

Kartavya Bhavan-1, New Delhi,
Dated the 9th June, 2026.

09 JUN 2026

TRAINING CIRCULAR

Subject:- In-person Knowledge Co-Creation Program on "The University Network Program of Engineering Education Development" from 18th October to 26th October, 2026 in Japan.

The Government of Japan has invited nominations for In-person Knowledge Co-Creation Program on "The University Network Program of Engineering Education Development" from 18th October to 26th October, 2026 in Japan under the Technical Assistance Programme with India. The programme is intended for Young to Mid-career university administrative staff who are engaged in university internationalization and international partnership activities at the target university. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.
3. The course is sponsored by Government of Japan, who will provide round-trip air fare, accommodation and living allowance.
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department of Govt. of India/State Govts/UTs

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

5. Application Form complete in all respects reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT. as the case may be, not later than 15.07.2026 positively at the following address :-

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

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15.6.26

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मुख्य सचिव कार्यालय
डा. 3291
10.06.2026
दिनांक

आ.क्र.103
15.6.2026

11/6/26

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

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


(Pankaj Gangwar)

Under Secretary to the Govt. of India
Tele: 24012878

1. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.), Department of School Education & Literacy, Shastri Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.
5. Senior Representative, JICA India Office, 16th Floor, Hindustan Times House, 18-20 Kasturba Gandhi Marg, New Delhi -1.

TO BE UPLOADED ON MOF'S WEBSITE

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

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

कर्तव्य भवन-1, नई दिल्ली,
दिनांक 9 जून 2026 ।

प्रशिक्षण परिपत्र

विषय:- जापान में 18th October से 26th October, 2026 तक "इंजीनियरिंग शिक्षा विकास के विश्वविद्यालय नेटवर्क कार्यक्रम" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 18th October से 26th October, 2026 तक "इंजीनियरिंग शिक्षा विकास के विश्वविद्यालय नेटवर्क कार्यक्रम" पर व्यक्तिगत ज्ञान सह-निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम युवा से मध्य-कैरियर विश्वविद्यालय के प्रशासनिक कर्मचारियों के लिए है जो लक्षित विश्वविद्यालय में विश्वविद्यालय के अंतर्राष्ट्रीयकरण और अंतर्राष्ट्रीय साझेदारी गतिविधियों में लगे हुए हैं । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-1) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-1 के रूप में संलग्न किया गया है।
3. यह पाठ्यक्रम जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।
4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:
 - (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।
 - (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-III)।
 - (iii) पासपोर्ट की एक फोटोकॉपी।
 - (iv) अंग्रेजी स्कोर शीट ।

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 15.07.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

6. सभी प्रकार से पूर्ण आवेदन की एक अग्रिम प्रति (डीईए प्रोफार्मा को छोड़कर) श्री वाकामात्सु ईजी, वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16 वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20, कस्तूरबा गांधी मार्ग, नई दिल्ली -110001 को भेजी जाए। हालांकि, जिस अभ्यर्थी के नामांकन को डीईए में चयन समिति द्वारा अनुमोदित किया जाता है, उस पर जेआईसीए द्वारा विचार किया जाएगा।

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

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), उच्च शिक्षा विभाग, शास्त्री भवन, नई दिल्ली ।
2. संयुक्त सचिव (प्रशासन), स्कूली शिक्षा और साक्षरता विभाग, शास्त्री भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
5. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[<https://dea.gov.in/foreign-training-and-employee-corner>]

E-MAIL

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3rd reminder for inviting nominations for the 4 Days Training Programme on "Disaster Mitigation Finance & Resilient Infrastructure" in collaboration with IIM Lucknow, to be held from 22-25 June 2026 at NIDM Delhi

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

2 emails

55 (181)

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

Mon, 15 Jun 2026 10:56:25 AM +0530

बिहार सरकार

अपर मुख्य सचिव, प्रशासन

सामान्य प्रशासन

ई-मेल

164 89
15-626

To "cs-bihar" <cs-bihar@nic.in>, "csoffice.cg" <csoffice.cg@gov.in>, "cs-go" <cs-go@nic.in>, "sec-fin" <sec-fin@goa.gov.in>, "sect-cmo.goa" <sect-cmo.goa@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "csguj" <csguj@gujarat.gov.in>, "H. Rajesh Prasad" <adviser-chd@nic.in>, "Advisor to Administrator DNHDD" <devcom-dd@nic.in>, "csdelhi" <csdelhi@nic.in>, "Priyank Bharti" <specialceo-dm@delhi.gov.in>, "chairman" <chairman@aicte-india.org>, "cmoffice" <cmoffice@aicte-india.org>, "chairman" <chairman@icssr.org>, "vcdda" <vcdda@dda.org.in>

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<jdaadaptive@gmail.com>,"jdaqcpbihar"<jdaqcpbihar@gmail.com>,"clmbiharpatna"
 <clmbiharpatna@gmail.com>,"adddirengg18"<add.direngg18@gmail.com>,"jdaengg2012"
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Respected Sir/Madam,

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

With reference to the trailing email dated 05.6.26, 8.6.26 and 10.6.26 of D.O. Letter NIDM/Training/IIM Lucknow/463/2026-27-Part(1) dated June 4, 2026 regarding 4 days Training Programme on **"Disaster Mitigation Finance & Resilient Infrastructure"** in collaboration with IIM Lucknow, scheduled to be held from 22-25 June 2026 at NIDM, Rohini Campus, Delhi.

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

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

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

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

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

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the programme, Dr. Preeti Soni may be contacted at +91-9717735481.

The last date extended for receiving the nominations.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

(Gita Sharma)
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Date: Mon, 15 Jun 2026 10:36:56 +0530

Subject: Re:Fwd: 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

Respected Sir/Madam,

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

With reference to the trailing email dated 05.6.26, 8.6.26 and 10.6.26 of D.O. Letter NIDM/Training/IIM Lucknow/463/2026-27-Part(1) dated June 4, 2026 regarding 4 days Training Programme on "**Disaster Mitigation Finance & Resilient Infrastructure**" in collaboration with IIM Lucknow, scheduled to be held from 22-25 June 2026 at NIDM, Rohini Campus, Delhi.

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

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

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

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

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

The last date extended for receiving the nominations.

You are requested to kindly revert after receiving this email.

With kind regards

Yours sincerely

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

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

To: <gitasharma25@gmail.com>

Date: Wed, 10 Jun 2026 19:52:49 +0530

Subject: Fwd: 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

===== Forwarded Message =====

From : gita.nidm@nidm.gov.in

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cf.nrdit.cg@gov.in,ccf-vig.cg@gov.in,ps.pwd-cg@gov.in,dstech.pwd-
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Date : Mon, 08 Jun 2026 16:07:39 +0530

Subject : 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

===== Forwarded Message =====

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(a) dated June 4, 2026 regarding
4 days Training Programme on "Disaster Mitigation Finance & Resilient Infrastructure" in collaboration with IIM Lucknow,
scheduled to be held from 22-25 June 2026 at NIDM, Rohini Campus, Delhi.

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

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

Mon, 08 Jun 2026 4:08:25 PM +0530

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-go" <cs-go@nic.in>, "sec-fin" <sec-fin@goa.gov.in>, "sect-cmo.goa" <sect-cmo.goa@nic.in>, "Ddmanorthgoa Ddmanorthgoa" <ddma-north.goa@gov.in>, "usrev2-sectgoa" <usrev2-sect.goa@nic.in>

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465

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 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

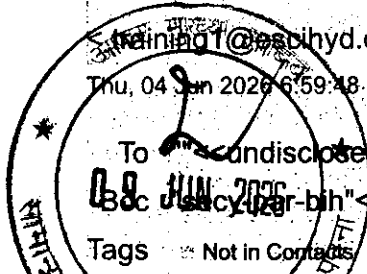
E-MAIL

464

Sopa9m:ESCI IT: PDT on "Mastering ChatGPT & Copilot for Enhancing Work Efficiency" Scheduled from "22 - 24 June 26".

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

S.S (18)



To: undisclosed-recipients:>>
Cc: secy-par-bih@nic.in

Tags: Not in Contacts

Dear Sir/Madam,

Greetings from Engineering Staff College of India!!!!

2081/25018

12-6-16

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

IT Division-ESCI offers customized In-House IT Professional Development Programs for Your Officials / Executives / Staff Members for Technology Upgradation

Upcoming IT Training Programs				
S.No	Program Name	Dates	Duration	Mode of Train
1	ITIL V5 Foundation	02 - 05 June 26	4 days	Offline
2	Working with BOSS Linux & LibreOffice	08 - 11 June 26	4 days	Offline/ Onlin
3	Mastering ChatGPT & Copilot for Enhancing Work Efficiency.	22 - 24 June 26	3 days	Offline/ Onlin
4	Certification on Microsoft Power BI Data Analyst (PL 300)	22 - 25 June 26	4 days	Offline
5	Cyber Security & Cyber Hygiene for IT / OT Officers	06 - 08 July 26	3 days	Offline/ Onlin
6	GEM Procurement Procedures – Gem Account operation from Basic to expertise	06 - 08 July 26	3 days	Online
7	Information Security Management System (ISMS - ISO 27001) Lead Implementer	06 - 09 July 26	4 days	Offline/ Onlin
8	Effective Utilization of MS Office Application for Office Administration	20 - 22 July 26	3 days	Offline/ Onlin
9	Cyber Security Tools & Security Audit	27 - 30 July 26	4 days	Offline/ Onlin

विहार सरकार
अवर सचिव, प्रशासन
राजधनी, बिहार
ई-मेल नं. 15995
दिनांक 0-6-26

463

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

Kindly nominate your employees/officers/executives, so that they can make use of this opportunity to upgrade their skills, For the benefit of the organization
We will also design and conduct exclusive offline/online training programs for your employees according to your requirements at your Campus / ESCI Campus.

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

With Regards

Syed Azgar

Sr Faculty & Head IT

8886661060

Information Technology (IT) Division

Engineering Staff College of India (ESCI)

Gachibowli, Old Bombay Road,

Hyderabad - 500032

Phone : 040 - 66304124/23/25

E-mail : it@escihyd.org

Facebook : <https://www.facebook.com/ESCIHyd/>

Twitter : <https://twitter.com/ESCIHyd/>

6 Attachment(s)

ESCI-IT Training Calendar 202...

372.3 KB

ITIL V5 Foundation Training for...

383.1 KB

Certification on Microsoft Powe...

377.3 KB

GEM Procurement Procedures...

353 KB

Cyber Security Tools Security ...

388.4 KB

Mastering ChatGPT Copilot for...

373.6 KB



Engineering Staff College of India

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24.	Network Administration: Configuring & Securing LANs and WANs	IT2001	05 - 09 Oct 26	5	Offline/ Online	30000/ 18000
25.	Procurement Rules for Goods & Services including Gem Portal & GFR 2017 Guideline	IT2084	05 - 07 Oct 26	3	Online	11000
26.	Project Management & Monitoring using MS Project 2021	IT2016	05 - 07 Oct 26	3	Offline/ Online	18000/ 11000
27.	Generative AI for Managers & Team Leaders (Hands-On Practical on ChatGPT & MS Copilot) At Shillong, Meghalaya	ITOP03	28 - 30 Oct 26	3	Offline	4000
28.	Cyber Security Best Practices for Managers & Executives	IT2089	26 - 28 Oct 26	3	Offline/ Online	1800/ 1100
29.	Smart Manufacturing & Process Automation with AI and ML	IT2087	02 - 05 Nov 26	4	Offline/ Online	2400/ 1500
30.	Information Security Management System (ISMS - ISO 27001) Lead Implementer – IEI, Shimla, HP	ITOP04	11 - 13 Nov 26	3	Offline	40000
31.	Firewall & VPN Security Administration	IT2007	16 - 20 Nov 26	5	Offline	30000
32.	Certification Preparation program on Project Management Professional (PMP) – (With PMI PDUS & Original PMI Material)	IT2053	16 - 20 Nov 26	5	Offline	35000
33.	AI Tools to Enhance Work Productivity (ChatGPT & Copilot Intergradation with MS Office Applications)	IT2090	25 - 27 Nov 26	3	Offline/ Online	1800/ 1100
34.	Data Analysis and Visualization using MS Power BI	IT2029	01 - 04 Dec 26	4	Offline/ Online	2400/ 1500
35.	IT Tools & Techniques for Office Administration	IT2076	07 - 09 Dec 26	3	Offline/ Online	18000/ 11000
36.	Next-Gen Decision Making Using ChatGPT, Gemini & Copilot - At IEI Centre, Srinagar J&K	ITOP05	16 - 18 Dec 26	3	Offline	4000
37.	Advanced Cyber Security & Forensic Process for IT Professionals	IT2041	14 - 18 Dec 26	5	Offline	3000
38.	Web Development using MERN Stack	IT2037	04 - 08 Jan 27	5	Offline	3000
39.	Advanced Excel for Report Generation & Analytics	IT2073	06 - 08 Jan 27	3	Offline/ Online	1800/ 1100
40.	Generative AI & Deep Learning Applications	IT2078	18 - 22 Jan 27	5	Offline	3000
41.	Working with BOSS Linux & LibreOffice	IT2080	01 - 04 Feb 27	4	Offline/ Online	2400/ 1500
42.	Senior Management Program in AI and Digital Transformation At Ooty, TN	IT2028	03 - 05 Feb 27	3	Offline	40000
43.	AI Powered Cyber Security risks & prevention techniques	IT2097	08 - 11 Feb 27	4	Offline/ Online	2400/ 1500
44.	Network Administration: Configuring & Securing LANs and WANs	IT2020	22 - 26 Feb 27	5	Offline/ Online	30000/ 18000

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

Mr.Syed Azgar, Head IT | Mr.Murali, Project Engineer | Ms.Soumya, Jr Faculty | Ms Jyothi Jr Faculty

8886661060 / 040-66304123 9177461391 / 040-66304125 040-66304124 040-66304125

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

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



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

S. No.	Course Title	Code	Date	Duration	Online / Offline	Course Fee
1.	ITIL V5 Foundation	ITOP10	02 – 05 June 26	4	Offline	24000
2.	Working with BOSS Linux & LibreOffice	IT2080	08 – 11 June 26	4	Offline/ Online	24000/ 15000
3.	Mastering ChatGPT & Copilot for Enhancing Work Efficiency.	ITAI02	22 – 24 June 26	3	Offline/ Online	18000/ 11000
4.	Certification on Microsoft Power BI Data Analyst (PL 300)	IT2030	22 - 25 June 26	4	Offline	30000
5.	Cyber Security & Cyber Hygiene for IT / OT Officers	IT2088	06 - 08 July 26	3	Offline/ Online	18000/ 11000
6.	GEM Procurement Procedures – Gem Account operation from Basic to expertise	IT2085	06 - 08 July 26	3	Online	11000
7.	Information Security Management System (ISMS - ISO 27001) Lead Implementer	IT2040	06 - 09 July 26	4	Offline/ Online	24000/ 15000
8.	Effective Utilization of MS Office Application for Office Administration	IT2061	20 - 22 July 26	3	Offline/ Online	18000/ 11000
9.	Cyber Security Tools & Security Audit	IT2043	27 - 30 July 26	4	Offline/ Online	24000/ 15000
10.	Network & Security Administration	IT2020	03 - 07 Aug 26	5	Offline/ Online	30000/ 18000
11.	AI Powered Full Stack Development with JAVA	IT2036	03 - 07 Aug 26	5	Offline	30000
12.	BOSS Linux Administration	IT2015	10 - 13 Aug 26	4	Offline/ Online	24000/ 15000
13.	Generative AI for Managers & Team Leaders (Hands-On Practical on ChatGPT & MS Copilot)	ITOP01	10 - 12 Aug 26	3	Offline/ Online	20000/ 14000
14.	Artificial Intelligence Management System (AIMS) (ISO/IEC 42001:2023)	ITOP02	10 - 12 Aug 26	3	Offline/ Online	18000/ 11000
15.	ChatGPT & Copilot to Automate, Analyze, and Accelerate Work	ITAI02	16 – 20 Aug 26	3	Offline/ Online	18000/ 11000
16.	Certification program on MS Azure Cloud Administration (AZ 900 MS Certification)	IT2017	17 - 20 Aug 26	4	Offline/ Online	24000/ 15000
17.	Security Operations Center (SOC) Analyst	IT2055	01 - 04 Sept 26	4	Offline	24000
18.	Mobile Application Development Using REACT NATIVE	IT2024	01 - 05 Sept 26	5	Offline/ Online	30000/ 18000
19.	Building Cyber Security & AI Resilience for Senior Managers & Leaders	IT2092	09 – 11 Sept 26	3	Offline	18000
20.	Advanced Excel for Report Generation & Analytics	IT2073	07 - 09 Sept 26	3	Offline/ Online	18000/ 11000
21.	Empowering Women in the Digital World (Building Cyber & AI Resilience)	IT2096	21 - 23 Sept 26	3	Offline/ Online	18000/ 11000
22.	Developing ML and AI applications with Python	IT2077	21 - 30 Sept 26	9	Offline	50000
23.	AI-Enabled Surveillance, Monitoring & Safety Systems for Mining Sector	ITOP06	01 – 03 Oct 26	3	Offline	20000

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Target Participants

- IT Managers, Systems Managers, Developers, Team Leads, Managers, Business Relation Managers, Senior Management,
- IT Team, Release and Configuration Managers, Service Desk personnel, Process team, Support functions
- Scientists, Engineers and Consultants working in governmental, defense, public, private sector organizations, industries.

Programme Dates & Timings

Venue: At ESCI Campus Hyderabad

Dates: 02 – 05 June 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break..

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee for Offline Training

₹ 21,600/- (Non - Residential Fee) per participant. Fee includes course material, course kit, Lunch, Tea / Coffee and Snacks during the actual days of the training program

ITIL Foundation certification exam cost Rs.29,000/- (for each participant).

GST @18% is to be paid extra and above the training fee as training. PAN Card No. AAATT3439Q. GST No: 36AAATT3439Q1ZV, HS No.: 999293. (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

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

Programme fee is to be paid in favour of "THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA" by Electronic Fund Transfer (EFT) to ESCI – Axis Bank A/c No. 912010049234564 with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, Gachibowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.

Registration

Online registration shall be available on ESCI web portal : <http://www.esclihyd.org/index.php/it-upcoming-trainings>

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : it@esclihyd.org

A Certificate of participation will be awarded to each participant on conclusion of the programme

Information Technology Division, Engineering Staff College of India

Gachibowli, Hyderabad – Telangana 500 032

Phone: 040 – 66304100 (EP&EX) 66304123/24/25 (Direct), 8330661000 Fax: 040 – 66304103

Email: it@esclihyd.org – web portal: www.esclihyd.org

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INFORMATION TECHNOLOGY DIVISION

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME ON

ITIL V5 Foundation

For IT-Enabled Service Management

02 – 05 June 2026
(Classroom Training)

Introduction

The ITIL® owned and maintained by the UK Office of Government Commerce, is a globally recognized IT service management certification. The ITIL® Foundation is considered as the entry level qualification in the field of IT Service Management.

IT Service Management (ITSM) derives enormous benefits from a best practice approach. Because ITSM is driven both by technology and the huge range of organizational environments in which it operates, it is in a state of constant evolution. Best practice, based on expert advice and input from ITIL users is both current and practical, combining the latest thinking with sound, common sense guidance.

Objectives

The purpose of the ITIL® Foundation course in IT Service Management is to obtain knowledge of the ITIL terminology, structure and basic concepts and to comprehend the core principles of ITIL practices for Service Management. Participants will be able to guide an organization in implementing the best practices in IT Service Management and also in using IT as a tool for a business change and growth.

Course Coverage

- Introduction to Service Management and ITIL
- IT Service Management in the Modern World
- About ITIL 5
- Difference between ITIL 4 & ITIL 5
- The Structure and Basics of the ITIL 5 Framework
- Key Concepts of Service Management
- Value and Value CO-Creation
- Organizations, Service Providers, Service Consumers and Other Stakeholders
- Products and Services
- Service Relationships
- Value Outcomes, Costs and Risks
- The Four Dimensions of Service Management
- Organizations and People
- Information and Technology
- Partners and Suppliers
- External Factors
- Integrated Digital Product & Service Management (DPSM)
- The ITIL Service Value System
- Embedding AI / Automation in operations
- Service Value System Overview
- Opportunity, Demand and Value
- The ITIL Guiding Principles
- Governance
- Service Value Chain
- Continual Improvement
- ITIL Management Practices
- General Management Practices 89
- Service Management Practices
- Technical Management

The course is designed to be interactive with Hands-on Practical sessions, group discussions, case studies, debates, and group exercises. It will be interactive demanding active participation from all the members.

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

Centre for Promotion of Professional Excellence

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Programme Dates & Timings

Venue: ESCI Campus Hyderabad

Dates: 22 - 25 June 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break.

Course Director

Mr. Syed Azgar, MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee for Classroom

₹ 30,000/- (Residential Fee) per participant. Fee includes Single AC accommodation, course material, course kit, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program, Power BI Certification Exam PL – 300 Voucher

GST @18% is to be paid extra and above the training fee as training. PAN Card No. AAATT3439Q. GST No: 36AAATT3439Q1ZV, HS No.: 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

Programme fee is to be paid in in favour of "THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA" by Electronic Fund Transfer (EFT) to ESCI – Axis Bank A/c No. 912010049234564 with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, Gachibowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No.500211020. While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.

Registration

Online registration shall be available on ESCI web portal : <https://escihyd.org/division/it>

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to : it@escihyd.org

A Certificate of participation will be awarded to each participant on conclusion of the programme.

Microsoft Power BI Cortication (PL -300) Exam voucher to complete your certification

Information Technology Division, Engineering Staff College of India

Gachibowli, Hyderabad – Telangana-500 032

Phone: 040 – 66304100 (EPABX) 66304123,24,25 (Direct), 6630661060 Fax: 040 – 66304103

Email: it@escihyd.org web portal: [www.escihyd.org](https://escihyd.org)

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INFORMATION TECHNOLOGY DIVISION

CERTIFICATION PROGRAMME ON

Microsoft Power BI Data Analyst

(Case study based Hands-on Practical Training)

22- 25 June 2026



Introduction

Microsoft Power BI is a suite of business intelligence (BI), reporting, and data visualization tools and services for businesses. It converts your raw data into dashboards and visualizations. This allows you to analyze your data more efficiently, spot trends and patterns, and obtains actionable insights to make better business decisions.

Objectives

Upon completion of the training programme, participants will be able to:

- Increase your overall Power BI expertise and become power user
- Master data cleansing, data modeling, visualization and the Power BI service
- Become a Microsoft Power BI Data Analyst

Course Coverage

- Introduction to Power BI
- Understanding Governance in Power BI
- Essentials of Power BI
- Get Data from Data Sources
- Clean the Data
- Clean, Transform, and Load the Data
- Design and Implement a Data Model
- Create Model Calculations by Using DAX
- Optimize Model Performance
- Create Reports
- Enhance Reports for Usability and Storytelling
- Identify Patterns and Trends
- Create and Manage Workspaces and sets

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands- on Practical, with tools, audiovisual aid, bench marking, demonstrations, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members

Target Participants

Engineers, IT professionals, business analysts, application developers, Database Administration, Data Analysts, etc. who are interested in learning Power BI and want to enhance their skills in Data analysis and visualization.

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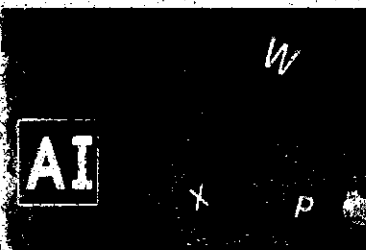
INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Mastering ChatGPT & Copilot for Enhance Work Efficiency

(Offline/Online)

22 – 24 June 2026



Introduction

Artificial Intelligence (AI) tools such as ChatGPT and Microsoft Copilot are transforming the way professionals work by seamlessly integrating with MS Office applications to enhance productivity and efficiency. From drafting documents in Word, analyzing complex datasets in Excel, designing impactful presentations in PowerPoint, to managing emails and meetings in Outlook and Teams, AI empowers users to automate repetitive tasks, generate insights, and improve communication. By leveraging these AI-driven capabilities, organizations and individuals can save time, reduce manual effort, and focus on strategic, value-driven activities—ultimately redefining the modern workplace.

Objective

- To enhance skills on AI Applications like ChatGPT & Microsoft Copilot
- Effective Utilization of Ms Office Applications with AI Integration to improve work efficiently
- In-depth Hands-on Practical training on MS Office & AI Tools
- Casestudy based learning using sample data sheets

Course Content

Introduction to AI Tools for Productivity

- About Generative AI
- Overview of ChatGPT & Microsoft Copilot
- Key benefits in workplace productivity
- ChatGPT vs Copilot vs Traditional MS Office
- Use case scenarios across industries

ChatGPT for Professional Tasks

- Prompt engineering basics
- Summarizing, rewriting, brainstorming ideas
- Generating reports, emails, presentations
- Creating email drafts & meeting notes

Microsoft 365 Copilot - Overview

- What is Microsoft Copilot
- Integration Copilot with MS Office Suite
- Licensing & availability
- How Copilot works across applications

Copilot in MS Word

- Drafting documents with AI
- Rewriting, summarizing, and generating content
- Automating repetitive tasks
- Create a professional report with Copilot

Copilot in MS Excel

- AI-driven data analysis
- Generating insights from data

Copilot in MS PowerPoint

- Creating slide decks from text or documents
- Designing layouts & applying themes
- Adding speaker notes, summary Points

- Creating slide decks from text or documents
- Designing layouts & applying themes
- Adding speaker notes, summary Points

Copilot in MS Outlook

- Drafting professional emails with AI
- Scheduling, meeting summarization, action item tracking

Managing inbox efficiently with Copilot

- Hands-on: Write and refine business emails

ChatGPT Advanced Applications

- Using ChatGPT for research & data analysis
- Content creation (blogs, training material, reports)
- Automating repetitive tasks with ChatGPT + Office

Combining ChatGPT & Copilot

- When to use ChatGPT vs Copilot
- Integrating outputs between tools
- Real-world workflows (marketing, HR, finance, education)
- Hands-on: End-to-end use case

Governance, Security & Responsible AI Use

- Data privacy considerations with AI tools
- Understanding AI limitations and biases
- Best practices for responsible AI use in Microsoft 365
- Reviewing AI performance guidelines for organizations

- Group project

Methodology

Methodology of the programme includes class room sessions with Lecture / Discussion with Hands-on Practical, with tools, audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, debates, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the members.

Target Participants

- Officers working in Admin or Accountants Department, Programmers, Managers, professionals and anyone who is concerned about the MS Office Applications
- Officer's and Engineers working in government, Banks, defense, public, private and financial sector organizations.

Benefits to the participants

- After completing this course, the participant will be able to learn AI tools Integration MS Office Application for enhancing work Productivity
- Participants can learn Advanced options of MS Office Applications to complete thiar office work effectively.

Programme Dates & Timings

Venue: Engineering Staff College of India, Hyderabad

Dates: 22 – 24 June 2026

Session timings will be from 10:00 – 17:00 hrs with 01 Hour Lunch break & 15 Minutes Tea break.

Course Director

Mr. Syed Azgar, MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee

₹ 18,000/- (Residential Fee) per participant. Fee includes Single / Double AC accommodation as per the availability, course material, course kit, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program.

₹ 11,000/- (Online) per Participant. Fee includes, 24 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. PAN Card No. AAATF3439Q, GST No. 36AAATF3439Q1ZV, HS No.: 999293 (under commercial training or coaching services – clause 65(105) (ZC) of Finance act – 1994).

Programme fee is to be paid in in favour of "THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA" by Electronic Fund Transfer (EFT) to ESOCI, Axis Bank A/c No. 912015049234664 with The Axis Bank Ltd, Old Mumbai Hwy, Cybernalla Colony, P. J. Reddy Nagar, Gachibowli, Hyderabad-500032 by NEFT/RTGS/IFSC Code No. UTIB0000733 – MICR No. 50021. If you are using EFT method of payment, please ensure to communicate us your company name, our laptop id, email and programme title.

Registration

To register manually please send your registration form with your designation, contact address, email address, mobile no, telephone number and mode of payment of fee, to the details of mode of payment of fee, addressed to: info@esoci.org

A Certificate of participation will be awarded to each participant on successful completion of the programme.

Information Technology Division, Engineering Staff College of India

Gachibowli, Hyderabad – Telangana 500 032

Phone: 040 – 66304100 (EPABX) 66304123/24/25 (Direct), 8836651060 Fax: 040 – 66304103

Email: info@esoci.org web portal: www.esoci.org

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INFORMATION TECHNOLOGY DIVISION

PROFESSIONAL DEVELOPMENT PROGRAMME

Cyber Security Tools & Security Audit 27 – 30 July 2026

Tools



Powered by
ESCIUpSkill
A Smart Learning Platform

Introduction

In today's world, Information Technology is playing a pivotal role in business, most of the organizations and enterprises depend on different kinds of Information Technology solutions, say e-commerce, e-governance, e-learning, e-banking etc.. Battles between corporations, governments, and countries are no longer fought using physical force. Cyber war has begun and the consequences can be seen in everyday life. With the onset of sophisticated cyber-attacks, the need for advanced cyber security and Security Audit training became mandatory in the present day.

A cyber security audit focuses on cyber security standards, guidelines and procedures, as well as the implementation of these controls. The cyber security audit relies on other operational audits as well.

Objective

- Three - day, instructor-led course will provide you knowledge in Computer Security to protect your IT Infrastructure.
- This Course provides in-depth knowledge in Cyber Security & Security Audit

Course Coverage

Cyber Security

- Cyber Security Overview
- Types of Attacks
- Goals for Security and its properties
- Security Threats and Vulnerabilities
- Windows Security
- Internet Security
- Web Application Security
- Mail Attacks
- Investigating Email Crimes
- Network Security
- Wireless Security
- Overview of Computer Forensics
- Data security policies relating to the network, database and applications in place
- Data loss prevention measures deployed
- Effective network access controls implemented
- Detection/prevention systems deployed
- Security controls established (Physical and Logical)
- Incident Response Program Implemented
- NIS Guidelines
- Key Elements Of Cyber Security Auditing: Controls And Threats
- IT ACT/ITAA-2008 INDIAN PENAL CODE

Methodology

Methodology of the programme consists of

- Learning Objectives
- Learning Activities
- Online resources

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

Centre for Promotion of Professional Excellence

Target Participants

- System Administrators / Network Administrators/ IT Managers
- Defence Scientists / Officers of Forensic Labs / Police Offices / Officers / Managers involved in Cyber Security and Audit related works.
- Programmers / Professors / Faculty & Technical Staff of Engineering Collages
- The program is designed for all IT professionals involved with information system security, Security Audits.

Programme Venue, Dates & Timings

Venue: Engineering Staff College of India (ESCI) Campus, Old Bombay Road, Gachi Bowli, Hyderabad. 500032. TS, India.

Dates: 27 – 30 July 2026

Timings

On the first day Registration will commence at 09:45 hrs. On all other days the programme timings will be from 10:00 – 17:00 hrs with breaks in between for tea and lunch.

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee

- ₹ 24,000/- (Residential Fee) per participant. Fee includes course material, course kit, twin-sharing / single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of training programme.

Online Course Fee

- ₹ 15,000/- per Participant. Fee includes 16 Hours Live Interactive Sessions, Experts Online Support and Reading Material Softcopy.

GST @18% is to be paid extra and above the training fee as training. PAN Card No. AAATT3439Q. GST No: 36AAATT3439Q1ZV, HS No.: 999293 (under commercial training or coaching services – clause 65(105) (ZZC) of Finance act – 1994).

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

Programme fee is to be paid in favour of "THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA" by Electronic Fund Transfer (EFT) to ESCI – Axis Bank A/c No. 912010049234564 with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, B. J. Ramachandra Reddy Nagar, Gachi Bowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB 0000733 – MICR No. 60821 10200. While using EFT method of payment, please ensure to communicate us your company name, our invoice number and programme title.

Registration

To register manually please send your nominations giving details of name, designation, contact address, email address, mobile no, telephone and fax number of the participant along with the details of mode of payment of fee, addressed to: it@escolhyd.org

A Certificate of participation will be awarded to each participant on the conclusion of the programme.

Information Technology Division, Engineering Staff College of India

Gachi Bowli, Hyderabad – Telangana 500 032

Phone: 040 – 66304100 (EPABX) 66304123/24/25 (Direct) 608661060 Fax: 040 – 66304103

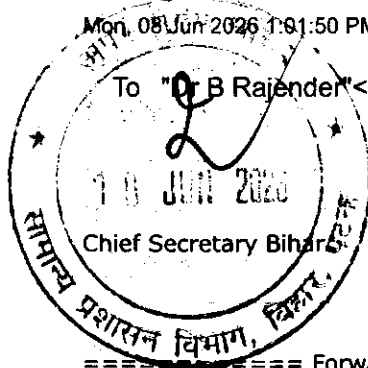
Email: it@escolhyd.org web portal: www.escolhyd.org

551182

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

Mon, 08 Jun 2026 1:01:50 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 10:48:05 +0530

Subject: Workshop on Communication Skills 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 Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री विद्याल
प्रतीति
15.6.26

S.O-18
Anit Shishir Kerketta

3034/27-18
15.6.26

16085
10.6.26

Fw: Negotiation Skills by ISTM

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

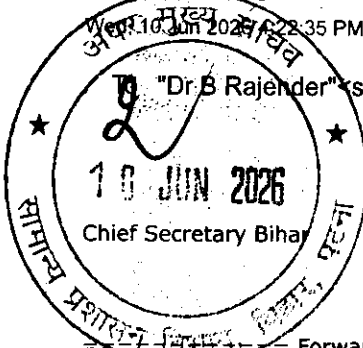
451

S.0-18

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

Wed, 10 Jun 2026 15:22:35 PM +0530

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



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

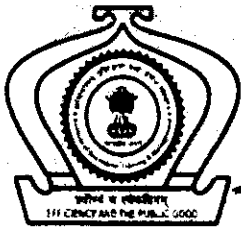
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsns@ddpmod.gov.in >

Date: Wed, 10 Jun 2026 15:35:23 +0530

Subject: Negotiation Skills by ISTM

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



OSD-78

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 : Negotiation Skills

Course Code : NS-04

Date : 29 Jun 2026 to 30 Jun 2026

Mode : Online



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

Regards

Priyanka Dhull

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

3035/एन-18

15-6-26

S.O-18
11/6/26

मी. विभागा
विनीत
15.6.2026

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल सचिव 16278
दिनांक 10.6.26

450

E-MAIL

Fwd: Right to Information - Public Information Officers by ISTM

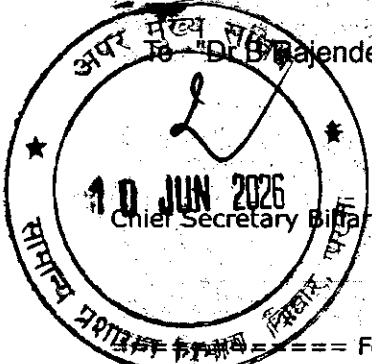
secy-par-bih <secy-par-bih@nic.in>

55(18)

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

Wed, 10 Jun 2026 11:49:09 AM +0530

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



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

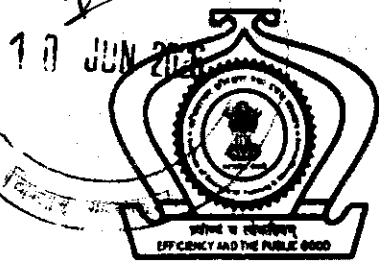
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

Date: Wed, 10 Jun 2026 09:25:31 +0530

Subject: Right to Information - Public Information Officers by ISTM

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



3044/250-18
15.6.26

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....16077
दिनांक.....10.6.26

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

Regards

Kishore .

Assistant Director

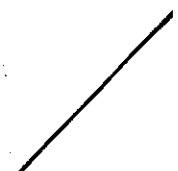
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

S.O-18

[Handwritten signature]



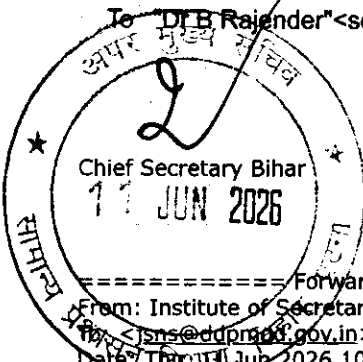
E-MAIL 999
secy-
par-
bih < secy-par-bih@nic.in >

581181
Fwd: Re- 04 Days Training Programme on Administrative Vigilance- Role of IO/PO (AV3-22), scheduled from 31st August, 2026 to 03rd September, 2026 at ISTM

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

Thu, 11 Jun 2026 12:40:50 PM +0530

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



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

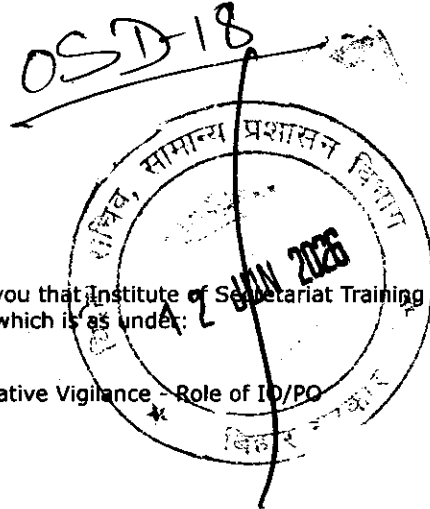
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jns@ddprad.gov.in >

Date: Thu, 11 Jun 2026 10:05:21 +0530

Subject: Re: 04 Days Training Programme on Administrative Vigilance- Role of IO/PO (AV3-22), scheduled from 31st August, 2026 to 03rd September, 2026 at 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 : Administrative Vigilance - Role of IO/PO

Course Code : AV3-22

Date : 31 Aug 2026 to 03 Sep 2026

Mode : Offline

3073/सा. 18
15.6.26

Broad Contents of the Programme, Methodology, Eligibility and Hostel Facilities may be checked in "COURSE CIRCULAR". Last date to fill nomination has been extended till 25th August, 2026.

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...16385
दिनांक...11.6.26

अ. वि. वि. 15.6.26 S.O-18
[Signature]

Re- One Day Online Workshop on Change Management on 22nd July, 2026 by ISTM

secy-par-bih

< secy-par-bih@nic.in >

448

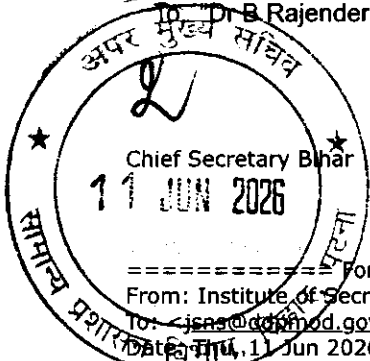
S.S. (18)

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

Thu, 11 Jun 2026 12:35:31 PM +0530

E-MAIL

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



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

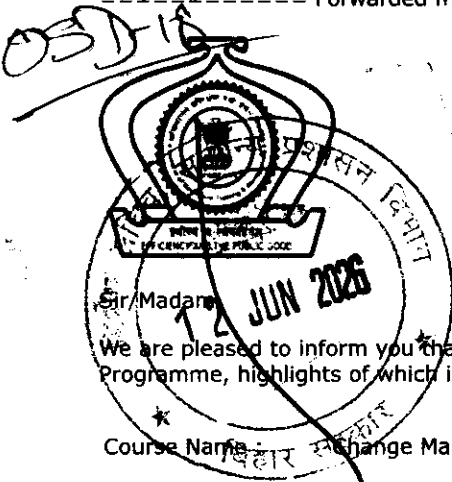
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jssas@dopt.mod.gov.in >

Date: Thu, 11 Jun 2026 09:35:52 +0530

Subject: Re- One Day Online Workshop on Change Management on 22nd July, 2026 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 : Change Management

Course Code : CM-04

Date : 22 Jul 2026 to 22 Jul 2026

Mode : Online

Course Information Sheet is available in Annexure of "COURSE CIRCULAR"

Last date to fill the nomination for the workshop has been extended till 20th July, 2026.

Regards

Deepak Kumar Bist

Joint Director & Course Coordinator

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

3074/शा.18
15-6-26

श्री विशाख
विनीत
15.6.2026
S.O. 18
12/6/26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....163810
दिनांक.....11-6-26

447
E-MAIL

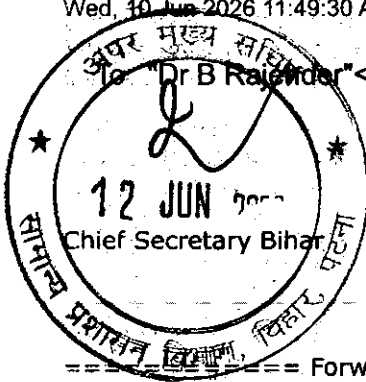
Fwd: MS-Excel (Advance) by ISTM

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

55118

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

Wed, 10 Jun 2026 11:49:30 AM +0530



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

==== Forwarded message =====

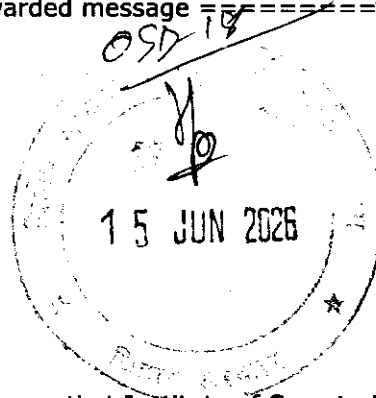
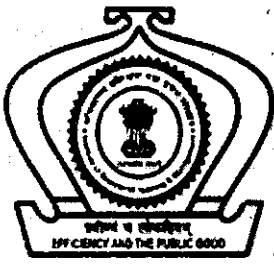
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <csoffice.cg@gov.in>

Date: Wed, 10 Jun 2026 09:27:29 +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

साामान्य प्रशासन विभाग

ई-मेल संख्या-16411

दिनांक-12.6.26

3095/सा.18

16.6.26

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

S.O-18

श्री विद्याल
विनीता
15.6.2026

Dr. [Name]

Director, [Department]

Subject: [Topic]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

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E-MAIL

446

Fwd: Workshop on Team Building and Leadership by ISTM

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

55 (18)

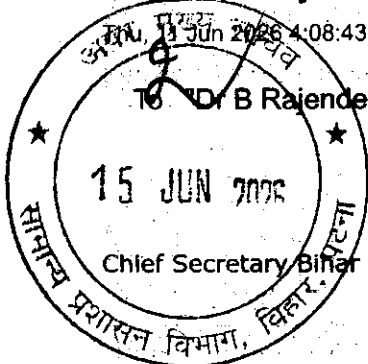
Chief Secretary Bihar <cs-bihar@nic.in>

Thu, 11 Jun 2026 4:08:43 PM +0530

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

15 JUN 2026

Chief Secretary Bihar



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

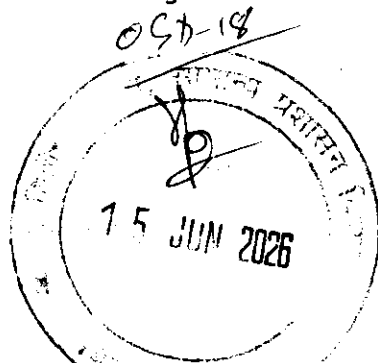
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 11 Jun 2026 15:38:46 +0530

Subject: Workshop on Team Building and Leadership by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-16446
दिनांक-12-6-26

3106/का-18
16-6-26

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

S.O-18
[Signature]

विभागाध्यक्ष
विनीत
16.6.2026