

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 26 February, 2026

ACS, GIAD

मुख्य सचिव
Chief Secretary
 Bihar
 27 FEB 2026
 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

मुख्य सचिव कार्यालय
 डाकघर सं. 1331
 दिनांक 05.03.2026

OSD-18

S.O-18

[Handwritten signature]

[Handwritten signature]

1195/2110-18
 11.3.26

205

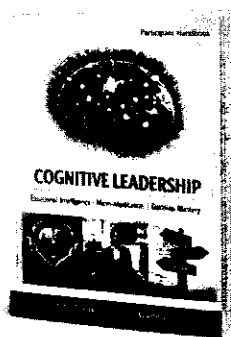
Each workshop is independently structured. Organisations may nominate officers for one, two, or all three programmes.

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

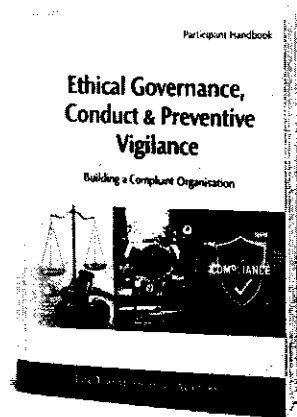
(All techniques are practical, secular, and suitable for professional environments.)

2024

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:

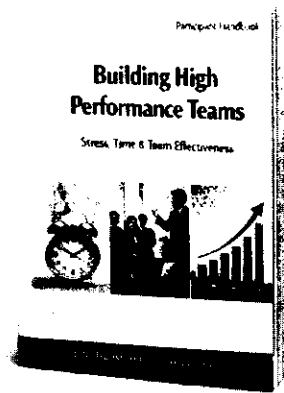
- **Foundations of Ethical Governance** – aligning values with systems; leadership responsibility in shaping institutional culture
- **Conduct Rules (CCS / CDA Frameworks)** – integrity standards, conflict of interest, professional boundaries, behavioural accountability
- **Preventive Vigilance Architecture** – 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.

50

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

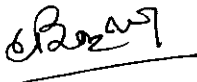
Payment Details

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

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

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

Thu, 26 Feb 2026 3:04:44 PM +0530

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

**Chief Secretary
Bihar**

Respected Leadership,

Warm greetings from Life Transformation Academy.

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.

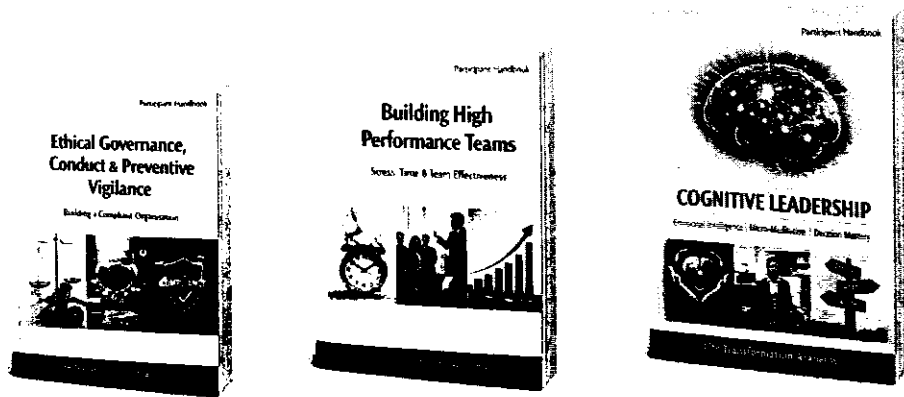
Workshop Particulars

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,

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

Responsible use of AI in Workplace by ISTM

E-Mail

E-5285304

588

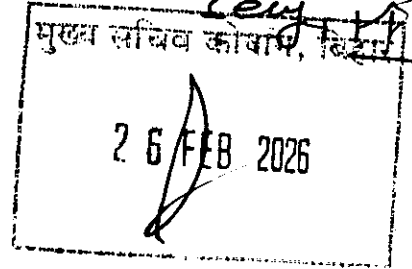
Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

Thu, 26 Feb 2026 9:55:47 AM +0530

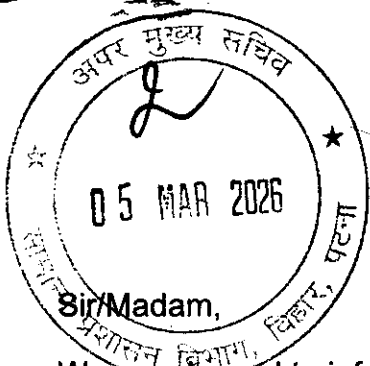
To "csoffice.cg"<csoffice.cg@gov.in>

ACS, GAD

CEW



SS(18)



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 : Responsible use of AI in Workplace

Course Code : RU-AI-W-08

Date : 06 Apr 2026 to 07 Apr 2026

Mode : Offline

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

Regards

Kishore

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1187 / कतः - 18

11.3.26

मुख्य सचिव कार्यालय
डाकरी सं. 1300
दिनांक 05.03.2026

OSD-18

S.O-18

Handwritten signatures and dates at the bottom of the page.

22

Fwd: Workshop on Income Tax by ISTM

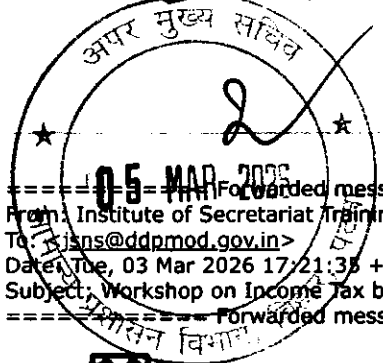
MAIL

S.O-18

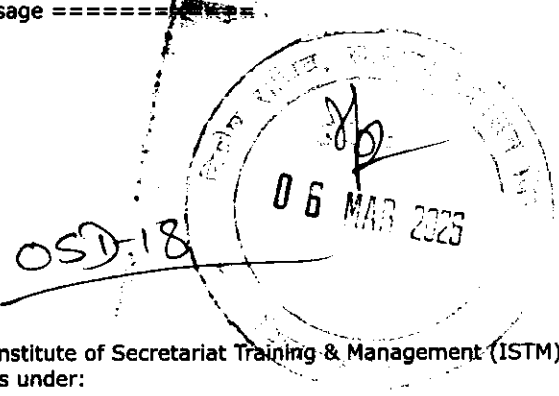
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 05 Mar 2026 2:49:47 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: s.jns@ddpmod.gov.in
Date: Tue, 03 Mar 2026 17:21:35 +0530
Subject: Workshop on Income Tax by ISTM
==== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Income Tax

Course Code : WITAX-18

Date : 23 Mar 2026 to 23 Mar 2026

Mode : Online

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
आपर मुख्य सचिव कोशंग
संसाधन विभाग
ई-वेब संख्या- 6522
दिनांक- 5-3-26

S.O-18
[Handwritten Signature]
आ विभाग

1161 / 100-18
10.3.26

E-Mail

E - 5284852

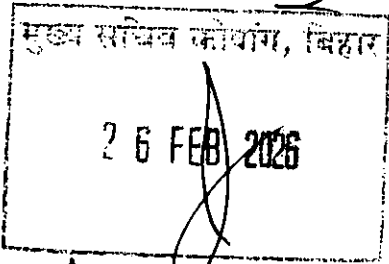
Workshop on Office Procedure & Noting & Drafting by ISTM

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

Thu, 26 Feb 2026 12:29:10 PM +0530

To "jsns"<jsns@ddpmod.gov.in>

Acc, GAD



Sir/Madam,

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

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-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

Sarika Soin

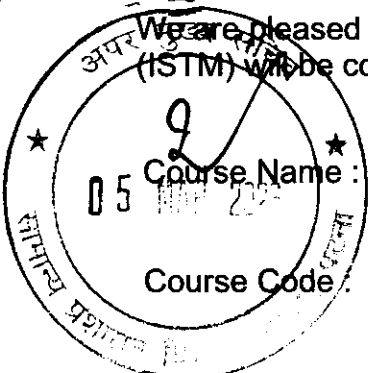
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



मुख्य सचिव कायदा
उपरी सं. 1304
दिनांक 05.03.2026

OSD-18

50-18

for 05/03/26

श्री विद्याम

1158/एए-18
10-326

E-5284969

295

Creative and Positive Thinking by ISTM

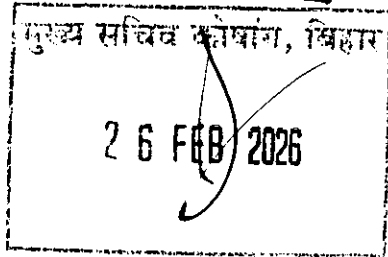
E-Mail

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

Thu, 26 Feb 2026 9:56:32 AM +0530

To "csoffice.cg"<csoffice.cg@gov.in>

ACS, GIAD



Sir/Madam,

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

Course Name : Creative and Positive Thinking

05 MAR 2026

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

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

Regards

Assistant Director

Institute of Secretariat Training & Management

* Department of Personnel and Training (DoP&T)

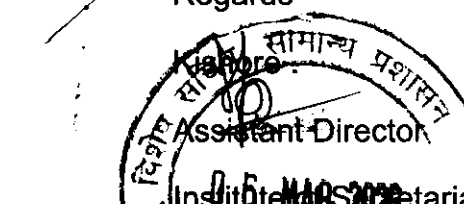
Old Campus (OLD), Olof Palme Marg,

New Delhi - 110067

55 (18)

मुख्य सचिव कार्यालय
डाक सं० 1303
दिनांक 05.03.2026

057-18



50-18

श्री विद्यार्थी

1157/अप०/18
10.3.26

E-Mail

E-5285132

294

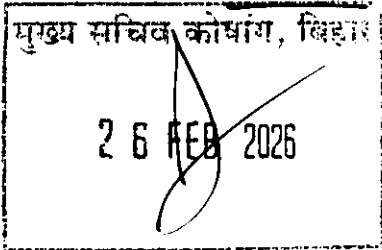
Right to Information - Public Information Officers by ISTM

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

Thu, 26 Feb 2026 9:54:38 AM +0530

To "csoffice.cg"<csoffice.cg@gov.in>

ACS, GIAD



Sjr/Madam,

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

Course Name : Right to Information - Public Information Officers

05 MAR 2026

Course Code : RTI-PIO-44

Date : 02 Mar 2026 to 03 Mar 2026

Mode : Offline

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

Regards

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

1156/का०-18

10.3.26

New Delhi - 110067

CS(18)

1302
05.03.26

05/18

50-18

Handwritten signature and date 05/3/26

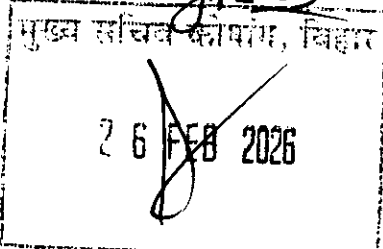
Two Day Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place (WCICRSHW-11) to be conducted on 09th to 10th March, 2026

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

Thu, 26 Feb 2026 9:56:04 AM +0530

To "yad.ajay"<yad.ajay@ias.gov.in>

ACS, GRAD
Secy, SWD



SS(10)

मुख्य सचिव का कार्यालय
डाकरी सं० १३०/१
दिनांक ०५.०३.२०२६

Normal 0 false false false EN-IN X-NONE HI </xml><![endif--><![if gte mso 9]><xml> </xml><![endif--><!--[if gte mso 9]><xml> </xml><![endif--><!--[if gte mso 10]> <style> /* Style Definitions */ table.MsoNormalTable {mso-style-name: "Table Normal"; mso-tstyle-rowband-size:0; mso-tstyle-colband-size:0; mso-style-noshadow:yes; mso-style-priority:99; mso-style-parent:""; mso-padding-alt:0cm 5.4pt 0cm 5.4pt; mso-para-margin-top:0cm; mso-para-margin-right:0cm; mso-para-margin-bottom:8.0pt; mso-para-margin-left:0cm; line-height:107%; mso-pagination:widow-orphan; font-size:11.0pt; mso-bidi-font-size:10.0pt; font-family:"Calibri",sans-serif; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-bidi-font-family:Mangal; mso-bidi-theme-font:minor-bidi; mso-fareast-language:EN-US;} </style> <![endif-->

Respected Ma'am/Sir,

I am directed to submit that a workshop on "Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place" is scheduled to be held from 9th to 10th March 2026. This two-day workshop to be conducted by the Institute of Secretariat Training and Management – A CBC accredited सर्वोत्कृष्ट CSTI of Government of India – aims to explain steps to conduct of inquiry relating to Sexual Harassment Cases in particular.

In view of certain administrative exigencies the circular of the workshop was issued on 2nd February 2026. As on date the responses are very thin. Whereas, the ISTM is planning to hold this workshop for about 25 to 30 persons to make it cost effective, only half of the capacity has so far been booked.

3. Under the circumstances, this earnest appeal to your good office is being made soliciting nomination of one or two officers from your esteemed Ministry/Department on the designated dates. The URL for making online application is given below.

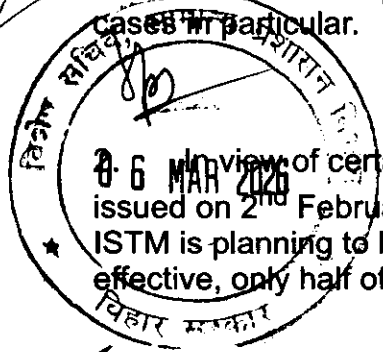
url: http://www.istm.gov.in/home/online_nomination_form.

057-18

1155/240-18
10.3.26

90-18

Handwritten signature and name of the official.



292

4. There is no cost of participation for officers from Ministries/Departments, working lunch and refreshments will be provided to the participating officers also.

5. Please [click here](#) to view/download the signed document.

Yours faithfully,

SD/-

(Moloy Sanyal)

Director (Retired) Faculty Consultant

Tel: 26107609

Email: moloy.igot@gmail.com

291

MAIL

3/2/26, 5:09 PM

Fwd: Revised course circular for the two Days Workshop on e-office (WEO-23) to be conducted at ISTM from 24th to 25th March, 20...

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.

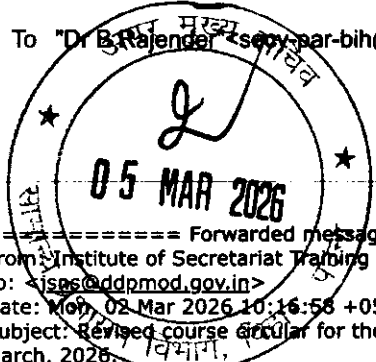
55 (15)

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

Mon, 02 Mar 2026 1:37:40 PM +0530

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

1176/2116-18
10.3.26



==== Forwarded message =====

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

To: <jsps@ddpmod.gov.in>

Date: Mon, 02 Mar 2026 10:16:58 +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.

==== Forwarded message =====



फा.सं / 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)

कर्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

05 MAR 2026

दिनांक / Date: 10.02.2026

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
का.सं. मुख्य लोक शिकायत
विभाग
ई-मेल संख्या- 6432
02-3-26

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,

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

Yours faithfully,

- Sd-

(Kavita Sharma)

Assistant Director & Course Coordinator

Email ID: kavita [dot] s [at] nic [dot] in

Tel: 2673722

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
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

3/2/26, 5:09 PM

Fwd: Revised course circular for the two Days Workshop on e-office (WEO-23) to be conducted at ISTM from 24th to 25th March, 20...

<p>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</p>
--

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

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067