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Call for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in Procure...

for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in Procurement & Supply Chain
agement" during 19 - 21 May, 2026 - HRJ Sarovar Portico, Indore

SJ (IS)

Ajesh Bajra ICA <crsme.iica@gmail.com >

Date: 11 Mar 2026 11:03:41 AM +0530

To: ""<<undisclosed-recipients:>>

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

Dear Sir / Ma'am,



Indian Institute of Corporate Affairs (established by the Ministry of Corporate Affairs, Govt. of India) announces **Three Day Capacity Building Program on "Navigating Procurement via Government e Marketplace (GeM), Leading with AI in Procurement & Supply Chain Management"** during 19 - 21 May, 2026 at HRJ Sarovar Portico, Indore.

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

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

OSD-18



बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-पेट नं. 699/
दिनांक.....11.3.26

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17.3.26

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श्री विशाल



Indian Institute of
Corporate Affairs

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



Three Day Capacity Building Program (51st Edition)

on

**"Navigating Procurement via Government e Marketplace (GeM),
Leading with AI in Procurement & Supply Chain Management"**

19 - 21 May, 2026 - HRJ Sarovar Portico, Indore

ENROL NOW

Benefits / Objectives:-

- Gain an overall understanding of the essential aspects of operating and handling the GeM web portal.
- To enable participants to adopt the best procurement practices for floating tenders, evaluation & award in all types of procurement
- Provide users the speed and flexibility of e-commerce site in sourcing its requirement
- To have technology enabled dynamic, self-sustaining, user friendly, fair and transparent procurement system
- To provide users the speed and flexibility of e-commerce sites in sourcing its requirements
- Discover how procurement, finance and supply

What do our Participants say:-

- Based on various cases discussed, learnt about best practices to be followed
- Topic covered very well and learned new things with examples
- Will help in dealing with GeM related issues
- Both pre & post contract management including dispute resolution mechanism very well explained with experiences & examples.
- Case studies & examples were helpful in getting the topic more clearly.
- Will help in better analysis and examination of contract

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Call for Nominations - Three Day Capacity Building Programme on "Navigating Procurement via GeM, Leading with AI in Procure...

With Warm Regards,

राजेश बत्रा / Rajesh Batra

मुख- सेंटर फॉर एमएसएमई / Head - Centre for MSME
भारतीय कॉरपोरेट कार्य संस्थान / Indian Institute of Corporate Affairs,
कॉरपोरेट कार्य मंत्रालय, भारत सरकार / Ministry of Corporate Affairs (Govt. of India)
प्लॉट नंबर -6,7,8, सेक्टर-5, आईएमटी मानेसर / Plot no. P-6,7,8, Sector-5, IMT Manesar,
जिला - गुरुग्राम -122052, हरियाणा, भारत / Distt. Gurugram-122052, Haryana, India

Mobile no- +91 9871417394 , 8595690458

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

3 Attachment(s)

Letter_19-21May2026.pdf
145.3 KB

Detailed_Program_19-21May2...
336 KB

Registration_Form_19-21May2...
137 KB

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E-Mail

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

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ACC, GAD

मुख्य सचिव कोषांग, बिहार

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

Thu, 05 Mar 2026 8:42:33 AM +0530

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

55(18)

अपर मुख्य सचिव
Chief Secretary
Bihar

Respected Leadership,

Sub: Workshops on (i) Cognitive Leadership, (ii) Ethical Governance, Conduct & Preventive Vigilance, and (iii) Team Building High Performance - 10-12 March 2026 | Hotel Crowne Plaza, Okhla, 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 Hotel Crowne Plaza, Okhla, 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

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

मुख्य सचिव कार्यालय
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द्वारा सं... 09.03.2026
दिनांक...

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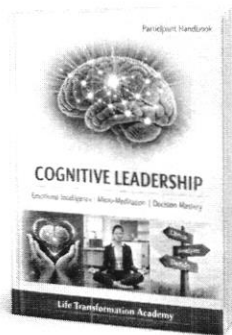
श्री प्रशासन



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:

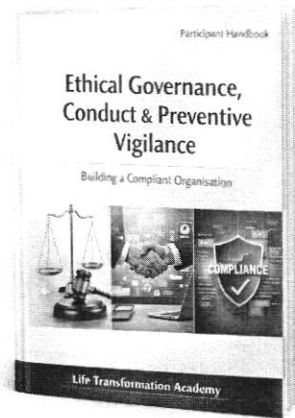
- **Decision Fatigue & Cognitive Overload** – understanding the impact of stress on judgment; recognising bias in administrative decisions
- **Emotional Intelligence in Institutional Settings** – emotional regulation, conflict management, maintaining composure and neutrality under pressure
- **Micro-Meditation 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.)

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.



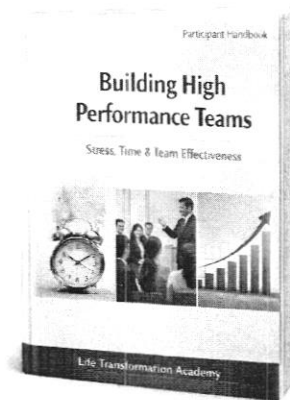
Key Themes Covered:

- **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.

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, MMTTC, 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: AAECL1465D, 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

309
E-MAIL
E-MAIL

Fwd: Orientation Training Programme on PFMS by ISTM

53(18)

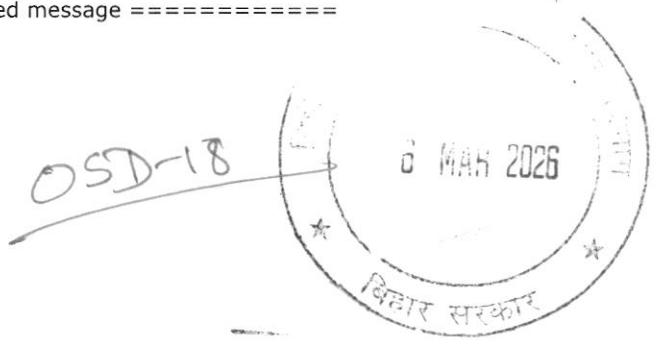
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 12 Mar 2026 5:11:26 PM +0530

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



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 12 Mar 2026 16:50:25 +0530
Subject: Orientation Training Programme on PFMS 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 : Orientation Training Programme on PFMS

Course Code : OTP-PFMS-17

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

Rizwana Bano

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1325 / एप्टो-18
17.3.26

sec-18
[Handwritten Signature]
श्री विद्यालक्ष्मी

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-... 7.1.98
दिनांक..... 12.3.26

E-MAIL

308

Fwd: MS-Excel (Advance) by ISTM

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

Tue, 10 Mar 2026 4:05:03 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: <jshs@ddpmod.gov.in>
Date: Tue, 10 Mar 2026 16:04:47 +0530
Subject: MS-Excel (Advance) by ISTM



OSD-18

Sir/Madam,

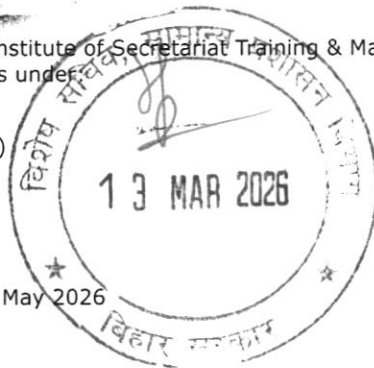
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-01

Date : 18 May 2026 to 19 May 2026

Mode : Offline



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

Regards

Rahul Agarwal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-6906
दिनांक-10.3.26

S.O-18

Handwritten signature and text: श्री निशाम

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17.3.26