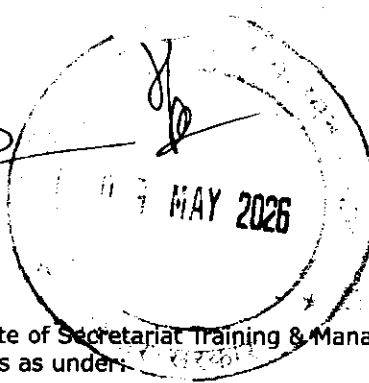
Date: Mon, 08 Jun 2026 10:07:00 +0530

Subject: Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM

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



OSD-18



Sir/Madam,

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

Course Name : Development of Attitude Knowledge & Skill for Holistic Transformation in Administration

Course Code : DAKSHTA-13

Date : 14 Sep 2026 to 18 Sep 2026

Mode : Offline

2034/का-18
11.6.26

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18
10/6/26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-159.01
दिनांक-9-6-26

श्री विजाल
19/06/26

Fwd: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM

secy-
par-
bih

< secy-par-bih@nic.in >

551181

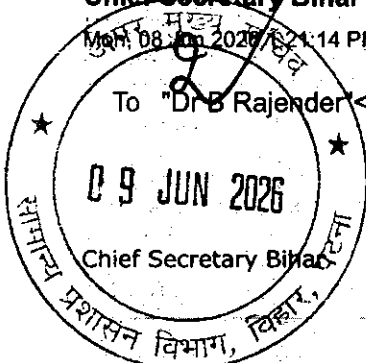
Chief Secretary Bihar < cs-bihar@nic.in >

Mon, 08 Jun 2026 12:14 PM +0530

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

09 JUN 2026

Chief Secretary Bihar



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

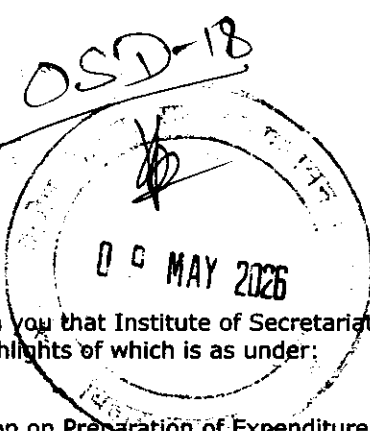
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < csooffice.cg@gov.in >

Date: Mon, 08 Jun 2026 09:57:25 +0530

Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee 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 Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-13

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

2936/सां-18
11.6.26

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18
[Signature]
[Signature]

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-15904
दिनांक 9.6.26

Fwd: National Training Policy by ISTM

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

55 (18)

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

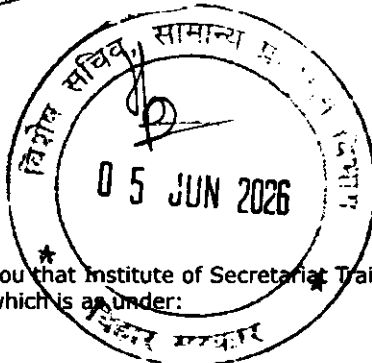
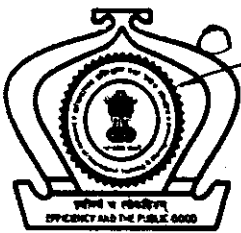
Thu, 04 Jun 2026 12:45:51 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 04 Jun 2026 12:08:28 +0530
Subject: National Training Policy 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 : National Training Policy

Course Code : NTP-1

Date : 03 Aug 2026 to 04 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 कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14963
दिनांक-4.6.26

2834/शा-18
9.6.26

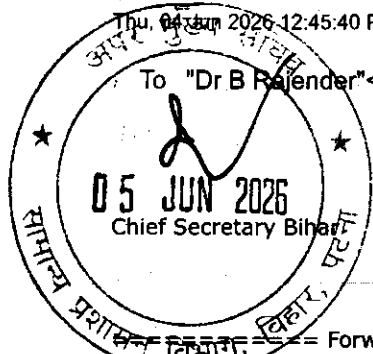
5.5.18)

E-MAIL

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

Thu, 04 Jun 2026 12:45:40 PM +0530

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



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

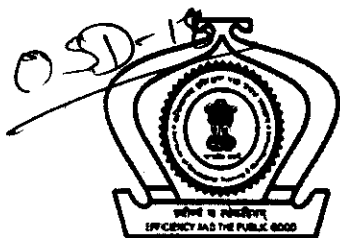
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 04 Jun 2026 12:12:34 +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-.....14962
दिनांक.....4.6.26

2835/सा-18
9.6.26

35 (18)

E-MAIL

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

Thu, 04 Jun 2026 12:44:03 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmod.gov.in >

Date: Thu, 04 Jun 2026 12:10:23 +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-09

Date : 31 Aug 2026 to 02 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...14920
दिनांक... 4.6.26

2836/2110-18
9.6.26

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

Thu, 04 Jun 2026 12:31:43 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

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

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

To: <csoffice.cg@gov.in>

Date: Thu, 04 Jun 2026 11:02:51 +0530

Subject: Creative and Positive Thinking by ISTM

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



Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Online

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

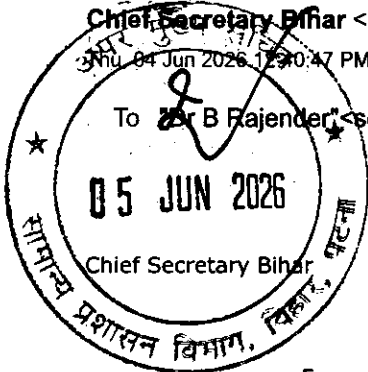
विहार सरकार
आवर मुख्या सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14923
दिनांक-4.6.26

2837/शा-18
9.6.26

5.5 (18)

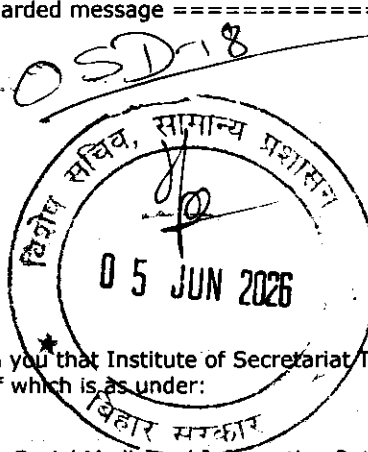
E-MAIL

390



Chief Secretary Bihar <cs-bihar@nic.in>
Thu, 04 Jun 2026 12:30:47 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: <jsns@ddpmod.gov.in>
Date: Thu, 04 Jun 2026 11:41:20 +0530
Subject: Handling Social Media and Information Retrieval 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 Social Media and Information Retrieval

Course Code : HSMIR-07

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल राख्य 14928
दिनांक 4.6.26

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

2839 / शां-18
9.6.26

Fwd: Training Programme for CVOs/VOs by ISTM

E-MAIL

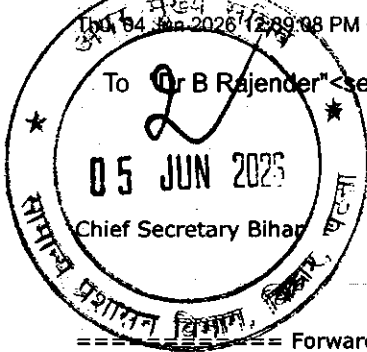
secy-par-bih <secy-par-bih@nic.in>

50-18

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

Thu, 04 Jun 2026 12:09:08 PM +0530

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



==== Forwarded message =====

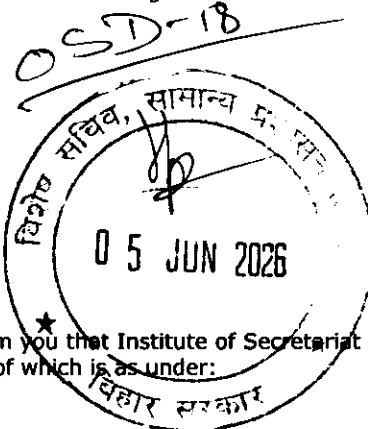
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 04 Jun 2026 11:22:18 +0530

Subject: Training Programme for CVOs/VOs 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 : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-08

Date : 06 Jul 2026 to 10 Jul 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14927
नांक-4.6.26

28 38/शा-18

9.6.26

Fwd: कार्यालय अध्यक्ष काउंसलिंग समिति एवं आयुक्त तकनीकी शिक्षा, मध्यप्रदेश, LETTER
NUMBER - 305 , 306

2 emails

E-MAIL

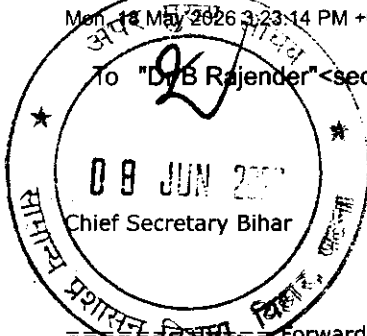
secy-
par-bih < secy-par-bih@nic.in >

55(18)

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

Mon, 18 May 2026 3:23:14 PM +0530

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



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

From: Mona Sakshi < abadanurag@gmail.com >

To: < btssc-bih@nic.in >, "btssc-bih" < btssc-bih@gov.in >, "btssc-bih" < btssc-bih@gov.in >, "Registrar SRK University" < registrar@srku.edu.in >, "info" < info@srku.edu.in >, "info" < info@srk.edu.in >, < srku@gmail.com >, < exam@srku.edu.in >, < cs@mp.nic.in >, < srkubhopal@gmail.com >, < secy-par-bih@nic.in >, < cs-bihar@nic.in >

Date: Mon, 18 May 2026 15:00:16 +0530

Subject: कार्यालय अध्यक्ष काउंसलिंग समिति एवं आयुक्त तकनीकी शिक्षा, मध्यप्रदेश, LETTER NUMBER - 305 , 306

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

050-18

1 Attachment(s)

Letter-B-305-306_13-05-2026...

13 MB



S.O-18

Handwritten signature and date 09/05/26.

From: Mona Sakshi < abadanurag@gmail.com >

Mon, 18 May 2026 3:00:48 PM +0530

To "btssc-bih" < btssc-bih@nic.in >, "btssc-bih" < btssc-bih@gov.in >, "btssc-bih" < btssc-bih@gov.in >, "Registrar SRK University" < registrar@srku.edu.in >, "info" < info@srku.edu.in >, "info" < info@srk.edu.in >, "srku" < srku@gmail.com >, "exam" < exam@srku.edu.in >, "cs" < cs@mp.nic.in >, "srkubhopal" < srkubhopal@gmail.com >, "secy-par-bih" < secy-par-bih@nic.in >, "cs-bihar" < cs-bihar@nic.in >

1 Attachment(s)

Letter-B-305-306_13-05-2026...

13 MB

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग

ई-मेल संख्या-.....15357
दिनांक.....5-6-26

2861 / एप-18
9.6.26

288

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.

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 : 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

286

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

Thu, 04 Jun 2026 12:36:53 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

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

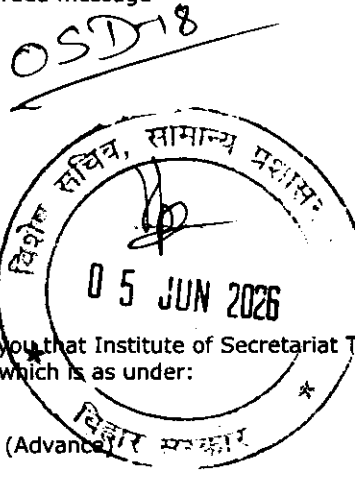
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

Date: Thu, 04 Jun 2026 11:10:39 +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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14926
फोन नं. 4.626

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

2840/शा-18

9.6.26

E-MAIL

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

Thu, 04 Jun 2026 19:38:30 PM +0530

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

05 JUN 2026

Chief Secretary Bihar

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

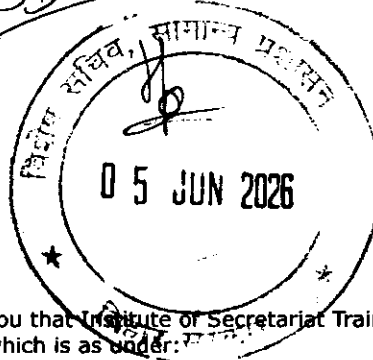
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < cs@office.cg@gov.in >

Date: Thu, 04 Jun 2026 11:04:41 +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 संख्या-.....14925

दिनांक.....14.6.26

2841/RTI-18

9.6.26

E-MAIL

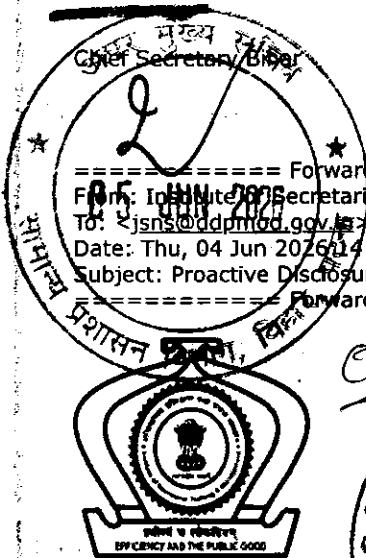
Fwd: Proactive Disclosure of information under RTI-Act & Third Party Audit by ISTM secy-par-bih <secy-par-bih@nic.in>

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

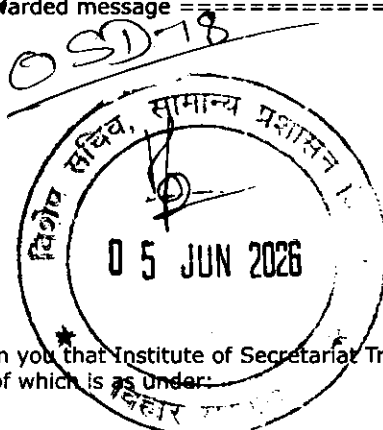
Thu, 04 Jun 2026 2:56:18 PM +0530

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

5.5.1181



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jns@ddpmo.gov.in>
Date: Thu, 04 Jun 2026 14:37:56 +0530
Subject: Proactive Disclosure of information under RTI-Act & Third Party Audit 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 : Proactive Disclosure of information under RTI-Act & Third Party Audit

Course Code : PDI-RTI-09

Date : 29 Jun 2026 to 29 Jun 2026

Mode : Online

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

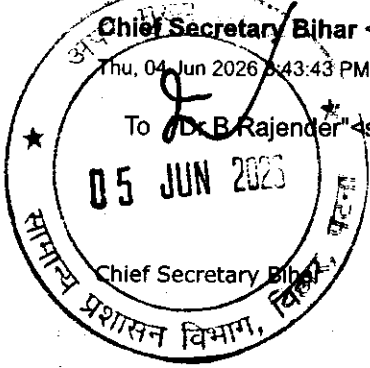
New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव
सामान्य प्रशासन विभाग
ई-मेल संख्या-14929
दिनांक-9.6.26

2843/शा018
9.6.26

233

557181



E-MAIL

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

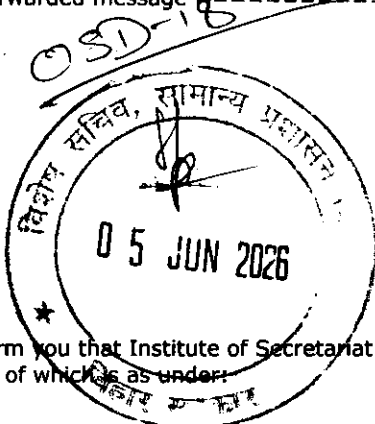
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 04 Jun 2026 15:14:25 +0530

Subject: Budget Formulation - Utilization and Expenditure 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 are as under:

Course Name : Budget Formulation - Utilization and Expenditure Management

Course Code : BFUEM-01

Date : 22 Jun 2026 to 23 Jun 2026

Mode : Online

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14933
दिनांक-4.6.26

2844/बता-18
9.6.26

Fwd: Work Life Balance & Anger Management by ISTM

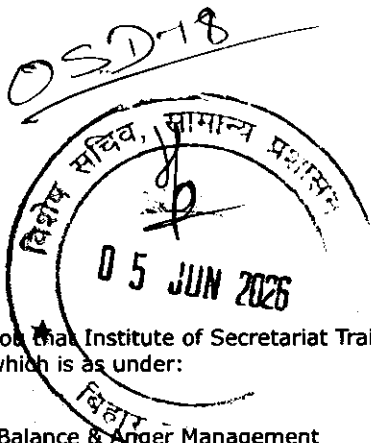
TIW-
E-MAIL
secy-par-bih <secy-par-bih@nic.in> 382

55 (18)



Chief Secretary Bihar <cs-bihar@nic.in>
Thu, 04 Jun 2026 12:45:27 PM +0530
To: Dr B Rajender <secy-par-bih@nic.in>

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 04 Jun 2026 12:11:14 +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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14911
दिनांक-4.6.26

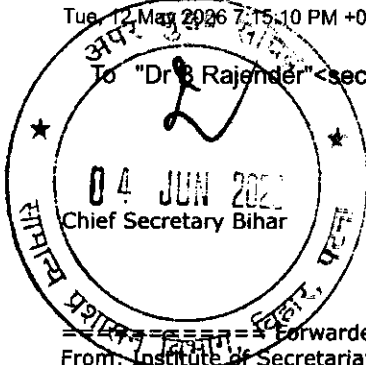
2846 / 2846-18
9.6.26

55(18)

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

Tue, 12 May 2026 7:15:10 PM +0530

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



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

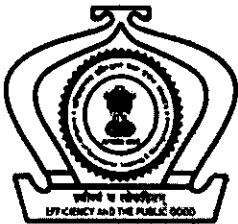
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

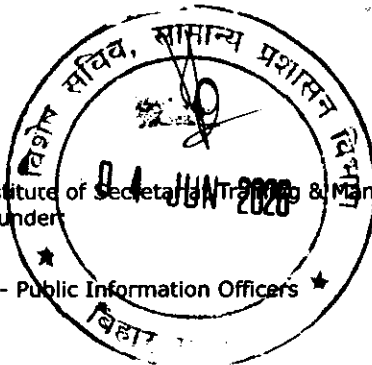
Date: Tue, 12 May 2026 17:10:03 +0530

Subject: Right to Information - Public Information Officers by ISTM

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



OSD-18



Sir/Madam,

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

Course Name : 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

K. Mohan

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 सचिव, सामान्य प्रशासन
सामान्य प्रशासन विभाग
ई-मेल संख्या-14812
दिनांक-04.6.26

2799/सां-18
8.6.26

Fwd: MS-Excel (Advance) by ISTM

E-MAIL

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

380

5/5/18/

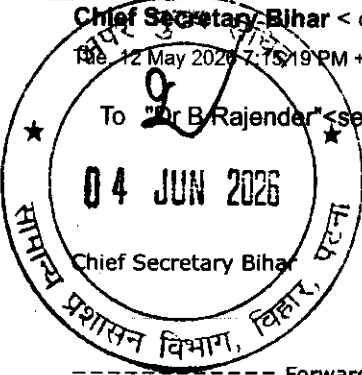
Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 12 May 2026 7:19 PM +0530

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

04 JUN 2026

Chief Secretary Bihar



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

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

To: <csoffice.cg@gov.in>

Date: Tue, 12 May 2026 17:11:14 +0530

Subject: MS-Excel (Advance) by ISTM

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



CS-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 : 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 .

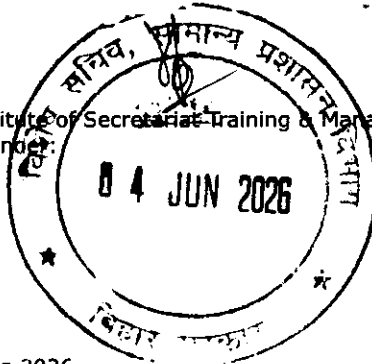
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



2798/2026-18
8.6.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...14813
दिनांक-...4.6.26

329

54(18)

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

Wed, 03 Jun 2026 17:30:17 PM +0530

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

04 JUN 2026

Chief Secretary Bihar

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

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

To: < csoffice.cg@gov.in >

Date: Wed, 03 Jun 2026 17:18:47 +0530

Subject: MS-Excel (Advance) by ISTM

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



OSD-18

Sir/Madam,

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

Course Name : 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,

Signature.

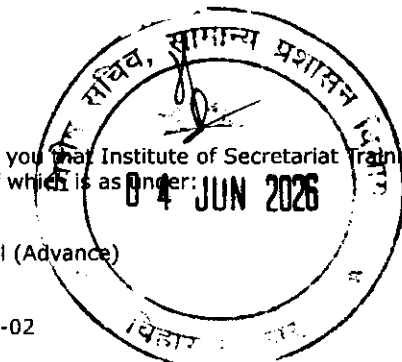
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



2797/शां०-18
8.6.76

बिहार सरकार
अपर मुख्य सचिव, विभाग
सामान्य प्रशासन विभाग
ई-मेल संख्या-145757
दिनांक-4.6.26

E-MAIL

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

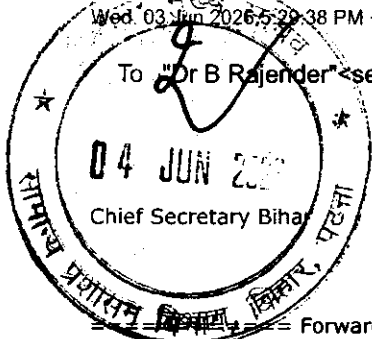
Two Workshop on Cyber Security by ISTM

54(18)

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

Wed, 03 Jun 2026 5:29:38 PM +0530

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



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

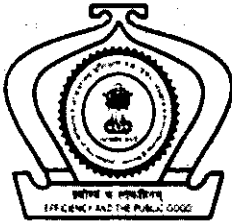
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

Date: Wed, 03 Jun 2026 17:15:07 +0530

Subject: Workshop on Cyber Security by ISTM

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



OSD-18

Sir/Madam,

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

Course Name : Workshop on Cyber Security

Course Code : W-CS-16



Date : 14 Sep 2026 to 15 Sep 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार
अपर मुख्य सचिव कोषाग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14576
दिनांक-14.6.26

2796/शा-18
8.6.26

Fwd: MS-Excel by ISTM

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

55(18)

E-MAIL

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

Wed, 03 Jun 2026 2:42:42 PM +0530

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

Chief Secretary Bihar

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

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

To: < cs@office.cg@gov.in >

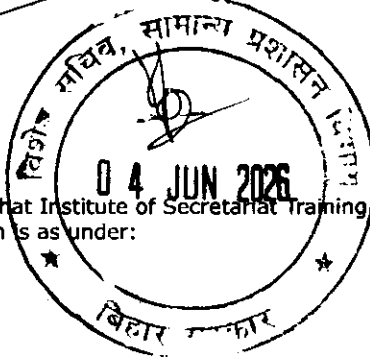
Date: Wed, 03 Jun 2026 12:22:54 +0530

Subject: MS-Excel by ISTM

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



OSD-18



Sir/Madam,

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

Course Name : MS-Excel

Course Code : MS-Ex-B-02

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

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव, जीवांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-145873
दिनांक-14.6.26

2795 / एपि-18
8.6.26

Two Effective Cabinet Notes by ISTM

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

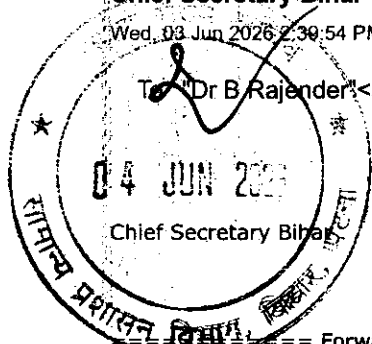
376

551182

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

Wed, 03 Jun 2026 2:39:54 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: <cs@office.cg@gov.in>

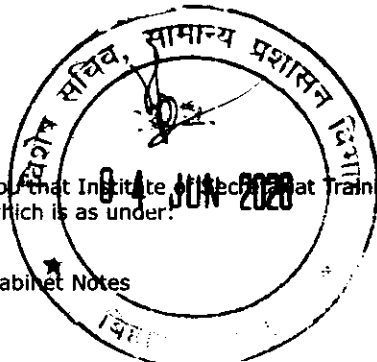
Date: Wed, 03 Jun 2026 12:05:23 +0530

Subject: Effective Cabinet Notes by ISTM

==== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : Effective Cabinet Notes

Course Code : ECN-06

Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विचार सचकार
अपने मुख्य सचिव, जोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 14572
दिनांक 4.6.26

2794/एन-18
8.6.26

50-18

श्री निशान

Fwd: MS-Excel (Advance) by ISTM

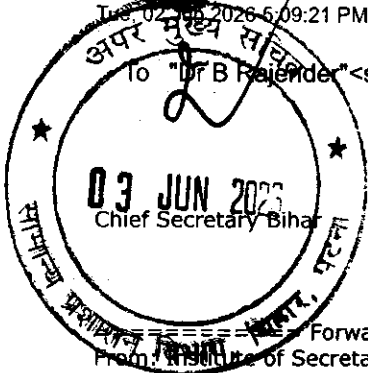
secy-par-bih < secy-par-bih@nic.in >

5.5.18)

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

Tue, 02 Jun 2026 6:09:21 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: Tue, 02 Jun 2026 16:42:25 +0530
 Subject: MS-Excel (Advance) by ISTM
 ===== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : 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

की निशाल

बिहार सरकार
 अपर मुख्य सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या-.....14492
 दिनांक.....3.6.26

2784/शा-18
 8.6.26

Fwd: Workshop on Cyber Security by ISTM

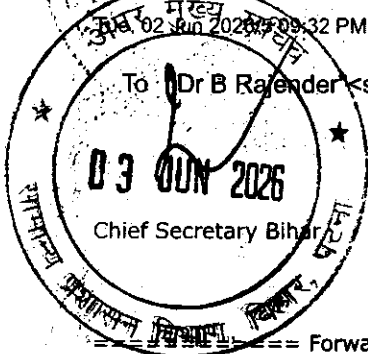
secy-par-bih <secy-par-bih@nic.in>

36

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

Tue, 02 Jun 2026 16:32 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: Tue, 02 Jun 2026 16:47:11 +0530

Subject: Workshop on Cyber Security by ISTM

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



ASD-18

Sir/Madam,

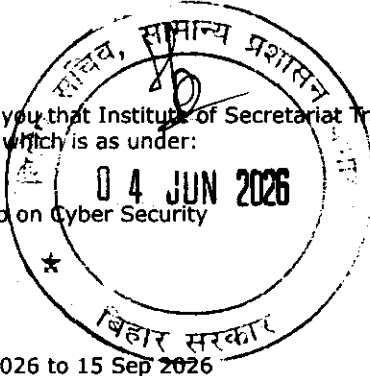
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Workshop on Cyber Security

Course Code : W-CS-16

Date : 14 Sep 2026 to 15 Sep 2026

Mode : Offline

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

Regards

Kishore

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2781/ बा 018
4.6.26

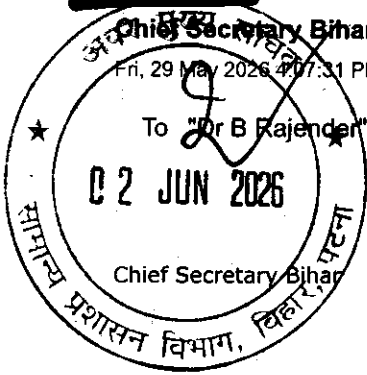
श्री निशाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14493
दिनांक-3.6.26

Fw: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM

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

55 (18)



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

Fri, 29 May 2026 4:07:31 PM +0530

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

02 JUN 2026

Chief Secretary Bihar

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

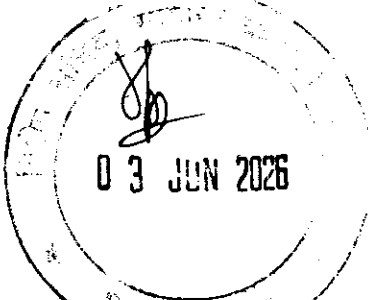
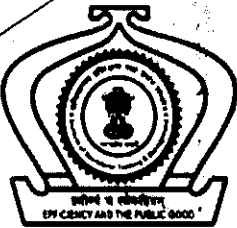
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Fri, 29 May 2026 15:59:25 +0530

Subject: Workshop on Unified Pension Scheme/New Pension Scheme 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 Unified Pension Scheme/New Pension Scheme

Course Code : W-UPS/NPS-08

Date : 15 Jun 2026 to 15 Jun 2026

Mode : Online

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi- 110067

2747/कानन/8

5.6.26

बिहार सरकार
अपराध प्रवर्धन कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14357
दिनांक-1.6.26

S.O. 18
07/6/26
श्री अशोक

383

E-MAIL

55(18)

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

Fri, 29 May 2026 2:02:32 PM +0530

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

02 JUN 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmo.gov.in >

Date: Fri, 29 May 2026 13:08:46 +0530

Subject: Workshop on Income Tax 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 Income Tax

Course Code : WITAX-20

Date : 17 Aug 2026 to 17 Aug 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

2746/एन-18
5.6.26

विद्यार्थी कार्ड
अपने विद्यार्थी कार्ड को
सामान्य प्रशासन विभाग
ई-मेल से 14392
दिनांक 1.6.26

S.O-18
जी. वि. विभाग

E-MAIL

322

Fw: Workshop on Pay Fixation by ISTM

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

5/118

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

Bh, 29 May 2026 4:05:44 PM +0530

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

02 JUN 2026

Chief Secretary Bihar

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

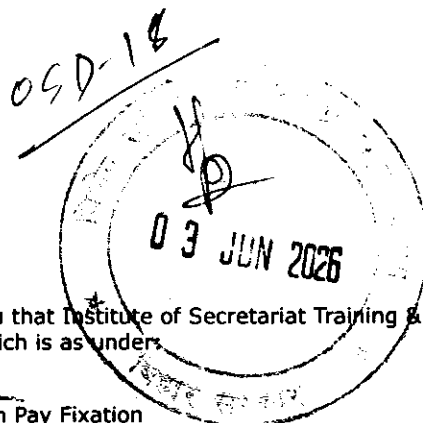
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmo.gov.in>

Date: Fri, 29 May 2026 15:53:52 +0530

Subject: Workshop on Pay Fixation 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 Pay Fixation

Course Code : WPF-40

Date : 24 Aug 2026 to 26 Aug 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आगरा पुराना जदियत कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14358
दिनांक-1.6.26

2745/का 6-18
5.6.26

S.O-18
[Signature]
श्री मित्राल

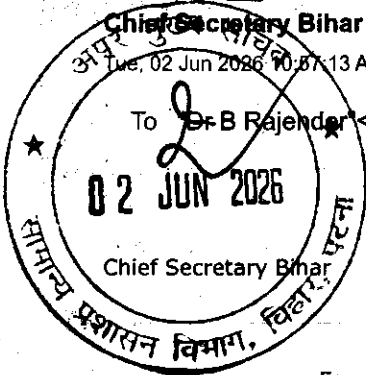
Fwd: Creative and Positive Thinking by ISTM

E-MAIL

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

521

55 (18)



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

Tue, 02 Jun 2026 10:57:13 AM +0530

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

02 JUN 2026

Chief Secretary Bihar

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

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

To: <csoffice.cg@gov.in>

Date: Tue, 02 Jun 2026 09:23:43 +0530

Subject: Creative and Positive Thinking by ISTM

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



03 JUN 2026

Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Online

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-14444
दिनांक-2.6.26

S.O-18

अपर मुख्य सचिव

श्री विशाल

2744/शा.0-18
5.6.26

Fw: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM (POSH-33)

secy-
par-
bih

< secy-par-bih@nic.in >

55(18)

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

Tue, 02 Jun 2026 10:53:42 AM +0530

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

02 JUN 2026

Chief Secretary Bihar

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 02 Jun 2026 10:19:01 +0530

Subject: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM (POSH-33)

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



03 JUN 2026

Sir/Madam,

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

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

Course Code : POSH-33

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](http://www.istm.gov.in)" 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

2742/शा-18

5.6.26

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-14443

दिनांक-2-6-26

S.O-18

प्रति
श्री विद्याल