

E-Mail

E-5239615

522

Residential Training Programme by HRM Group, NPC

< hrm.hq@npcindia.gov.in >

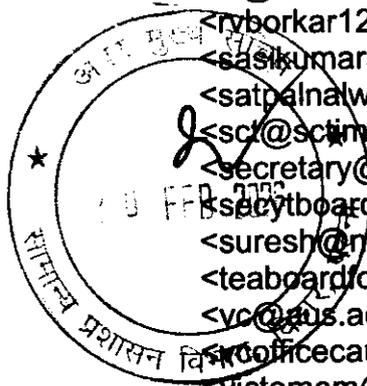
Thu, 19 Feb 2026 12:22:55 PM +0530

Acc, GAD

मुख्य सचिव कोवांग, बिहार
19 FEB 2026

55/18/

To "rajivsharma8030"<rajivsharma8030@yahoo.in>,"reach" <reach@idtrjamshedpur.com>,"registrar"<registrar@iit.edu>,"registrar" <registrar@iitm.ac.in>,"registrar"<registrar@rcb.res.in>,"rmo" <rmo@iias.ac.in>,"rokoc"<ro.koc@mpeda.gov.in>,"rr1" <rr1@nipfp.org.in>,"rrishimla"<rrishimla@gmail.com>,"rrrlf-wb" <rrrlf-wb@nic.in>,"rskspvc"<rskspvc@yahoo.com>,"rvborkar123" <rvborkar123@gmail.com>,"sasikumarsk2" <sasikumarsk2@gmail.com>,"satpalnalwa" <satpalnalwa@hotmail.com>,"sciencecentre" <sciencecentre@ncsm.gov.in>,"sct" <sct@scimst.ac.in>,"secretary"<secretary@mgims.ac.in>,"secretary" <secretary@sahitya-akademi.gov.in>,"secyinc"<secy.inc@gov.in>,"secytboard" <secytboard@gmail.com>,"sg"<sg@qcin.org>,"suresh" <suresh@nitc.ac.in>,"teaboardforme" <teaboardforme@gmail.com>,"unanimedicine" <unanimedicine@gmail.com>,"vc" <vc@iis.ac.in>,"vc"<vc@bhu.ac.in>,"vc"<vc@nnm.ac.in>,"vcofficecau" <vcofficecau@yahoo.in>,"vcslbsrsv"<vcslbsrsv@yahoo.co.in>,"victomem" <victomem@gmail.com>,"vinodk"<vinodk@nic.in>,"webmaster" <webmaster@rcctvm.org>,"webmaster"<webmaster@rgcb.res.in>,"wra" <wra@wraindia.com>,"zakirhusaindelhicollege" <zakirhusaindelhicollege@gmail.com>,"info"<info@makaias.gov.in>,"transecy-bih" <transecy-bih@nic.in>,"bsrtcreports"<bsrtcreports@gmail.com>,"cct" <cct@bihar.gov.in>,"cs-bihar"<cs-bihar@nic.in>,"directormines361" <directormines361@gmail.com>,"dpr"<dpr@prdbihar.gov.in>,"dscabinet78" <dscabinet78@gmail.com>,"health-bih"<health-bih@nic.in>,"igr-bih" <igr-bih@nic.in>,"info"<info@bbose.org>,"jstransportdept" <jstransportdept@bihar.gov.in>,"mishraarun"<mishra.arun@gov.in>



मुख्य सचिव कार्यालय
डायरी नं० 1076
दिनांक 19.02.2026

Tags Not in Contacts

OSD-18

Dear Sir/Madam,

993/2110-18
24.2.26

National Productivity Council (NPC), an autonomous organization under Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India is pleased to announce a training program in coming months:

Programme	Code	Venue	Dates	Participation Fee Per Person
Stress Management and Work-life Balance	T2627HRM01	Munnar	18 th -22 nd May,2026	70,000+ GST for Residential 55,000+ GST for Non-Residential

For details, please refer to the detailed programme brochures attached above.

SO-18

You are requested to kindly nominate employee(s) of your esteemed organization for their capacity building and skill enhancement.

Handwritten signature and initials.



Nominations may be sent to email addresses as mentioned in the brochures or hrm.hq@npcindia.gov.in. For any queries, kindly contact us on: 011-24607344 /24607376 /24607337

For our future programs and brochures, please visit <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter>

Thanks & Best Regards

HRM Group
National Productivity Council
New Delhi

1 Attachment(s)

1.Stress Mgt Work Life Balanc...
343.9 KB

220

- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.

please visit – <https://npcindia.gov.in/NPC/User/TrainingHeadQuarter> for NPC's training calendar and details of other training programmes



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

Title of Programme: **Stress Management & Work Life Balance**

Programme Code: **T2627HRM01**

Programme Duration: **18th – 22th May'26**

Venue/ Location: **Munnar**

Select Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Address (kindly provide full address of correspondence)	Organisation
1						
2						
3						
4						
5						

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Organization Address (kindly provide full address of correspondence)	Authority
1						

Select, if Organization is GST Exempted OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

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

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

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____ (Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

E-Mail

Executive Excellence Workshops- (i) Cognitive Leadership, (ii) Ethical Governance, Conduct & Preventive Vigilance, and (iii) Building High Performance Teams - March 2026

258

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

Wed, 18 Feb 2026 3:42:11 PM +0530

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

Acc, GAD

Chief Secretary
 मुख्य सचिव कार्यालय, बिहार
Bihar
 18 FEB 2026
 Warm greetings from Life Transformation Academy.

55(18)

We are pleased to submit, for your kind consideration, a detailed proposal for our Premium Three-Day Executive Excellence Series scheduled to be held from 10-12 March 2026 at India International Centre (IIC), New Delhi.

मुख्य सचिव कार्यालय
 अदारी सं० 1062
 दिनांक: 19.02.2024
 * * * * *

Workshop Particulars

Date	Workshop
10 March 2026	Cognitive Leadership: Emotional Intelligence, Micro-Meditation & Decision Mastery
11 March 2026	Ethical Governance, Conduct & Preventive Vigilance: Building a Compliant Organisation
12 March 2026	Building High Performance Teams: Stress, Time & Team Effectiveness

These programmes are specifically designed for senior and middle management officers in Government Ministries, CPSEs, Banks, Financial Institutions, and Regulatory Bodies, with a focus on strengthening governance frameworks, enhancing decision quality, reinforcing institutional integrity, and improving team effectiveness.

Participants will receive a professionally designed printed Participant Handbook for each workshop, containing structured frameworks, executive tools, checklists,

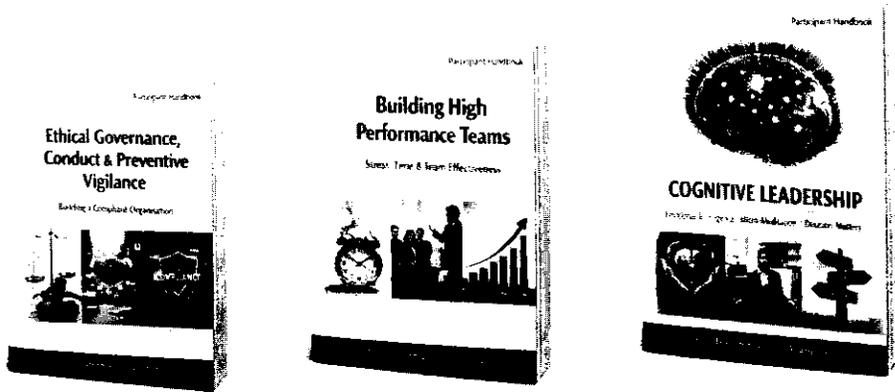
S.O-18

20/2/26

श्री किराण

975/शा 6-18
 24.2.26

967
reference material, and practical takeaways for institutional application.



The **detailed proposal is attached** for your kind perusal and includes programme structure, thematic coverage, faculty profile, participation record, fee structure, inclusions, and payment details.

Organisations may nominate officers for one, two, or all three workshops, as appropriate.

We would be honoured to have participation from your esteemed organisation and remain available for any clarification or discussion.

With respectful regards,

Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Lead Facilitator

Life Transformation Academy

● harikrishan@lifetransformationacademy.co.in

■ +91-8368480712

1 Attachment(s)

Executive Excellence Worksho...

4.4 MB

Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/2026/ Workshop/Excellence/1

New Delhi, dated 18 February, 2026

Chief Secretary

Bihar

Respected Leadership,

Sub: Workshops on Cognitive Leadership, Ethical Governance, Conduct & Preventive Vigilance, and Team Building High Performance - 10-12 March 2026 | India International Centre, New Delhi

In an environment of heightened accountability and scrutiny, organisations must anchor themselves in robust governance systems, disciplined leadership practices, and sound, well-balanced decision-making. Strengthening these core pillars enhances institutional credibility, reduces risk exposure, and improves overall organisational effectiveness.

With this objective, we are privileged to submit for your kind consideration a Premium Three-Day Executive Excellence Series proposed to be conducted in March 2026 at India International Centre (IIC), New Delhi.

Workshop Particulars

Date	Workshop
10 March 2026	Cognitive Leadership: Emotional Intelligence, Micro-Meditation & Decision Mastery
11 March 2026	Ethical Governance, Conduct & Preventive Vigilance: Building a Compliant Organisation
12 March 2026	Building High Performance Teams: Stress, Time & Team Effectiveness

268

Each workshop is independently structured. Organisations may nominate officers for one, two, or all three programmes.

Workshop I: 10 March 2026

Cognitive Leadership:

Emotional Intelligence, Micro-Meditation & Decision Mastery

This advanced leadership programme focuses on enhancing clarity of thought, emotional balance, and decision quality in complex institutional environments.



Key Themes Covered:

- **Decision Fatigue & Cognitive Overload** – understanding the impact of stress on judgment; recognising bias in administrative decisions
- **Emotional Intelligence in Institutional Settings** – emotional regulation, conflict management, maintaining composure and neutrality under pressure
- **Micro-Meditation Techniques (3-7 minute office-friendly methods)** – breath reset protocol, emotional reset technique, pre-meeting centering, pre-decision pause
- **Decision Mastery Framework** – structured thinking before approvals, risk mapping, multi-perspective evaluation, enhancing defensibility of decisions
- **Cognitive Hygiene** – developing disciplined thinking habits and sustaining analytical sharpness

(All techniques are practical, secular, and suitable for professional environments.)

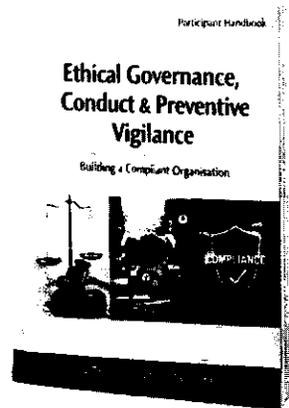
264

Workshop 2 - 11 March 2026

Ethical Governance, Conduct & Preventive Vigilance:

Building a Compliant Organisation

This programme is designed to strengthen institutional integrity and compliance systems.



Key Themes Covered:

- **Foundations of Ethical Governance** - aligning values with systems; leadership responsibility in shaping institutional culture
- **Conduct Rules (CCS / CDA Frameworks)** - integrity standards, conflict of interest, professional boundaries, behavioural accountability
- **Preventive Vigilance Architecture** - risk identification, vulnerability mapping, procurement & HR risk areas, strengthening systems over punitive action
- **Disciplinary Framework** - roles of Disciplinary Authority; inquiry processes; principles of natural justice; common procedural lapses and lessons from judicial scrutiny
- **Strengthening Institutional Controls** - documentation discipline, internal checks, transparency mechanisms.

263

Workshop 3 – 12 March 2026

Building High Performance Teams: Stress, Time & Team Effectiveness

This programme is focused on strengthening team productivity, reducing burnout, and enhancing execution capability in demanding institutional environments.



Key Themes Covered:

- **Stress Management for Teams** – understanding stress-performance curve; preventing burnout; building resilience at leadership and team levels
- **Time Architecture & Priority Systems** – structured delegation, review mechanisms, eliminating time leakage, performance dashboards
- **Building High-Trust, High-Accountability Teams** – role clarity, ownership culture, communication discipline, managing difficult personalities
- **Conflict to Collaboration Framework** – transforming disagreements into constructive outcomes
- **Sustained Performance Systems** – aligning goals, monitoring progress, and maintaining momentum without fatigue



Who Should Attend

- Senior and Middle Management/ Heads of Department
- Vigilance & HR Officers
- Administrative & Establishment Officers
- Inquiry Officers / Presenting Officers

Our Esteemed Clients & Participation Record

We have conducted successful workshops for over 100 organisations, including:

- **Government Ministries/Departments:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
- **Banks & Financial Institutions:** PNB, BoB, EXIM Bank, UCO Bank, Canara Bank, Kotak Bank
- **Insurance & Regulatory Bodies:** LIC, AIC, IIFCL, PFRDA, IFCI
- **Academic & Training Bodies:** IIM Mumbai, IIFT, IRISSET, Baroda Apex Academy, Central Universities- Rajasthan, Haryana, UP, Chhattisgarh

Our programs consistently receive '**Excellent**' feedback from both senior leadership and participants.

Facilitators

The sessions will be led by **Mr. Hari Krishan**, Former Civil Servant (IRPS – 1995 Batch), with over 28 years of experience in Government of India establishments and CPSEs. He has handled HR, Vigilance, Conduct & Disciplinary matters, RTI compliance, Reservation frameworks, and governance systems.

He has conducted capacity-building programmes for officers from more than 100 Ministries and Public Sector organisations, including:

Ministries of Health, Science & Technology, Agriculture, Steel; NITI Aayog; DGIT; Prasar Bharati; and CPSEs such as GAIL, NTPC, SAIL, Oil India, POWERGRID, WAPCOS, CONCOR, RailTel, RLDA, IRCTC, Engineers India, EPIL, MSTC, AAI; Banks including PNB, PSB, UCO Bank, Indian Bank; Central Universities of Uttar Pradesh, Haryana, Rajasthan, Chhattisgarh; LIC and others.

Other senior civil servants and domain experts may join as guest faculty for specialised inputs.

Programme Fee

Delegates	Programme Fee (Per Participant, Per Workshop)
1	₹9,500
2 - 3	₹8,500
4 and more	₹7,500

GST @18% shall be charged additionally, as applicable.
Note: As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification), no GST is applicable where services are provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, or UT Administration.)

Inclusions

The program fee covers a full-day expert-led capacity-building workshop, along with:

- Expert-led, interactive capacity-building workshop
- Comprehensive printed Participant Handbook / Workbook
- Executive tools, checklists and Presentation slides
- Lunch and refreshments during the programme
- Certificate of Participation

Payment Details

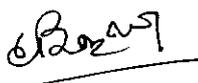
Account Name: Life Transformation Academy Pvt. Ltd.

Bank: Indian Bank, Lajpat Nagar, New Delhi, A/C No.: 50522861294, IFSC: IDIB000L512
GSTIN: 07AAECL1465D1ZS, PAN: AAEL1465D, TReDS ID: LI0064568

We respectfully request your good office to kindly nominate suitable officers for participation in one or more of the above workshops.

We would be honoured to have participation from your esteemed organisation.

With respectful regards,



Hari Krishan

Former Civil Servant (1995 batch)

Founder & Lead Facilitator, Life Transformation Academy

Email: harikrishan@lifetransformationacademy.co.in

Mobile: +91-8368480712

E-Mail

Re: Reminder: Inviting nominations for the Capacity Building Training Programs scheduled at AJNIFM, Faridabad in the Month of March, 2026

260

4 emails

Acc, CIAO
Finance

मुख्य सचिव कोषाग, बिहार
23 FEB 2026

Capacity Building Unit <cbu-dea@gov.in>

Fri, 20 Feb 2026 12:01:25 PM +0530

55(18)

To "Dr Reddy"<cs@ap.gov.in>,"Dharmendra"<cs-arunachal@nic.in>,"PABAN BORTHAKUR"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"<csoffice.cg@gov.in>,"Puneet Secretary"<cs-goa@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Sanjeev Kaushal"<cs@hry.nic.in>,"Prabodh Saxena"<cs@hp@nic.in>,"Shri Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"DR IAS"<chiefsecy@kerala.gov.in>,"Iqbal Bains"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Jan Alam"<csngl@nic.in>,"Shri Jena"<csori@nic.in>,"Chief Punjab"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"chief secretary"<csuttaranchal@nic.in>,"Shri Dwivedi"<cs-westbengal@nic.in>,"H. Rajesh Prasad"<adviser-chd@nic.in>,"Advisor to Administrator DNHDD"<adviser-dnh-dd@daman.nic.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"Advisor UTL"<lk-advisor@gov.in>,"Advisor LG"<adviser-lg-ladakh@gov.in>,"Chief Andamans"<cs-andaman@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"Shri Kumar"<csdelhi@nic.in>,"Mr IAS"<cs.pon@nic.in>,"Dr Sharat Chauhan"<cs@py.gov.in>

आपर मुख्य सचिव
24 FEB 2026
सामान्य प्रशासन विभाग

Cc "Surendra Singh Singh"<singh.surendra90@gov.in>

Respected Sir/Madam,

OSD-18

Kindly refer trail mail. It is requested to send nominations for the training program scheduled from 9-13th March, 2026 on "Infrastructure in India: Sectoral Studies" latest by **25/2/2026**

Please ignore if already send

Regards

SO, CBU, DEA

24 FEB 2026

On Tue, 10 Feb 2026 13:34:54 +0530 Capacity Building Unit <cbu-dea@gov.in> wrote ---

Respected Sir/Madam,

Kindly refer trail mail. It is requested to send nominations for the training program scheduled from 9-13th March, 2026 on "Infrastructure in India: Sectoral Studies" latest by **18/2/2026** and for the training program scheduled from 16-20th March, 2026 on "End-to-End Infrastructure Project Management" latest by 23/2/2026 respectively.

मुख्य सचिव कार्यालय
उपरी सं. 1143
दिनांक 24.02.26

S.O-18

Handwritten signature

विभागाध्यक्ष
25.2.26

1039
446/शा 0-18
25.2.26



Regards

SO, CBU, DEA

----- On Mon, 19 Jan 2026 15:51:08 +0530 **Capacity Building Unit <cbu-dea@gov.in>**
wrote -----

Respected Sir/Madam,

Please find attached herewith DEA's Office Memorandum dated 19/01/2026 inviting nominations for the Capacity Building Training Programs scheduled at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad in the Month of March, 2026. SOP is also attached for ready reference.

Regards

Section Officer, Capacity Building Unit
Infrastructure Finance Secretariat, DEA

4 Attachment(s)

DEAs O.M. dated 19-1-2026 fo...
594.9 KB

SOP - Training Nomination.pdf
72.6 KB

Infrastructure in India- Sectoral...
303.2 KB

End-to-End Infrastructure Proj...
349 KB

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

Thu, 12 Feb 2026 11:27:35 AM +0530

To "Capacity Building Unit"<cbu-dea@gov.in>

**This has been forwarded to ACS, Finance Deptt.,
Govt. of Bihar, Patna, Vide our reference no. 889 dt.
11.02.2026**

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wrote -----

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257

Regards

SO, CBU, DEA

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Infrastructure Finance Secretariat, DEA

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Infrastructure in India- Sectoral... 303.2 KB	End-to-End Infrastructure Proj... 349 KB

Capacity Building Unit <cbu-dea@gov.in >

Tue, 10 Feb 2026 1:34:58 PM +0530

To "Dr Reddy"<cs@ap.gov.in>,"Dharmendra"<cs-arunachal@nic.in>,"PABAN BORTHAKUR"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"<csoffice.cg@gov.in>,"Puneet Secretary"<cs-goa@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Sanjeev Kaushal"<cs@hry.nic.in>,"Prabodh Saxena"<cs-hp@nic.in>,"Shri Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"DR IAS"<chiefsecy@kerala.gov.in>,"Iqbal Bains"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Jan Alam"<csngl@nic.in>,"Shri Jena"<csori@nic.in>,"Chief Punjab"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri Dwivedi"<cs-westbengal@nic.in>,"H. Rajesh Prasad"

957
<adviser-chd@nic.in>,"Advisor to Administrator DNHDD"<adviser-dnh-dd@daman.nic.in>,"Advisor to Administrator DNHDD"<devcom-dd@nic.in>,"Advisor UTL"<lk-advisor@gov.in>,"Advisor LG"<adviser-lg-ladakh@gov.in>,"Chief Andamans"<cs-andaman@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"Shri Kumar"<csdelhi@nic.in>,"Mr IAS"<cs.pon@nic.in>,"Dr Sharat Chauhan"<cs@py.gov.in>

Cc "Surendra Singh Singh"<singh.surendra90@gov.in>

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Regards

SO, CBU, DEA

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Section Officer, Capacity Building Unit
Infrastructure Finance Secretariat, DEA

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To "Dr Reddy"<cs@ap.gov.in>,"Dharmendra"<cs-arunachal@nic.in>,"PABAN BORTHAKUR"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"

E-Mail

E-5239727

956

ए. अजय कुमार, भा.वि.से
संयुक्त सचिव (राज्य)
A. Ajay Kumar, IFS
Joint Secretary (States)



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI

No. Q/States/580/01/2025

Dated:- 3rd February, 2026

Acc
GAD

Dear Sir / Madam

मुख्य सचिव कोषांग, बिहार
19 FEB 2026

This is in continuation to my previous letter of even no. dated 06.01.2026 (copy attached for ready reference) wherein nominations of two senior/middle level officers were sought from all States/Union Territories of India for a **one-week training programme (in physical mode) on "International Engagements and Investment promotion"** being conducted in Sushma Swaraj Institute of Foreign Service (SSIFS), New Delhi from 23rd to 27 February, 2026. The primary objective of this training programme is to facilitate diplomatic outreach efforts of the State and UTs by imparting training to senior/middle level officers who are currently or likely to be deployed in relevant areas of international cooperation. We are yet to receive nomination from many states.

55(18)

2. The states who are yet to nominate officers are requested to expedite selection/nomination of suitable officers at the earliest for this training programme. **The last date for submission of nomination is 10th February, 2026.**

3. Nominations may kindly be sent at the following emails:-

- (i) hodstates@mea.gov.in– Shri A. Ajay Kumar, Joint Secretary (States)
- (ii) ds.ssifs@mea.gov.in– Shri Satish Balakrishnan, US (SSIFS)
- (iii) dsstates1@mea.gov.in– Shri Hermon N. Kujur, US (States).

4. It is requested that adherence of last date for submitting nominations may kindly be ensured to enable us to make further necessary arrangements.

With warm regards,

995/2110-18

Yours sincerely,

(A. Ajay Kumar)
Joint Secretary (States)

मुख्य सचिव कार्यालय
आपरी सं० 1077
दिनांक 19.02.2026

OSD-18

S.O-18

24.2.26
श्री विनायक

मुख्य सचिव, विदेश मंत्रालय
23 FEB 2026
बिहार सरकार

Chief Secretary of All Indian States and Union Territories

(255)

Fwd: URGENT : Training Programme for Senior/ Middle level officers from States/ UTs of India at SSIFS, New Delhi -reg.

7 emails

Kundan IAS <rescm-bi@nic.in >

Thu, 19 Feb 2026 12:57:13 PM +0530

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

==== Forwarded message =====

From: Hermon Nazarius Kujur <dsstates1@mea.gov.in>

To: "Office Of JS States" <hodstates.office@mea.gov.in>

Cc: "M.C. Joshyboy" <sostates@mea.gov.in>

Date: Fri, 13 Feb 2026 13:07:56 +0530

Subject: Fwd: URGENT : Training Programme for Senior/ Middle level officers from States/ UTs of India at SSIFS, New Delhi -reg.

==== Forwarded message =====

Dear Sir/Madam,

Kindly refer to our trailing mail seeking nominations from Indian States/UTS for a one-week training programme being held in SSIFS premises, New Delhi from 23rd to 27th February, 2026.

This mail is being sent for information of the nominated officers who would be attending the said training programme. The training module is in the final stage of preparation and would be shared soon, after its finalisation.

Broadly, the training would commence from 9.30 am till 5.15 pm from Monday, 23rd February to Friday, 27th February, 2026 with Tea/Coffee and lunch breaks which would be arranged by SSIFS during the training session.

All trainee officers are requested to make their arrangements for reaching New Delhi one day prior to commencement of training. Accommodation arrangements may also be accordingly made.

हार्दिक सम्मान के साथ/With warm regards,

हरमन / Hermon

अवर सचिव (राज्य) / Under Secretary (States)

कमरा नं: ४०२६ , A ब्लॉक / Room No. 4026, A Block

विदेश मंत्रालय / Ministry of External Affairs

जवाहरलाल नेहरू भवन / Jawaharlal Nehru Bhavan

२३-डी, जनपथ, नई दिल्ली-११००११ / 23-D, Janpath, New Delhi-110011.

दूरभाष / T el: २३०८५१४० / 23085140

आंतरिक दूरभाष / Intercom: ४०२६ / 4026

BS4

==== Forwarded message =====

From: M.C. Joshyboy <sostates@mea.gov.in>

To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Dharmendra" <cs-arunachal@nic.in>, "Dr Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "csoffice.cg" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goaa@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "Anurag Rastogi" <cs@hry.nic.in>, "Chief Secretary" <cs-hp@nic.in>, "Chief Secretary" <cs-jandk@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "DR A JAYATHILAK IAS" <chiefsecy@kerala.gov.in>, "cs" <cs@maharashtra.gov.in>, "Veera Rana" <cs@mp.nic.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Sentiyaner Imchen" <csngl@nic.in>, "Shri Rajeev Verma" <csdelhi@nic.in>, "Mrs. Anu Garg" <csori@nic.in>, "Chief Secretary, Punjab" <cs@punjabmail.gov.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Shri Ravindra Telang IAS" <cs-skm@nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "Chief Secretary Uttar Pradesh" <csup@nic.in>, "cs-uttarkhand" <cs-uttarkhand@nic.in>, "chiefsecyuk" <chiefsecyuk@gmail.com>, "B P Gopalika" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "H. Rajesh Prasad" <adviser-chd@nic.in>, "Praful Patel" <administrator-dd@gov.in>, "Praful Patel" <lk-admin@nic.in>, "Dr Sharat Chauhan" <cs.pon@nic.in>, "Shri Ravindra Telang IAS" <cs-skm@hub.nic.in>, "cs-tripura" <cs-tripura@nic.in>, "cstripura" <cstripura@gmail.com>, "pry secy" <pry.sec@ladakh.gov.in>, "MAUD Office" <prlsecy_maud@telangana.gov.in>

Cc: "A. Ajay Kumar" <hod.states@mea.gov.in>, "Hermon Nazarius Kujur" <dsstates1@mea.gov.in>, "drcandaman" <drcandaman@yahoo.com>, "rcapbnd" <rcapbnd@gmail.com>, "rcarunachalbhawan" <rcarunachalbhawan@gmail.com>, "arunachalbhawan" <arunachalbhawan@yahoo.com>, "rcofficeassambhawan" <rcofficeassambhawan@gmail.com>, "rcbihar" <rcbihar@yahoo.in>, "Kundan IAS" <rescm-bi@nic.in>, "rcchhattisgarh" <rcchhattisgarh@gmail.com>, "bhawan.cg" <bhawan.cg@gov.in>, "lo dddnh" <lo.dddnh@gmail.com>, "Goa Sadan" <rescm-go@nic.in>, "rcgujarat" <rcgujarat@yahoo.co.in>, "Cyber Centre" <cchb@hry.nic.in>, "rc hpnd" <rc_hpnd@yahoo.com>, "jkhsdelhi" <jkhsdelhi@gmail.com>, "jhbhawan" <jhbhawan@gmail.com>, "rckarnatakanewdelhi" <rckarnatakanewdelhi@gmail.com>, "rckerala" <rckerala@gmail.com>, "arclakshadweep" <arclakshadweep@gmail.com>, "Smt. Rashmi Arun Shami" <rcmpbhawan@mp.gov.in>, "rcofficemaharashtra" <rcofficemaharashtra@gmail.com>, "arcliaisonmahasadan" <arcliaisonmahasadan@gmail.com>, "manipurbhawan" <manipurbhawan@gmail.com>, "sambat97" <sambat97@gmail.com>, "rcmeghalaya" <rcmeghalaya@gmail.com>, "rc mizoram" <rc.mizoram@gmail.com>, "rcnagalandhouse" <rcnagalandhouse@gmail.com>, "rc odisha" <rc.odisha@gmail.com>, "Resident Commissioner Govt. Of Odisha New Delhi" <rescm-or@nic.in>, "addlrpcuducherry" <addlrpcuducherry@gmail.com>, "punjabbhawan" <punjabbhawan@gmail.com>, "rcrajasthan" <rcrajasthan@yahoo.com>, "rcrajasthan" <rcrajasthan@rajasthan.gov.in>, "sikkim house" <sikkim.house@gmail.com>, "Ashwani Chand" <prc@sikkim.gov.in>, "rc tnhouse" <rc.tnhouse@tn.gov.in>, "prcofficetnh" <prcofficetnh@gmail.com>, "Dr. Shashank Goel" <rc@telangana.gov.in>, "rctelangana" <rctelangana@gmail.com>, "tripurabawan" <tripurabawan@rediffmail.com>, "Resident Commissioner" <rescm-tr@nic.in>, "upresicommr" <upresicommr@gmail.com>, "rc ua" <rc_ua@yahoo.com>, "rdmeena ias" <rdmeena.ias@gmail.com>, "info" <info@rcwb.in>, "citcode" <citcode@citcochandigarh.com>, "additionalsecyproto" <additionalsecyproto@gmail.com>, "K S Anupam" <spsec.spl-bih@gov.in>, "Shri Ashish Mohan" <dshome-dd@nic.in>, "Ashish M More Deputy Secretary" <ashishm.more@nic.in>, "icaicsp" <icaicsp@gujarat.gov.in>, "Anthony DSouza" <dir-nri.goa@nic.in>, "Anant Prakash Pandey" <anantppandey.99@gov.in>, "Parveen Kumar Taak" <adsecy-gad-hp@gov.in>, "COMMISSIONER INDUSTRIES" <commissioner@karnatakaindustry.gov.in>, "Officer on Special Duty" <osd.venu@kerala.gov.in>, "psec protocol" <psec.protocol@maharashtra.gov.in>, "Th.charanjeetsingh Th.charanjeetsingh" <th.charanjeetsingh@gov.in>, "Cyril Diengdoh IAS" <cyril.diengdoh@gov.in>, "Nchumbemo NCS" <nchumbemo.ncs@gov.in>, "ashome pon" <ashome.pon@gov.in>, "Complaint Cell NRI Wing Punjab" <complaintcell.nri@punjabpolice.gov.in>, "dcoprajasthan" <dcoprajasthan@gmail.com>, "pubsec" <pubsec@tn.gov.in>, "J Nikhil Chakravarthi IAAS" <coi.ind@telangana.gov.in>, "Special CS" <secy_itc@telangana.gov.in>, "Apurba Roy" <secy.pcd-tr@gov.in>, "Muthukumarasamy B" <mksamy.b@ias.nic.in>, "Under Secretary GoWB" <ushome-wb@nic.in>, "HoBS Hyderabad" <hobs.hyderabad@mea.gov.in>, "S. Vijayakumar" <hobs.chennai@mea.gov.in>, "Swapnil Devidas Thorat" <hobs.mumbai@cpo.gov.in>, "Branch Kolkata" <hobs.kolkata@mea.gov.in>, "Hobs Guwahati" <hobs.guwahati@mea.gov.in>

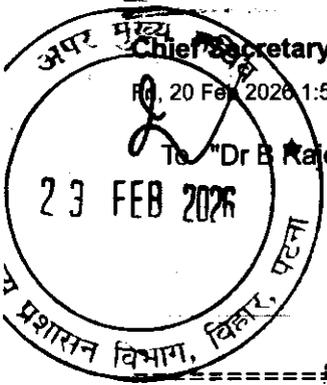
Date: Tue, 03 Feb 2026 17:42:38 +0530

953

E-MAIL

Fwd: Revised course circular for the two Days Workshop on e-office (WEO-23) to be conducted at ISTM from 24th to 25th March, 2026.

52118

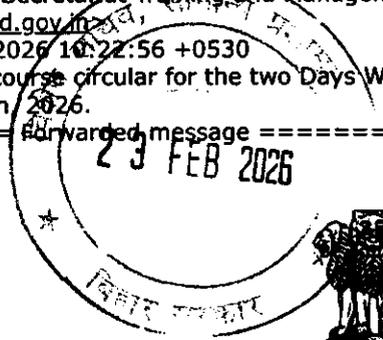


Chief Secretary Bihar <cs-bihar@nic.in>
Fri, 20 Feb 2026 1:57:37 PM +0530

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

OSD IS

=====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmo.gov.in>
Date: Fri, 20 Feb 2026 10:22:56 +0530
Subject: Revised course circular for the two Days Workshop on e-office (WEO-23) to be conducted at ISTM from 24th to 25th March, 2026.



FILE NO: 14029/4/2025-ISTM

भारत सरकार / GOVERNMENT OF INDIA
सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक / Date: 10.02.2026

S.O-18

[Handwritten signature]

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

बिहार सरकार
अपर मुख्य सचिव प्रशासन विभाग
सं-मे संख्या: 5610
दिनांक: 20.2.26

Subject: Revised course circular for the two Days Workshop on e-office (WEO-23) to be conducted at ISTM from 24th to 25th March, 2026.
Sir/Madam,

1003/2110-18
25.2.26

श्री. किराण
विनीत
25.2.26

I am directed to say that a training course / workshop "Workshop on e-Office" will be conducted at this Institute from **24th March, 2026 to 25th March 2026 (2 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.
2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. **It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is 15th March, 2026.** Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax & so as to reach undersigned latest by **15th March, 2026**.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. The acceptance of nomination letter will be uploaded in ISTM website www.istm.gov.in prior to starting of the workshop and no separate communication by post would be issued.

Enclosure: Annexure - I

- Sd-

Yours faithfully,

(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita [dot] s [at] nic [dot] in
Tel: 26737772

Annexure-I

WEO-23 Course Information Sheet

The Institute	ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource centre in the country for strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several "Master Trainers" and "Recognized Users" as national resource persons in the area of training techniques. e-Office is an application that has been designed in sync with the needs of a modern Government and has been conceived as the instrument for the Next Generation Government. It paves a platform for Personalized, role based, secure access to internal information for the employees that is accessible through any browser. Personalized services are enabled and employees receive Electronic notifications of services and transactions based on their needs and contingencies. With a view to facilitating smooth implementation of e-office, the Institute has already conducted large number of Workshops for various levels of functionaries in the Government belonging to public authorities. With this experience, ISTM has now on its rolls a set of dedicated faculty equipped thoroughly on every detail of e-office
Title	Two Days (Offline mode) Workshop on e-office (WEO-23)
Code	WEO-23
Duration	24 th to 25 th March, 2026
Objectives	At the end of the workshop, the participants will be able to:- i. Describe about all the features of e-office Module ii. Use the features available in e-office Module in their day to day office work.
Methodology	With a view to generating a learning environment, the workshop would be conducted through highly participative training methods including experience sharing, problem solving and presentations.
Eligibility Conditions	Group 'A' & 'B' Officers
Course Capacity	35 (Thirty-Five) Participants

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Hostel Accommodation	ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (before the starting of the course). Family members of the participants are NOT allowed to stay in the hostel with the participants.
Faculty	The Workshop will be implemented by the professionally competent in-house/Guest faculty of the Institute
Course Fee and Other Expenses	(a) No course fee is payable by officers of Ministries/ Departments. (b) A Course fee of Rs.2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through online mode as follows: Procedure of Bharatkosh.gov.in Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose - Course fee in ISTM Deposit amount through online mode
NOTE: Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in . They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM i.e. www.istm.gov.in website of ISTM i.e.	



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-23

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

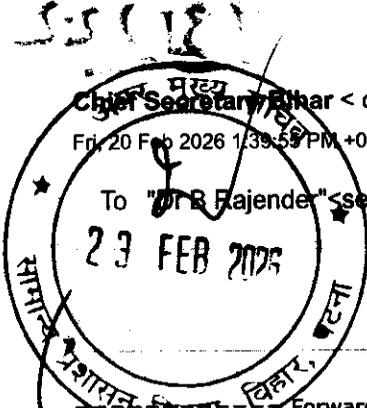
258

Institute of Secretariat Training & Management
Department of Personnel and Training (DoP&T)
JNU Campus (OLD), Olof Palme Marg,
New Delhi - 110067

E-MAIL

719

Fwd: Revised Course Circular for three Days "Refresher Course for Under Secretary Level Officers with Four years' service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.



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

Fri, 20 Feb 2026 1:39:59 PM +0530

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

23 FEB 2026

==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

Date: Fri, 20 Feb 2026 11:18:51 +0530

Subject: Revised Course Circular for three Days "Refresher Course for Under Secretary Level Officers with Four years' service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

==== Forwarded message =====

OSD-18



आजादी का
अमृत महोत्सव

फा.सं / FILE NO: TV-2201709/2025-ISTM

23 FEB 2026

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)

व्यक्तिगत एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

1005/शा 0-18

25.2.26

S.O-18

Handwritten signature and initials.

दिनांक / Date: 28.01.2026

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

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....5608
दिनांक.....2026

Subject: Revised Course Circular for three Days "Refresher Course for Under Secretary Level Officers with Four years' service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

Madam/Sir,

I am directed to say that a three days "Refresher Course for Under Secretary Level Officers with four years' service (RCUS-02)" will be conducted in ISTM from 09.03.2026 to 11.03.2026. 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 27th February, 2026.

Handwritten notes: श्री कृपालु, विभा, 25.2.26

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

Enclosure: Annexure

Yours faithfully,

-sd-

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

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



ANNEXURE

REFRESHER COURSE INFORMATION SHEET

1. **COURSE TITLE:** Refresher Course for Under Secretary Level Officers with Four years' Service
2. **COURSE CODE:** RCUS-02
3. **DURATION:** Three days (09.03.2026 to 11.03.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:** At the end of the training course, the participants will be able to:

- Ø Describe EFC/SFC
- Ø Prepare a Cabinet Note.
- Ø Draft a Public Policy.
- Ø Examine a Policy documents.

6. METHODOLOGY: Group discussions, group activities, case studies, and other methods of training sessions. Sharing best practices across different organizations.

7. PARTICIPANTS (Eligibility Conditions)

The course is meant for Officers of the level of Under Secretary of CSS.

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 **27th February, 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. 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 Telephone No.011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.

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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 : Refresher Course for Under Secretary Level Officers with Six year service

Course Code : RCUS-02

Date : 09 Mar 2026 to 11 Mar 2026

Mode : Online

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

642

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 **27th April, 2026.**

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

Enclosure: Annexure

Yours faithfully,

-sd-

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

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



ANNEXTURE

COURSE INFORMATION SHEET

CODE : WFM-15
TITLE : Workshop on Financial Management in Government
DURATION : Three Days (11.05.2026 to 13.05.2026)
TIME : 9:00 AM to 5:30 PM
COURSE CAPACITY : 32 - 35
OBJECTIVES : At the end of the training course, the participants will be able to:
i) Define Budget and other key terms.
ii) Describe expenditure management.
iii) List steps to maintain Government Accounts.
iv) Operate/make use of PFMS portal.
METHODOLOGY : Offline Mode at ISTM

NOMINATIONS FOR THE COURSE:

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before 27th April, 2026.

ACCEPTANCE OF NOMINATION:

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

COURSE FEE:

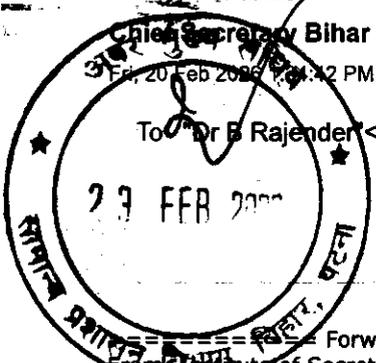
(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

243

MAIL

Fwd: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

200181



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

Fri, 20 Feb 2026 7:42 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: Fri, 20 Feb 2026 11:32:10 +0530

Subject: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

==== Forwarded message =====

OSD-18



फा.सं / FILE NO:Y-17030/01/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

23 FEB 2026

विद्यालय 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: 09.02.2026

S.O-18

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

1010/का.18
25.2.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.....5603
दिनांक.....20226

श्री विद्याल
विनीत
25.2.26

Subject: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on Financial Management in Government (WFM-15) will be conducted in ISTM from 11.05.2026 to 13.05.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

2. Nomination form for the course may be filled online at ISTM website

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer

999

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 : e-Record Management

Course Code : e-RM-25

Date : 16 Mar 2026 to 16 Mar 2026

Mode : Online

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

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on e-Record Management

2. **COURSE CODE:** e-RM-25

3. **DURATION:** One day (16th March, 2026)

4. **OBJECTIVES:** -

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

(1) List out different types of record retention schedule

(2) Describe importance of Maintaining Records

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

6. **PARTICIPANTS (Eligibility Conditions)**

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

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

8. **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 before **03rd March, 2026**.

9. **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 i.e. www.istm.gov.in regularly. They may be relieved only after receipt of such intimation from ISTM.

10. **Course Fee & Other Expenses:** There is no Course fee for the officers of Central Govt./State Govt./UT Administration and its Attached/Subordinate offices. It is requested to mention clearly in the forwarding letter that "the participant nominated for the course is an employee of Central Govt./State Govt and hence no capitation fees is required"

11. A course fee of Rs. 2000/- per participant will be charged in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The fees is required to be paid only after confirmation of the nomination by ISTM. Course fee is required to be paid through **online mode** as follows:

Website - bharatkosh.gov.in

Ministry - Personnel, P.G.&P

Purpose - Course fee in ISTM

NOTE:

i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. **Last Date for sending online nominations 03.03.2026**

ii. They may be relieved only after display of their names on the website of ISTM.

iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

iv. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

v. **Course fees is to be paid after acceptance of nominations by ISTM & before commencement of the course. A copy of receipt is to be shared at [anjali.edu\[at\]nic.in](mailto:anjali.edu[at]nic.in) before joining the course.**

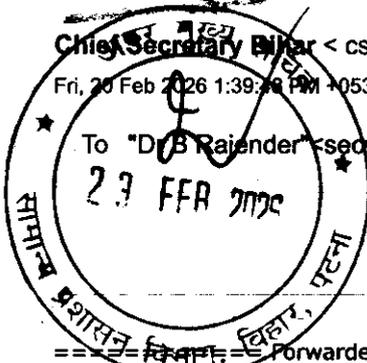
12. **Nominations for the Course:** Only officers/officials eligible as per above and those who are interested may be nominated for the course. Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. **The payment of fees and relieving may be undertaken only after receipt of such intimation from ISTM.**

13. **Where to apply:** **Nomination Form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form.** It may please be noted that it is mandatory to fill up nomination from online. However, the nominees must ensure that their nominations are cleared by their respective 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 of the course coordinator given at the end.



246

Fwd: One day online Workshop on e-Record Management (e-RM-25) to be conducted in ISTM from 16th March, 2026

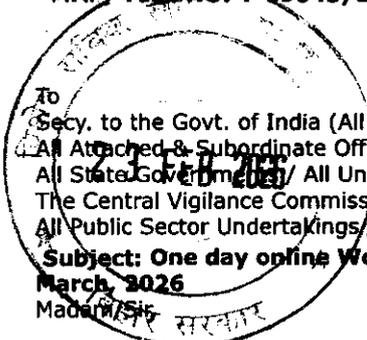


Chief Secretary Bihar < cs-bihar@nic.in >
Fri, 20 Feb 2026 1:39:36 PM +0530
To "Dr B Rajender" <secy-par-bih@nic.in>

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 20 Feb 2026 11:20:41 +0530
Subject: One day online Workshop on e-Record Management (e-RM-25) to be conducted in ISTM from 16th March, 2026
==== Forwarded message =====

OSD-18

फा.सं / FILE NO: Y-19045/2/2026-ISTM



दिनांक/ Date: 08.01.2026

To
Secy. to the Govt. of India (All Ministries / Departments)
All Attached & Subordinate Offices
All State Government / All Union Territories
The Central Vigilance Commission / Election Commission of India / UPSC
All Public Sector Undertakings / All Autonomous Bodies
Subject: One day online Workshop on e-Record Management (e-RM-25) to be conducted in ISTM from 16th March, 2026
Madam/Sir

I am directed to say that an online "Workshop on e-Record Management" will be conducted by ISTM 16th March, 2026 (1 days). Details of the objectives of the workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. ISTM has state-of-the-art ICT labs having over 135 computers which are interest enabled and fully equipped with latest software and hardware.
3. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.
4. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 03rd March, 2026.

Encl: Annexure-I

Yours faithfully,

Sd/-
(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email - [anjali.edu\[at\]nic.in](mailto:anjali.edu[at]nic.in)

Tel: 26737518

S.O-18

विभागाध्यक्ष
विनीता
25.2.26

बिहार सरकार
अपर मुख्य सचिव कोषांग
समान्य कार्य विभाग
ई-मेल संख्या-.....5607
दिनांक.....20.2.26

1000/का-18
25.2.26

210

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

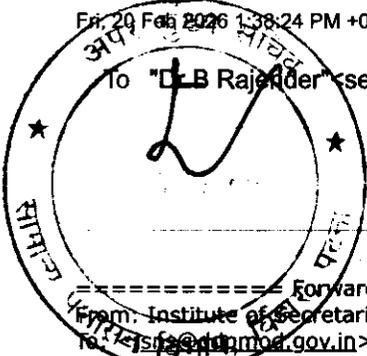
ST(18)

E-MAIL

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

Fri, 20 Feb 2026 1:38:24 PM +0530

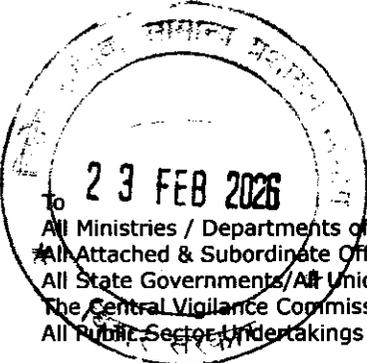
To "D.B Rajender" <secy-par-bih@nic.in>



==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: istm@nic.in
Date: Fri, 20 Feb 2026 11:24:37 +0530
Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.
==== Forwarded message =====

OSD-18

File No.: Y-17024/2/2026-ISTM



Date: 12th January, 2026

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on e-Procurement & GeM (WEP&GeM-07) will be conducted in ISTM from 20.04.2026 to 22.04.2026. 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 **06th April, 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

1008/218-18
25.2.26
विभाग प्रमुख
साधन प्रशासन विभाग
ई-चौक संख्या-.....5625
दिनांक.....20.2.26

Yours faithfully,

S.O-18

[Handwritten signature]

3/1/2026
25.2.26

ANNEXTURE

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on e-Procurement & GeM
 2. **COURSE CODE:** WEP&GeM-07
 3. **DURATION:** Three days (20.04.2026 to 22.04.2026)
 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 e-procurement.
 6. **METHODOLOGY:** The Workshop shall be conducted through offline mode, including lecture and discussion.
 7. **PARTICIPANTS (Eligibility Conditions)**
The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who have login ID on GeM Portal.
 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 **06th April, 2026**.
 10. **ACCEPTANCE OF NOMINATION:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.
 11. **COURSE FEE:**
 - (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
 - (ii) A course fee of Rs. 3000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM.
Course fee is required to be paid through Online Payment Mode as per details given below.
 - (iii) This course fee should be paid only after confirmation of nomination from ISTM.
 - (iv) Course fee is required to be paid through Online Payment Mode as per details given below.
- Website – 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](mailto:vkbhargava.84@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.8076072465/ 26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.

223



Sir/Madam,

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

Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-07

Date : 20 Apr 2026 to 22 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

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

Fri, 20 Feb 2026 1:35:16 PM +0530

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

23 FEB 2026

==== Forwarded message =====

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

To: < jsns@ddpmod.gov.in >

Date: Fri, 20 Feb 2026 11:23:22 +0530

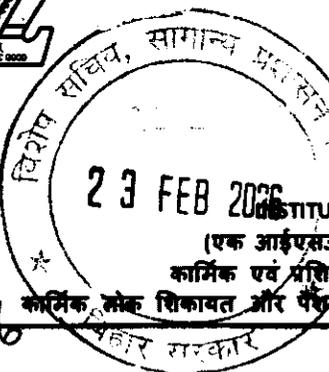
Subject: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

==== Forwarded message =====

OSD-18



आज़ादी का
अमृत महोत्सव



File No.: Y-17022/01/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

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

कर्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कर्मिक श्रेक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Date: 08th January, 2026

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या..... 5606

दिनांक..... 20.2.26

Subject: **One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.**

Madam/ Sir,

I am directed to say that a one day Workshop on Income Tax (WITAX-19) will be conducted in **ONLINE MODE** on 13.04.2026. 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 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 **30th March, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the online 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.**

श्री विशाक
रवि
25.2.26

S.O-18
[Signature]

1007/शा.न-18
25.2.26

-sd-

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

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



ANNEXTURE

COURSE INFORMATION SHEET

CODE : WITAX-19
TITLE : Workshop on Income Tax
DURATION : One Day (13.04.2026)
TIME : 9:00 AM to 5:30 PM
COURSE CAPACITY : 30-35
OBJECTIVES : At the end of the training course, the participants will be able to:
i) Define Personal Finance.
ii) Differentiate between Personal Finance and Public Finance.
iii) Describe the various ways of Financial Planning.
iv) Explain the provisions of Income Tax.

METHODOLOGY : ONLINE MODE

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 30.03.2026.

ACCEPTANCE OF NOMINATION:

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

COURSE FEE:

- (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
- (ii) A course fee of Rs. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM.
Course fee is required to be paid through Online Payment Mode as per details given below.
- (iii) This course fee should be paid only after confirmation of nomination from ISTM.
- (iv) Course fee is required to be paid through Online Payment Mode as per details given below.

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

Course Fee - ISTM

925

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



Sir/Madam,

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

Course Name : Workshop on Income Tax

Course Code : WITAX-19

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

934

E-MAIL

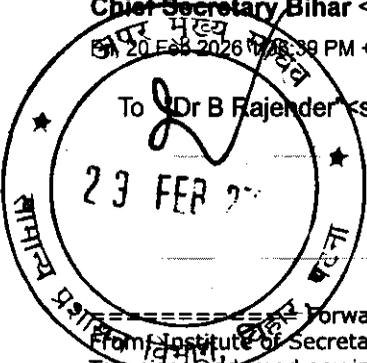
Fwd: Two days' Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05) from 27th to 28th April, 2026 in ISTM - reg.

55(18)

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

20 Feb 2026 11:28:39 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: csns@dmmod.gov.in

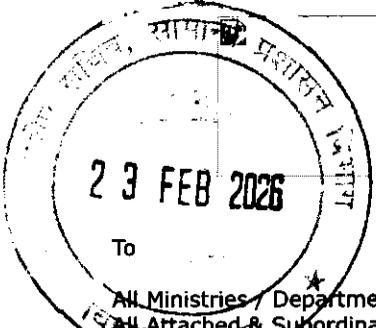
Date: Fri, 20 Feb 2026 11:29:20 +0530

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

==== Forwarded message =====

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



1009/811-18
25.2.26

To

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

बिहार सरकार
 अपर मुख्य सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या-...5604
 दिनांक.....20.2.26
 Date:16.01.2026

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

Madam/Sir,

The Two day **Orientation Training Programme on Conduct Rules & Preventive Vigilance (OTP-C-PV-05)** is scheduled to be held in ISTM in **Offline Mode** from **27th to 28th April, 2026**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure.

2. Nomination form for the course may be filled online at ISTM

website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that is mandatory to fill up

nomination form online. The last date of online nomination is **27th March, 2026**. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or e-mail scanned copies after getting signed by their sponsoring authority.

3. Only such officers should be nominated who can attend the programme on whole time basis in ISTM, New Delhi. While making nominations, the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **27th March, 2026**.

4. Only such candidates, whose nominations are accepted for the Programme by the Institute of Secretariat Training & Management, would be allowed to join the Programme. It is, therefore, reiterated that nominees should be relieved

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923 only after acceptance of nomination by the ISTM. The acceptance of nomination letter will be uploaded in the ISTM's website www.istm.gov.in and will also be communicated to the participants through e-mail.

Encl: Annexure

Yours faithfully

Sd/-
(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
E-mail: ykbhargava.84@gov.in
Phone: 26737611

Annexure

Course Information Sheet

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

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

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

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

8. **Participants (Eligibility Conditions)**

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

9. **Course Capacity:** The maximum number of participants that can be admitted to the Course is 40.

10. **Nominations for the Course:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before 27th March, 2026.

11. **Acceptance of Nomination:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

12. **Course Fee & Other Expenses:** A course fee of Rs. 2,000/- (Rupees Two Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through online mode as per the following details, only after confirmation of the admission by ISTM:

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

Deposit amount through online mode.

There is no Course fee for the officers of Central Govt./ State Govt./UT Administration and its Attached / Subordinate offices.

Note:

- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.
- iv. Confirmation of participation/admission will be sent only to those applicants, whose Sponsoring Authority has approved the nomination and approval letter is received in ISTM by 27th March, 2026.

13. **Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and/ or apply online for booking of room through the link: www.istm.gov.in training participants login book hostel (one month before the starting of the course.

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



Sir/Madam,

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

Course Name : Orientation Training Programme on Conduct Rules & Preventive Vigilance

Course Code : OTP-C-PV-05

Date : 27 Apr 2026 to 28 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

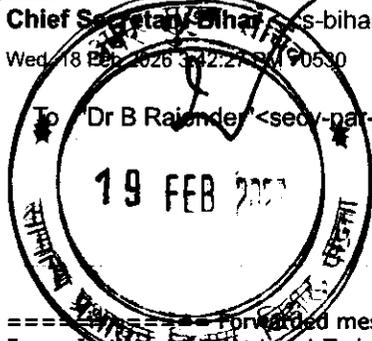
New Delhi - 110067

S.O. 18

Chief Secretary Bihar, s-cs-bihar@nic.in >

Wed, 18 Feb 2026 12:27:51 +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@dopt.nic.in>
Date: Wed, 18 Feb 2026 12:04:51 +0530
Subject: Handling Parliamentary Matters by ISTM
==== Forwarded message =====



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Sir/Madam,

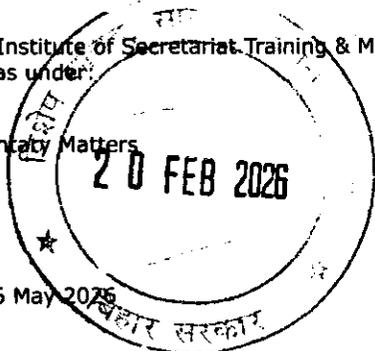
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Handling Parliamentary Matters

Course Code : HPM-12

Date : 25 May 2026 to 26 May 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
अपना नाम लिखित कोषांग
सचिव, प्रशासन विभाग
नं-सो-18/2026/5409
दिनांक: 18.2.26

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24.2.26

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Fwd: Training Programme for CVOs/VOs by ISTM

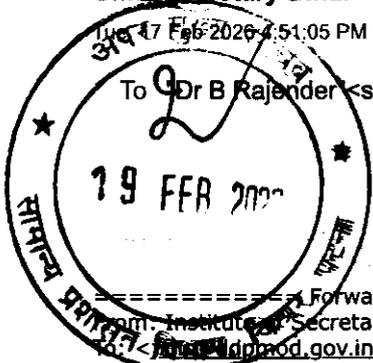
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55 (18)

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

Wed, 17 Feb 2026 4:51:05 PM +0530

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



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

Date: Tue, 17 Feb 2026 16:37:18 +0530
Subject: Training Programme for CVOs/VOs by ISTM

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Forwarded message =====



OSD-18

Sir/Madam,

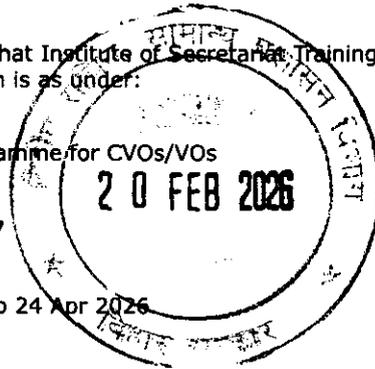
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 2026

Mode : Offline



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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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का निश्चाल

बिहार सरकार
भूपर मुख्य व्यक्ति पोशांग
सामान्य कार्य विभाग
ई-वेब 5423
दिनांक 19.2.26

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