

Aes. GAD/Finance

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मुख्य सचिव कार्यालय, बिहार

22 APR 2026

Subject:- In-person Singapore Cooperation Programme on "Digital Government Transformation" from 7th to 11th September, 2026 in Singapore.

Kartavya Bhavan-I, New Delhi,

Dated the 21<sup>st</sup> April, 2026.**TRAINING CIRCULAR**

SS (18)

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Digital Government Transformation" from 7th to 11th September, 2026 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in policymaking for digital infrastructure development and data governance. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (Annex-III).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/digitrans>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.  
(ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

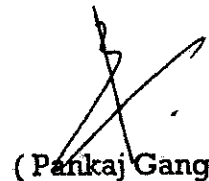
5. Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 25.06.2026 positively at the following address:-

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

Contd.....2/-

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29.4.26#A विभागीय  
12/11/26  
28.4.2026मुख्य सचिव कार्यालय  
2444  
24.04.2026  
27 APR 2026  
विभाग, बिहारअपर सचिव  
24 APR 2026  
विभाग, बिहार

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



(Parikaj Gangwar)  
Under Secretary to the Govt. of India

1. Joint Secretary (IPP), Department of Economic Affairs, Kartavya Bhavan-1, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
3. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
4. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

कर्तव्य भवन-1, नई दिल्ली,

दिनांक 21 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 7 से 11 सितंबर, 2026 तक " डिजिटल सरकार परिवर्तन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 7 से 11 सितंबर, 2026 तक " डिजिटल सरकार परिवर्तन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम का उद्देश्य मध्यम स्तर के वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो डिजिटल बुनियादी ढांचे के विकास और डेटा शासन के लिए नीति निर्माण में शामिल हैं । पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/digitrans>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 25.06.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव ( आईपीपी ), आर्थिक मामलों के विभाग, कार्तव्य भवन - 1, नई दिल्ली ।
2. संयुक्त सचिव ( एडीएमएन ), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली ।
3. संयुक्त सचिव ( एडीएमएन. ), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, नई दिल्ली ।
4. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
5. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा

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

## DIGITAL GOVERNMENT TRANSFORMATION

7 TO 11 SEPTEMBER 2026

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

under the

**SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

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### Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore

### Course Objectives

This course will explore how Singapore has built a resilient foundation for digital government through trusted digital identity (Singpass), interoperable platforms, secure data-sharing frameworks, and adaptive infrastructure like the Singapore Government Tech Stack (SGTS).

Participants will gain insights into how data-driven decision-making and secure-by design platforms enable scalable, whole-of government transformation, while ensuring resilience against evolving digital threats .

### Synopsis

Topics to be covered include:

- Singapore's approach to secure scalable digital government infrastructure to support people-centric, AI-enabled services;
- Role of Singpass in enabling integrated and trusted services;
- SGTS and its role in accelerating service delivery; and
- Approaches to secure data-sharing, interoperability, and resilience (Government Commercial Cloud).

## Methodology

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

## Course Duration and Venue

The course will be held over five (5) days from 7 to 11 September 2026 in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in policymaking for digital infrastructure development and data governance;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (hereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;

- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage for medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

### **Note:**

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

### **Follow us at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

## Application Procedure

(Closing date for nomination: **3 July 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant. Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/digitrans> by **3 July 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

### **HOW TO APPLY**

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

#### Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

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**ANNEX-IV**

**CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART-B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

In-person Singapore Cooperation Programme on "Digital Government Transformation" from 7th to 11th September, 2026 in Singapore

CS-  
bihar < cs-bihar@nic.in >

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,  
Min. Of Finance**

<  
chourasia.anil@nic.in  
>

Wed, 22 Apr 2026 11:48:08 AM +0530

To "Laya Madduri"<l.madduri@nic.in>,"Bhuvnesh Kumar Kumar"  
<bhuvnesh.k@meity.gov.in>,"Arindam Modak"<arindam.modak@gov.in>,"KS  
REJIMON"<ks.rejimon@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV  
KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"  
<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"jssk-dst"<jssk-  
dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-  
mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-  
mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-  
agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-  
ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd"  
<jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra"  
<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"  
<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"pallaviagarwal"  
<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"  
<samirkumar@nic.in>,"djagdale"<d.jagdale@gov.in>,"Vijay Kumar Sinha"  
<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"  
<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"  
<srinivas.danda@gov.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"  
<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-  
dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"  
<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"  
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"  
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"  
<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-  
ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"anandsunita"  
<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-  
mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"  
<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"  
<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"  
<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"  
<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"  
<information@cbi.gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"  
<jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa"  
<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"  
<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"  
<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"  
<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goa"<cs-  
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<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"  
<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>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"  
<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-  
skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-

uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Digital Government Transformation**" from 7th to 11th **September, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-23-26-final.pdf

3.2 MB

Sec. GA/Finance

मुख्य सचिव कोषांग, बिहार

22 APR 2026

Kartavya Bhavan-I, New Delhi,

Dated the 21<sup>st</sup> April, 2026.**TRAINING CIRCULAR**

Subject:- ~~In-person~~ Singapore Cooperation Programme on "Citizen-Centric Digital Government Transformation" from 5th to 9th October, 2026 in Singapore.

55(18) The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Citizen-Centric Digital Government Transformation" from 5th to 9th October, 2026 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in policymaking for digitalisation and public service delivery. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

3. The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (Annex-III).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/citizencentricdgp>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 23.07.2026 positively at the following address:-

Shri Pankaj Gangwar,

Under Secretary (BPC&amp;T),

Department of Economic Affairs, Ministry of Finance,

Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.

Ph:- 011 - 2401 2878,

Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

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मुख्य सचिव कार्यालय  
 कार्यालय सं. 2445  
 दिनांक 24.04.2026

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28/4/2026

28.4.2026

2055/21-18  
 29.4.26

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



( Pankaj Gangwar )  
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
2. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

In-person Singapore Cooperation Programme on "Citizen-Centric Digital Government Transformation" from 5th to 9th October, 2026 in Singapore

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

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance

< chourasia.anil@nic.in >

Wed, 22 Apr 2026 11:41:23 AM +0530

To "ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd"<jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale"<d.jagdale@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"anandsunita"<anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak"<shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information"<information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goa"<cs-goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

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westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"  
<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Citizen-Centric Digital Government Transformation**" from **5th to 9th October, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-22-26-final.pdf

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ACS, S&amp;AD/Finance

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मुख्य सचिव कोषांग, बिहार

Kartavya Bhavan-I, New Delhi,

Dated the 21<sup>st</sup> April, 2026.

22 APR 2026

**TRAINING CIRCULAR**

Subject: **In-person Singapore Cooperation Programme on "AI for the Digital Economy : Governance and Innovation" from 28th September to 2nd October, 2026 in Singapore.**

55(18) The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "AI for the Digital Economy : Governance and Innovation" from 28th September to 2nd October, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in policymaking for AI-governance, digital economy and/or technology regulation. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

24 Nominations of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

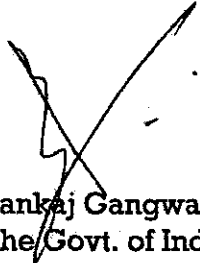
- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/aidigitaleco>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form complete in all respects alongwith check-list reach this Department through the **Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 16.07.2026** positively at the following address:-

50-18  
Shri Pankaj Gangwar,  
Under Secretary (BPC&T),  
Department of Economic Affairs, Ministry of Finance,  
Hall No. 15076, Kartavya Bhavan -1, New Delhi-110001.  
Ph:- 011 - 2401 2878,  
Email- [pankaj.gangwar@gov.in](mailto:pankaj.gangwar@gov.in)  
[chourasia.anil@nic.in](mailto:chourasia.anil@nic.in)

2056/211-18  
29.4.26

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

  
( Pankaj Gangwar )  
Under Secretary to the Govt. of India

1. Adviser (Investment), Department of Economic Affairs, Kartavya Bhavan-1, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
3. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
4. Joint Secretary (Admn.), Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

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

168

कर्तव्य भवन-1, नई दिल्ली,  
दिनांक 21 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 28 सितंबर से 2 अक्टूबर, 2026 तक " एआई फॉर डिजिटल इकोनॉमी: गवर्नेंस एंड इनोवेशन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 28 सितंबर से 2 अक्टूबर, 2026 तक " एआई फॉर डिजिटल इकोनॉमी: गवर्नेंस एंड इनोवेशन " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम का उद्देश्य मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो एआई - गवर्नेंस, डिजिटल अर्थव्यवस्था और / या प्रौद्योगिकी विनियमन के लिए नीति निर्माण में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/aidigitaleco>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

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5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 16.07.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

( पंकज गंगवार )  
अवर सचिव, भारत सरकार

1. सलाहकार (निवेश), आर्थिक कार्य विभाग, कार्तव्य भवन-1, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सी. जी. ओ. परिसर, लोधी रोड, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन), वित्तीय सेवा विभाग, जीवनदीप भवन, संसद मार्ग, नई दिल्ली।
5. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
6. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

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

## AI FOR THE DIGITAL ECONOMY: GOVERNANCE & INNOVATION

28 SEPTEMBER TO 2 OCTOBER 2026

Sponsored by the

### SINGAPORE COOPERATION PROGRAMME

under the

### SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

#### Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore

#### Course Objectives

This course will provide a deeper understanding of Singapore's use of AI in strengthening the digital economy, through the use of tools such as the Model AI Governance Framework, AI Verify, and the AI Playbook for Small States.

#### Synopsis

Topics to be covered include:

- How AI is shaping the digital economy and cross-border services globally and regionally;
- How to apply pragmatic governance tools (e.g., Singapore's Model AI Governance Framework and AI Verify);
- Risk-based approaches for AI use-cases; and
- International case studies of AI governance that support innovation.

## Methodology

The course will be conducted in-person in Singapore and will include the delivery of course sessions, case studies, country presentations as well as group discussions.

## Course Duration and Venue

The course will be held over five (5) days from 28 September to 2 October 2026 in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in policymaking for AI- governance, digital economy and / or technology regulation;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;

- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage for medical evacuation in the event of any unexpected emergencies.

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

**In-person Singapore Cooperation Programme on "AI for the Digital Economy : Governance and Innovation" from 28th September to 4th October, 2026 in Singapore**

**cs-bihar** < cs-bihar@nic.in >

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance**

< chourasia.anil@nic.in >

Wed, 22 Apr 2026 11:38:03 AM +0530

To "Aparna Sinha"<aparna.sinha@nic.in>,"Bhuvnesh Kumar Kumar" <bhuvnesh.k@meity.gov.in>,"Arindam Modak"<arindam.modak@gov.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc" <jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd" <jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra" <satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff" <amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"KS REJIMON" <ks.rejimon@nic.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js" <js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale" <d.jagdale@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"jse" <jse@nic.in>,"jsskmmoca"<jssk.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra" <sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur" <sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt" <jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj" <satish.kj@nic.in>,"SD Sharma"<js.admn-doapt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"anandsunita" <anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak" <shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc" <js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25" <rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav" <masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information" <information@cbi.gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb" <jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa" <jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal" <cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg" <csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi" <csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goa"<cs-goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs" <cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs" <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>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs" <cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-

uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"AI for the Digital Economy : Governance and Innovation"** from **28th September to 2nd October, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-21-26-final.pdf

3.3 MB

152

ACS, Finance  
Aes, GAJ

Kartavya Bhavan-I, New Delhi,  
Dated the 20th April, 2026.

मुख्य सचिव कार्यालय, बिहार  
20 APR 2026

**TRAINING CIRCULAR**

Subject:- **In-person Singapore Cooperation Programme on "Digital Economy : AI Tools, Governance and Policy" from 24th to 28th August, 2026 in Tokyo, Japan.**

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Digital Economy : AI Tools, Governance and Policy" from 24th to 28th August, 2026 in Tokyo, Japan** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in developing the digital economy in their country. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is **Two**.

2. Nominations of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. The course is sponsored by **Government of Singapore and Japan under the Japan-Singapore Partnership Programme for the 21st Century (JSPP21)**, who will provide accommodation, local transport, medical insurance and daily allowance. **An Economy Class round-trip air ticket between the respective international airports designated by Singapore.**

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/deai26>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form complete in all respects alongwith check-list reach this Department **through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 18.05.2026** positively at the following address:-

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

25(18)

22 APR 2026  
विदेशी प्रशासन विभाग, भारत सरकार

24 APR 2026  
विदेशी प्रशासन विभाग, भारत सरकार

22.04.2026

20-18  
28.4.2026

1999/2110-18  
28.4.26

Contd.....2/-

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

( Pankaj Gangwar )

Under Secretary to the Govt. of India

1. Adviser (Investment), Department of Economic Affairs, Kartavya Bhavan-1, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronics & Information Technology, Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi.
3. Joint Secretary (Admn.), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, New Delhi.
4. Joint Secretary (Admn.), Department of Financial Services, Jeevandeep Building, Sansad Marg, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

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

नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 20 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : टोक्यो, जापान में 24 से 28 अगस्त, 2026 तक " डिजिटल अर्थव्यवस्था: एआई टूल्स, गवर्नेंस एंड पॉलिसी " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत टोक्यो, जापान में 24 से 28 अगस्त, 2026 तक " डिजिटल अर्थव्यवस्था: एआई टूल्स, गवर्नेंस एंड पॉलिसी " पर व्यक्तिगत सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह कार्यक्रम का उद्देश्य मध्यम स्तर के वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो अपने देश में डिजिटल अर्थव्यवस्था विकसित करने में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या दो है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. यह पाठ्यक्रम 21वीं सदी के लिए जापान-सिंगापुर साझेदारी कार्यक्रम (जे. एस. पी. पी. 21) के तहत सिंगापुर और जापान सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। सिंगापुर द्वारा नामित संबंधित अंतर्राष्ट्रीय हवाई अड्डों के बीच एक इकोनॉमी क्लास राउंड-ट्रिप हवाई टिकट।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/deai26>) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 18.05.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. सलाहकार (निवेश), आर्थिक कार्य विभाग, कर्तव्य भवन-1, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, इलेक्ट्रॉनिक्स निकेतन, 6 सी. जी. ओ. परिसर, लोधी रोड, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन), सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय, सरदार पटेल भवन, नई दिल्ली।
4. संयुक्त सचिव (प्रशासन), वित्तीय सेवा विभाग, जीवनदीप भवन, संसद मार्ग, नई दिल्ली।
5. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
6. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा

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

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## DIGITAL ECONOMY: AI TOOLS, GOVERNANCE, AND POLICY

24 TO 28 AUGUST 2026

Sponsored by the

**SINGAPORE COOPERATION PROGRAMME**

and the

**JAPAN INTERNATIONAL COOPERATION AGENCY**

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21<sup>ST</sup>  
CENTURY**

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### Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, more than 160,000 officials from over 180 countries, territories and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Development Partnership Directorate of the Singapore Ministry of Foreign Affairs.

### Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974. From 2008, JICA was further strengthened to incorporate all activities of Japan's Official Development including concessional ODA loans and grant aid in an effective and efficient manner.

JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance that most effectively addresses the needs of developing countries.

## Japan - Singapore Partnership Programme for the 21st Century (JSPP21)

As countries whose prime resources are their people, Singapore and Japan believe that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan - Singapore Partnership Programme (JSPP).

The Japan-Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. Since then, the MOD has been renewed three times, most recently in December 2018.

With a view to enhancing ASEAN integration and sharing their respective areas of expertise, both governments have identified, as priority areas, training and capacity building programmes for third countries. These focus on (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented more than 400 training courses for more than 7,500 participants in diverse fields such as public governance, trade promotion, climate change and environment, community policing, disaster management, maritime navigation, tourism, and urban planning.

## Course Objectives

This course is conducted under the auspices of the Japan-Singapore Partnership Programme for the 21st Century (JSPP21). The course will explore the opportunities and challenges arising from artificial intelligence (AI) and big data in the digital economy. It aims to equip government officials to design AI and data governance frameworks that protect privacy and intellectual property, while maximising economic benefits.

## Synopsis

Topics to be covered include:

- Fintech developments and regulatory issues
- Trends and challenges in AI and data governance within the digital economy
- Cross-border data transfer tools
- Intellectual Property (IP) rights in the digital economy
- Singapore's and Japan's approaches to AI and data governance

## Methodology

This course will be delivered for up to **30 participants**. It will include lectures, group discussions, site visits, country presentations and Q&A sessions.

Participants should bring along their own internet-enabled learning devices such as laptops or tablets (mobile phones are not recommended) for this course.

## Country Presentation

Each represented country is expected to do a short country presentation. The topic(s) will be provided prior to commencement of the course.

## Course Duration and Venue

The course will be conducted daily from **24 to 28 August 2026** in-person in Tokyo, Japan.

## Application Information

Applicants should be:

- Mid- to senior-level government officials involved in developing the digital economy in their country;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

If your organisation and/or your status is related to the Military, you are required to send an email to [1rtd2@jica.go.jp](mailto:1rtd2@jica.go.jp) with your name, country, organisation, the course name, and choose one option from below that best describes your relationship with the Military:

- the Military, an active military personnel or military personnel listed in the muster roll/military register;
- an organisation affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register;
- the Department or the Ministry of Defense, and organisation affiliated with the Ministry of Defense, or staff of the Ministry of Defense;
- a civilian organisation but with military personnel or a military division within the organization; or
- an organisation which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment.

Qualifications of applicants who belong to the military or other military-related organisations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organisation, and other relevant information in a comprehensive manner.

## Terms of Award

The course is sponsored by the Governments of Japan and Singapore under the Japan-Singapore Partnership Programme for the 21<sup>st</sup> Century.

Under this programme arrangement, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as "participants", during their training in Japan.

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by Singapore;
- Visa application fees for entry into Japan [Note: participants are responsible for their own transit visas (if any)];
- Accommodation for the entire duration of the course at JICA Tokyo International Center (TIC). It is a dormitory-typed facility exclusive for JICA training participants, single room with limited amenities. Please refer to the [Facility Guide](#). Complimentary breakfast is provided in the accommodation from the first day of the course to one day after the course;
- Per diem of 1,100JPY for lunch and dinner and 1,700JPY for miscellaneous expenses from the first day to the last day of the course. A proportionate reduction in the per diem will be made if the participant is unable to attend the full duration of the course;
- Transportation between airport and TIC, between TIC and training venue (if any); and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Japan, in accordance with the policy of a local insurance company. JICA medical card will be provided.

### Note:

- Participants are to bear their personal expenses that might be incurred prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

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## Regulations

Participants are required to comply with the following:

- For entry into Japan, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [Japan Travel Planning | Travel Japan \(Japan National Tourism Organization\)](#) ;
- Strictly observe the course schedule and attend all training sessions. Participants will receive a JSPP21 certificate of completion only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participation; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or Government and the Governments of Japan and Singapore, and its appointed trainer, with respect to the course.

- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

## Follow Us at:

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

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## Application Procedure

(Closing date for nomination: **25 May 2026**)

The Government of Singapore and JICA are pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** suitable applicant(s).

Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/deai26> by **Monday, 25 May 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

### Note:

- Participants will receive a JSPP21 certificate of completion upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application your application is being processed; and

**SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS**

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs(DEA), summarized below:-

**Eligibility Conditions**

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

**HOW TO APPLY**

**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect; wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

**4. Nominations:-**

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

**5. Clearance:-**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

**Abbreviation:-**

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

## DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

ANNEX-IV

CHECK LIST

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

In-person Singapore Cooperation Programme on "Digital Economy : AI Tools, Governance and Policy" from 24th to 28th August, 2026 in Tokyo, Japan

< CS-  
bihar@nic.in  
>

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,  
Min. Of Finance**

<  
chourasia.anil@nic.in  
>

Mon, 20 Apr 2026 3:01:27 PM +0530

To "Aparna Sinha"<aparna.sinha@nic.in>,"Bhuvnesh Kumar Kumar" <bhuvnesh.k@meity.gov.in>,"Arindam Modak"<arindam.modak@gov.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc" <jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa" <jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jshe-mhrd"<jshe-mhrd@nic.in>,"jsad-moe"<jsad-moe@gov.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd" <jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra" <satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff" <amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"KS REJIMON" <ks.rejimon@nic.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js" <js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale" <d.jagdale@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"jse" <jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra" <sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur" <sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt" <jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj" <satish.kj@nic.in>,"SD Sharma"<js.admn-doapt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"anandsunita" <anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak" <shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc" <js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25" <rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav" <masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information" <information@cbi.gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb" <jsfilms.inb@nic.in>,"gnsingh13"<gn.singh13@nic.in>,"jsaa" <jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal" <cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg" <csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi" <csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goa"<cs-goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs" <cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs" <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>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs" <cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-

uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Digital Economy : AI Tools, Governance and Policy**" from 24th to 28th August, 2026 in Tokyo, Japan, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-20-26-final.pdf

3.1 MB

ACS, GAD  
ACS, Education

मुख्य सचिव कोषांग, बिहार

16 APR 2026

Chief Secretary, Bihar

Subject:- **In-person Singapore Cooperation Programme on "Education Transformation : Making Strategic Choices" from 17th to 21st August, 2026 in Singapore.**

**TRAINING CIRCULAR**

Kartavya Bhavan-I, New Delhi,  
Dated the 15<sup>th</sup> April, 2026.

55(18)

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Education Transformation : Making Strategic Choices" from 17th to 21st August, 2026 in Singapore** under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in policymaking for education. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3. The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/etmsc2026>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).

5. Application Form complete in all respects alongwith check-list reach this Department through the **Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 05.06.2026** positively at the following address:-

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

Contd.....2/-

मुख्य सचिव कोषांग  
दस्तावेज संख्या  
17-04-2026

S.O-18  
श्री अशोक  
चौराasia  
20.04.26

1861/Sec-18  
22.04.2026

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

(Pankaj Gangwar)

Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Department of Higher Education, Shastri Bhavan, New Delhi.
2. Joint Secretary (Admn.), Department of School Education & Literacy, Shastri Bhawan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

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

नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 15 अप्रैल, 2026.

प्रशिक्षण परिपत्र

विषय : सिंगापुर में 17 से 21 अगस्त, 2026 तक "शिक्षा परिवर्तन: रणनीतिक विकल्प बनाना" पर व्यक्तिगत रूप से सिंगापुर सहयोग कार्यक्रम ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 17 से 21 अगस्त, 2026 तक "शिक्षा परिवर्तन: रणनीतिक विकल्प बनाना" पर व्यक्तिगत रूप से सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो शिक्षा के लिए नीति निर्माण में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्च का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/etmsc2026>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 05.08.2026 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

( पंकज गंगवार )

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), उच्च शिक्षा विभाग, शास्त्री भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन)। स्कूल शिक्षा और साक्षरता विभाग, शास्त्री भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

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

## **EDUCATION TRANSFORMATION: MAKING STRATEGIC CHOICES**

**17 TO 21 AUGUST 2026**

Sponsored by the

### **SINGAPORE COOPERATION PROGRAMME**

under the

### **SINGAPORE COOPERATION PROGRAMME TRAINING AWARD**

to be conducted by

### **NATIONAL INSTITUTE OF EDUCATION INTERNATIONAL**

#### **Singapore Cooperation Programme**

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

#### **National Institute of Education International**

Established in April 2009, NIE International Pte Ltd serves as the consultancy and training arm of the esteemed National Institute of Education (NIE) Singapore. Leveraging over 50 years of pedagogical expertise and research, the organisation specialises in teacher education, school management, and educational leadership programmes.

NIE International's customised training solutions are tailored to meet clients' specific needs, whether it involves adapting content for different age groups, environments, or cultural contexts. With a proven track record of success, the organisation is trusted by local and international educational institutions alike to deliver high-quality consultancy services and training programmes.

## Course Objectives

This course will cover the unique challenges to Singapore's education system, including how it has continuously transformed itself to deliver outcomes that strengthen students' competencies and dispositions to thrive in school and in the future.

## Synopsis

Topics to be covered include:

- Emerging educational trends and issues
- Policies and practices to cultivate forward looking schools to prepare students for future challenges and opportunities
- Strategies to develop resilient school systems
- Strategies and initiatives to foster innovation and change to improve the quality of teaching and school leadership
- Policies to cultivate professionalism in teaching to enhance both teacher and teaching quality

## Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

## Course Duration and Venue

The course will be held over 5 days from **17 to 21 August 2026** in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking for education;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

### Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage for medical evacuation in the event of any unexpected emergencies.

**Regulations**

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

**Follow us at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

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**Application Procedure**

(Closing date for nomination: **12 June 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/etmsc2026> by **12 June 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

**Note:**

## SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

### Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

### HOW TO APPLY

#### 3. Filling up of application forms:-

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

#### 4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

#### 5. Clearance:-

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

### Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone :				
Mobile No. :				
E-mail :				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

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CHECK LIST

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

To be filled only in case the Training Programme is not fully sponsored

**PART-A**

**UNDERTAKING**

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

**PART-B**

**UNDERTAKING FOR SELF FINANCING**

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

**Person Singapore Cooperation Programme on "Education Transformation : Making Strategic Choices" from 17th to 21st August, 2026 in Singapore**

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

**ANIL KUMAR CHOURASIA Assistant Section Officer, DEA,  
Min. Of Finance**

<  
chourasia.anil@nic.in  
>

Wed, 15 Apr 2026 4:44:53 PM +0530

To "Mrs Kamini"<jshe-mhrd@nic.in>,"Dr Duggal"<jsad-moe@gov.in>,"ash-mohfw" <ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur" <rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst" <jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"jscc-agri"<jscc-agri@nic.in>,"js1tourism"<js1.tourism@gov.in>,"js-ship"<js-ship@nic.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"jsdpiitbd" <jsdpiit.bd@gov.in>,"jssme"<js.sme@nic.in>,"satyajitmishra" <satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff" <amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"KS REJIMON" <ks.rejimon@nic.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js" <js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"djagdale" <d.jagdale@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"jscd-msje"<jscd-msje@nic.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Abhijit Phukon"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"jsskmmoca"<jsskm.moca@nic.in>,"jsnavy-dma" <jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra" <sagar.mehra@nic.in>,"hkhajong"<hk.hajong@nic.in>,"sthakur" <sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt" <jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj" <satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"anandsunita" <anand.sunita@nic.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"shailendrak" <shailendra.k@nic.in>,"js-skj-dpe"<js-skj-dpe@gov.in>,"js-establishmentmoc" <js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25" <rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav" <masaldan.gaurav@nic.in>,"minhaj"<minhaj@ias.nic.in>,"information" <information@cbi.gov.in>,"arindammodak"<arindam.modak@gov.in>,"jslegal1" <jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"gnsingh13" <gn.singh13@nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs" <cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary" <chiefsecretary@gujarat.gov.in>,"cs-goaa"<cs-goaa@nic.in>,"cs" <cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand" <cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy" <chiefsecy@kerala.gov.in>,"cs"<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>,"csngl"<csngl@nic.in>,"csori" <csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm" <cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

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Cc "Pankaj Gangwar Gangwar"<pankaj.gangwar@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Education Transformation : Making Strategic Choices"** from 17th to 21st August, 2026 in Singapore, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

**1 Attachment(s)**

12-19-26-final.pdf  
3.1 MB

(18)

E-MAIL

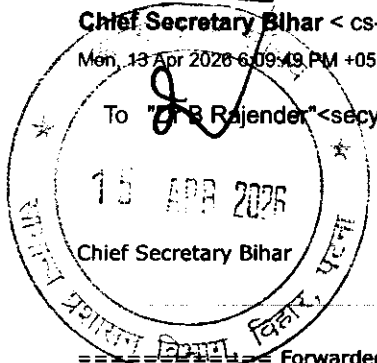
Fwd: In-person Singapore Cooperation Programme on "Singapore's Drug Control Programme" from 12th to 16th October, 2026 in Singapore < secy-par-bih < secy-par-bih@nic.in >

S.O (18)

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

Mon, 13 Apr 2026 6:09:49 PM +0530

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

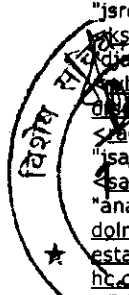


Chief Secretary Bihar

==== Forwarded message =====

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance <chourasia.anil@nic.in>  
To: "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "Balasubramanian Krishnamurthy" <js-dor@gov.in>, "ash-mohfw" <ash-mohfw@nic.in>, "rohitmathur" <rohit.mathur@nic.in>, "jspc-cpc" <jspc-cpc@gov.in>, "jschem-cpc" <jschem-cpc@gov.in>, "Bhuvnesh Kumar Kumar" <bhuvnesh.k@meity.gov.in>, "jsck-dst" <jsck-dst@gov.in>, "Kchaturvedi" <K.chaturvedi@gov.in>, "jsupa-mhupa" <jsupa-mhupa@gov.in>, "js-mowr" <js-mowr@nic.in>, "jshe-mhrd" <jshe-mhrd@nic.in>, "jsad-moe" <jsad-moe@gov.in>, "jscc-agri" <jscc-agri@nic.in>, "js1tourism" <js1.tourism@gov.in>, "js-ship" <js-ship@nic.in>, "sureshkumar1972" <sureshkumar1972@gov.in>, "jsdpiitbd" <jsdpiit.bd@gov.in>, "jsme" <js.sme@nic.in>, "satyajitmishra" <satyajit.mishra@nic.in>, "jsrc-mord" <jsrc-mord@gov.in>, "amstaff" <amstaff@rb.railnet.gov.in>, "crb" <crb@rb.railnet.gov.in>, "KS REJIMON" <ks.rejimon@nic.in>, "pallaviagarwal" <pallavi.agarwal@gov.in>, "js" <js@moes.gov.in>, "samirkumar" <samirkumar@nic.in>, "d.jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, "jscd-msje" <jscd-msje@nic.in>, "RAJEEV SHARMA" <rb113@ifs.nic.in>, "Jyotsana Ekka" <ddgtrg-dot@nic.in>, "srinivasdanda" <srinivas.danda@gov.in>, "Abhijit Phukon" <eaap-d@nic.in>, "jse" <jse@nic.in>, "jsskm-moca" <jsskm.moca@nic.in>, "jsnavy-dma" <jsnavy-dma@gov.in>, "raghurajmr" <raghurajmr@ias.nic.in>, "sagarmehra" <sagar.mehra@nic.in>, "hkhajong" <hk.hajong@nic.in>, "sthakur" <sthakur@nic.in>, "jsadmagi-culture" <jsadmagi-culture@gov.in>, "jsestt" <jsestt@mea.gov.in>, "Sanjayroy14" <Sanjay.roy14@nic.in>, "satisshkj" <sbsh@nic.in>, "SD Sharma" <js.admn-dopt@gov.in>, "js-ca" <js-ca@nic.in>, "Dushyant Mudgal" <ddgestt@indiapost.gov.in>, "anandsunita" <anand.sunita@nic.in>, "nkmishra" <nk.mishra@nic.in>, "js2-mopr" <js2-mopr@gov.in>, "jslr-dolr" <jslr-dolr@nic.in>, "shailendrak" <shailendra.k@nic.in>, "js-skj-dpe" <js-skj-dpe@gov.in>, "js-establishmentmoc" <js-establishment.moc@gov.in>, "vijaymittal" <vijay.mittal@nic.in>, "rpthakur25" <rp.thakur25@nic.in>, "ara-hccg" <ara-hccg@gov.in>, "masaldangaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "information" <information@cbi.gov.in>, "arindammodak" <arindam.modak@gov.in>, "jslegal1" <jslegal1@mea.gov.in>, "jsfilmsinb" <jsfilmsinb@nic.in>, "gnsingh13" <gn.singh13@nic.in>, "jsaa" <jsaa@dae.gov.in>, "cs" <cs@ap.gov.in>, "cs-arunachal" <cs-arunachal@nic.in>, "cs-assam" <cs-assam@nic.in>, "csofficecg" <csoffice.cg@nic.in>, "cs-bihar" <cs-bihar@nic.in>, "csdelhi" <csdelhi@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs-go" <cs-go@nic.in>, "cs" <cs@hry.nic.in>, "cs-hp" <cs-hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "cs-jharkhand" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "chiefsecy" <chiefsecy@kerala.gov.in>, "cs" <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>, "csngl" <csngl@nic.in>, "csori" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "cs-skm" <cs-skm@nic.in>, "cs-tripura" <cs-tripura@nic.in>, "cs-uttaranchal" <cs-uttaranchal@nic.in>, "csup" <csup@nic.in>, "cs-westbengal" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "cspon" <cs.pon@nic.in>, "cs" <cs@tn.gov.in>  
Cc: "Pankaj Gangwar Gangwar" <pankaj.gangwar@gov.in>  
Date: Fri, 10 Apr 2026 15:30:17 +0530  
Subject: In-person Singapore Cooperation Programme on "Singapore's Drug Control Programme" from 12th to 16th October, 2026 in Singapore

OSD-1



==== Forwarded message =====

Sir Madam

S.O 18  
17/4/26

Please find attachment regarding In-person Singapore Cooperation Programme on "Singapore's Drug Control Programme" from 12th to 16th October, 2026 in Singapore, for information and necessary action.

With regards,

Anil Kumar Chourasia,  
ASO, BPC&T Section,  
Bilateral Cooperation Division,  
Department of Economic Affairs,  
Ministry of Finance,  
Kartavya Bhavan -1.  
Telephone no. : 24012886

विचार सारकार  
आन्तर मुखय सचिव, जोषांग  
सामाजिक विकास विभाग  
ई-मेल संख्या-..... 9.829  
दिनांक..... 14.4.26

1874/Sae 18  
22.04.2026

SA विभाग  
विनीत  
17.4.26

1 Attachment(s)

12-18-26-final.pdf

3.1 MB

(30)

No.12/18/2026-BPC&T.  
Government of India  
Ministry of Finance  
Department of Economic Affairs  
(BPC&T Section)

.....

Kartavya Bhavan-I, New Delhi,  
Dated the 10<sup>th</sup> April, 2026.

**TRAINING CIRCULAR**

**Subject:- In-person Singapore Cooperation Programme on "Singapore's Drug Control Programme" from 12th to 16th October, 2026 in Singapore.**

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Singapore's Drug Control Programme" from 12th to 16th October, 2026 in Singapore under the Technical Assistance Programme with India. The course is intended for mid- to senior-level government officials who are involved in drug enforcement and management. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as Annex-II.

3. The course is sponsored by Government of Singapore, who will provide accommodation, local transport, medical insurance and daily allowance. The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses. An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (Annex-III).

4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

- (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/scptasdcp2026>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- (ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 31.07.2026 positively at the following address:-

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

Contd.....2/-

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



( Pankaj Gangwar )

Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Home Affairs, North Block, New Delhi.
2. Joint Secretary(Admn.), Deptt. of Revenue, North Block, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

**TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE**  
**[<https://dea.gov.in/foreign-training-and-employee-corner>].**

158

संख्या.12/18/2026-बीपीसीएंडटी

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

नॉर्थ ब्लॉक, नई दिल्ली,  
दिनांक 10 अप्रैल, 2026.

**प्रशिक्षण परिपत्र**

**विषय : सिंगापुर में 12 से 16 अक्टूबर, 2026 तक "सिंगापुर के औषधि नियंत्रण कार्यक्रम" पर व्यक्तिगत रूप से सिंगापुर सहयोग कार्यक्रम ।**

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत सिंगापुर में 12 से 16 अक्टूबर, 2026 तक "सिंगापुर के औषधि नियंत्रण कार्यक्रम" पर व्यक्तिगत रूप से सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम मध्य से वरिष्ठ स्तर के सरकारी अधिकारियों के लिए है जो नशीली दवाओं के प्रवर्तन और प्रबंधन में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका (अनुलग्नक-I) में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या एक है।

2. अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश अनुलग्नक-II के रूप में संलग्न किया गया है।

3. पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्च का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (अनुलग्नक III) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

- (i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (<https://go.gov.sg/scptasdc2026>) पर उपलब्ध। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।
- (ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।

.....2/-

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 31.07.2028 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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



( पंकज गंगवार )  
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन), गृह मंत्रालय, कर्तव्य भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन), राजस्व विभाग, कर्तव्य भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) भारत सरकार की सभी मंत्रालयों/विभागों, ।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

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

## SINGAPORE'S DRUG CONTROL PROGRAMME

12 TO 16 OCTOBER 2026

Sponsored by the

### SINGAPORE COOPERATION PROGRAMME

under the

### SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

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#### Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

#### Course Objectives

This course will share insights on Singapore's comprehensive drug control strategy and preventive drug education efforts.

#### Synopsis

Topics to be covered include:

- Singapore's comprehensive drug-control strategy
- Enforcement strategies and anti-drug legislation
- Evidence-informed treatment and rehabilitation regime
- Introduction to Singapore's Home Team Concept, the Home Team Departments, and their interoperability, in the fight against drugs
- Role of forensic laboratories, community partners and non-governmental organisations in countering domestic drug problem

#### Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

## Course Duration and Venue

The course will be held over 5 days from 12 to 16 October 2026 in Singapore.

## Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in drug enforcement and management;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

## Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

## Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

(24)

## Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at [www.ica.gov.sg/enter-transit-depart](http://www.ica.gov.sg/enter-transit-depart);
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

### Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

### **Follow us at:**

- SCP Website: [www.scp.gov.sg](http://www.scp.gov.sg)
- Facebook: [www.facebook.com/SCPFriends](https://www.facebook.com/SCPFriends)
- Instagram: [www.instagram.com/SCPFriends](https://www.instagram.com/SCPFriends)

## Application Procedure

(Closing date for nomination: **Friday, 7 August 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/scptasdcp2026> by **Friday, 7 August 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: <https://go.gov.sg/start-guide>
- NFPs: <https://go.gov.sg/start-nfp>

**SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS**

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs (DEA), summarized below:-

**Eligibility Conditions**

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

**Note:-** Project-related training/official visits abroad are exempted from the provisions of cooling off.

2. Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

**HOW TO APPLY****3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

**4. Nominations:-**

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

**5. Clearance:-**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

**Abbreviation:-**

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

**DEA PROFORMA FOR FOREIGN TRAINING**

<b>1. Name</b>				
<b>2. Date of Birth</b>		<b>3. Male/Female</b>		
<b>4. Educational Qualifications</b>		<b>5. Date of Entry into Govt. Service</b>		
<b>6. Service to which Officer belongs</b>		<b>7. Date of Regular appointment</b>		
<b>8. Details of Posts held during the last five years (starting from present) :</b>				
<b>S.No.</b>	<b>Post held &amp; Pay level</b>	<b>Period of Posting</b>	<b>Ministry/Department/ Organization</b>	<b>Nature of Work</b>
<b>9. Name of training programme applied for and its relevance to the candidate</b>				
<b>10. Papers etc, if any, published by the candidate</b>				
<b>11. Details of Foreign Training Programmes attended during the last two years :</b>				
<b>S.No.</b>	<b>Dates &amp; Duration Of Training</b>	<b>Subject/title of training</b>	<b>Name of the Training Institution</b>	<b>Source of funding</b>
<b>Signature of the candidate:</b>				
<b>Office Phone :</b>				
<b>Mobile No. :</b>				
<b>E-mail :</b>				
<b><u>CERTIFICATE</u></b>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
<b>Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)</b>				

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**CHECK LIST**

<b>Sl. No.</b>	<b>Required Documents</b>	<b>YES/NO</b>
1.	<b>MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement</b>	
2.	<b>Complete DEA Proforma alongwith Vigilance Clearance</b>	
3.	<b>Whether Application has been recommended/ nominated by Line Ministry/Department/State Government</b>	
4.	<b>Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.</b>	

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To be filled only in case the Training Programme is not fully sponsored

**PART-A**

**UNDERTAKING**

This is to certify that in the event of selection, Ministry/ Department/ State Government of \_\_\_\_\_ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms. \_\_\_\_\_ Designation \_\_\_\_\_ working in this Department/ Ministry/ State Government for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

**PART- B**

**UNDERTAKING FOR SELF FINANCING**

This is to certify that in the event of my selection, I \_\_\_\_\_ holding the post of \_\_\_\_\_ in the Ministry/Department/State Government of \_\_\_\_\_ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on \_\_\_\_\_ sponsored by \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

This issues with the approval of the Competent Authority.

(Signature of the candidate)  
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority  
Name, Designation (With seal)

E-Mail

Nomination for Residential training programme scheduled by National Productivity Council, Chandigarh

cs-bihar

< cs-bihar@nic.in >

119

< chandigarh@npcindia.gov.in >

Mon, 20 Apr 2026 2:56:11 PM +0530

ACF, GAD

मुख्य सचिव कोषांग, बिहार  
20 APR 2026

55(18)

To "cpcb"<cpcb@alpha.nic.in>,"cpdmhwd-hp"<cpdmhwd-hp@nic.in>,"cpdmhwd-hp-dgqa"<cpdmhwd-hp-dgqa@nic.in>,"CS Coordination"<cs.coordination@hry.nic.in>,"csmcl"<cs.mcl@nic.in>,"cspon"<cs.pon@nic.in>,"Mr VARDHAN"<cs@hry.nic.in>,"cs-andaman"<cs-andaman@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"Secretary CSERC"<cserc.sec.cg@nic.in>,"cs-lak"<cs-lak@nic.in>,"csoffice"<csoffice@nic.in>,"ctdgc"<ctd.cg@nic.in>,"ctoiwpon"<ctoiwpon@nic.in>,"ctptcpon"<ctptc.pon@nic.in>,"ctsecor"<ctsecor@nic.in>,"Krishan Lal"<ctu-chd@nic.in>,"cuttackbench"<cuttack.bench@itat.nic.in>,"cvc"<cvc@nic.in>,"cvocwhc"<cvocwhc@nic.in>,"cvodgca"<cvo.dgca@nic.in>,"cvohsl"<cvohsl@nic.in>,"cvomci"<cvo.mci@nic.in>,"cvomcl"<cvo.mcl@nic.in>,"cvoofb"<cvo.ofb@nic.in>,"cvossbdel"<cvo.ssbdel@nic.in>,"cvo"<cvo@cewacor.nic.in>,"cvo"<cvo@moil.nic.in>,"cvo"<cvo@nhpc.nic.in>,"cvo-fsnlcg"<cvo-fsnl.cg@nic.in>,"cvohq-dl"<cvohq-dl@esic.nic.in>,"cvo-ndmc"<cvo-ndmc@mcd.nic.in>,"cvo-sai"<cvo-sai@nic.in>

अपर मुख्य सचिव  
22 APR 2026  
सामान्य प्रशासन विभाग  
24 APR 2026  
बिहार सरकार

1998/RTA-18  
28.4.26

आदरणीय महोदय/महोदया, Dear Sir/Madam

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry, Govt. of India) is organizing following Residential Training Programme on:

S.O-18  
विभागाध्यक्ष  
28.4.2026

- I. Training Programme on "Leadership & Managerial Excellence for Effective Administration" from 08-12 June 2026 at Leh (Ladakh) Hotel Reenam
- II. Training Programme on "Digital Transformation for Improving Public-Sector Productivity" from 22-26 June 2026 at Srinagar (Jammu & Kashmir)

The brochure containing detailed information about the programme (course coverage & programme fee) are attached. You are requested to nominate personnel from your organization to participate in these programmes. The number of seats is limited, and nominations will be accepted on first-cum-first-served basis.

Thanking you,

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सादर / Regards,

अशोक कुमार / Ashok Kumar

प्रभारी- क्षेत्रीय निदेशक / In-Charge Regional Director

राष्ट्रीय उत्पादकता परिषद / NATIONAL PRODUCTIVITY COUNCIL

वाणिज्य और उद्योग मंत्रालय, भारत सरकार के अधीन / Under Ministry of Commerce & Industry,  
Govt. of India

सीआरआरआईडी परिसर, अनुसंधान एवं औद्योगिक विकास केंद्र/ CRRID Campus, Centre for  
Research in Rural and Industrial Development,

प्लॉट संख्या 2ए, मध्य मार्ग, सेक्टर 19ए, चंडीगढ़-160019/ Plot No 2A, Madhya Marg, Sector 19  
A, Chandigarh- 160019

मोबाइल / Mobile: +91 9888481938

वेबसाइट / Website: <http://www.npcindia.gov.in>

## 2 Attachment(s)

Training Brochure-RTP on Digi...  
530.6 KB

Training Brochure-RTP on Lea...  
521.9 KB

112



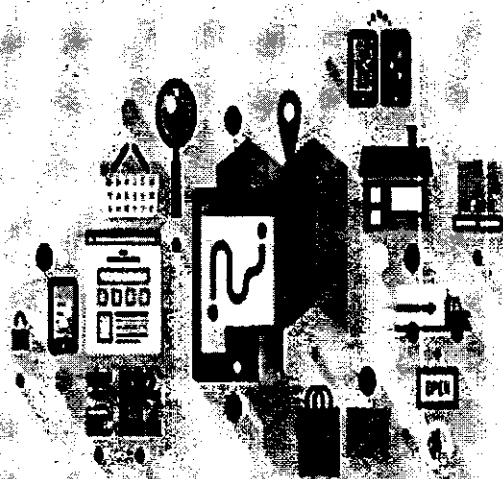
National Productivity Council, Chandigarh

Training Programme  
on  
Digital Transformation for Improving Public Sector  
Productivity

PROGRAMME CODE: (T262/CHD02)

22<sup>nd</sup>-26<sup>th</sup> June 2026

Srinagar (Jammu & Kashmir)



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## 1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## 2. PROGRAMME THEME

The programme focuses on leveraging digital tools and technologies to streamline processes, improve efficiency, and strengthen transparency in public institutions. It aims to equip officials with the skills needed to adapt to evolving digital ecosystems and deliver citizen-centric services. By integrating innovation with governance practices, the initiative seeks to build agile, accountable, and high-performing public systems. Ultimately, it promotes a culture of continuous improvement and data-driven decision-making in the public sector.

## 3. LEARNING OBJECTIVE

The objective of the training is to equip participants with the knowledge and practical skills to understand key concepts of digital transformation and its role in improving public-sector productivity. The programme will enhance their ability to adopt innovative technologies, improve service delivery, and promote transparency and efficiency. It will also provide practical insights to plan and implement digital initiatives effectively within their departments.

## 4. BROAD PROGRAMME COVERAGE

- Fundamentals of digital transformation and e-governance
- Process re-engineering for improved efficiency and productivity
- Use of digital tools and emerging technologies in public Sector
- Data-driven decision-making and performance management
- Enhancing transparency, accountability, and citizen-centric service delivery
- Change management and digital leadership in government
- Cybersecurity and data protection in public systems
- Planning and implementation of digital initiatives and best practices

**5. METHODOLOGY**

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

**6. PARTICIPANTS' PROFILE**

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

**7. FACULTY**

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

**8. PROGRAMME FEE & VENUE**

<b>Programme Code</b>	T2526CHD02	
<b>Program Venue</b>	Hotel _____, Srinagar	
<b>Programme Fee</b>	Residential Participants ₹ <u>70,000</u> /- + 18% GST	Non-Residential Participants ₹ <u>55,000</u> /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel- (12:00 pm) on 22 <sup>nd</sup> June 2026 Check-out from Hotel - (9:00 am) on 26 <sup>th</sup> June, 2026	

**9. PAYMENT DETAILS**

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- **A/c No.** 026501000009207,
- **IFSC Code.** IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- **NPC'S PAN No:** AAATN0402F,
- **NPC'S GSTIN:** 04AAATN0402F2ZD

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

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## **HOW TO APPLY**

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: (two weeks before the scheduled date of programme)

Ashok Kumar  
In Charge Regional Director  
National Productivity Council,  
CRRID Campus, Centre for Research in Rural and  
Industrial Development, Plot No 2A, Madhya Marg,  
Sector 19 A, Chandigarh  
Mobile No. 9888481938  
Email: [ashok.kumar@npcindia.gov.in](mailto:ashok.kumar@npcindia.gov.in)

Sh. Suvyendu Shivakar,  
Deputy Director  
Mobile No.: +91-6287872655  
Email: [suvyendu.s@npcindia.gov.in](mailto:suvyendu.s@npcindia.gov.in)

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

**APPLICATION FOR NOMINATIONS**

Title of Programme: Digital Transformation for Improving Public-sector Productivity

Programme Code: TP2627CHD02

Programme Duration: 22<sup>nd</sup> June –26<sup>th</sup> June 2026

Venue/ Location: Srinagar

Select Participation on Residential Basis  OR Non-Residential Basis

**Details of Nominated Participants:**

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

**Details of Nominating Authority:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

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) \_\_\_\_\_

DECLARATION

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

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## 10. GENERAL INSTRUCTIONS

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



National Productivity Council, Chandigarh

Training Programme

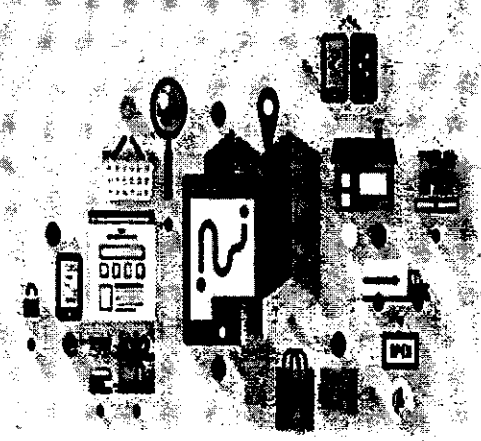
on

Leadership & Managerial Excellence for Effective Administration

PROGRAMME CODE: (12627CHD01)

08-12th June 2026

Leh (Ladakh)



## 1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## 2. PROGRAMME THEME

The programme focuses on enhancing leadership and managerial competencies among government officials to improve decision-making, team performance, and service delivery. It aims to build effective administrative systems through strategic thinking, innovation, and people-centric governance.

## 3. LEARNING OBJECTIVE

The objective of the training is to equip participants with essential leadership and managerial skills required for effective administration. Participants will develop the ability to make informed decisions, manage teams efficiently, and handle administrative challenges with confidence. The programme will enhance their capacity to foster collaboration, improve workplace productivity, and promote accountability and ethical governance. It will also provide practical insights to strengthen communication, problem-solving, and result-oriented management practices.

## 4. BROAD PROGRAMME COVERAGE

- Principles of leadership and managerial effectiveness
- Decision-making and problem-solving in administration
- Communication and interpersonal skills for leaders
- Team building, motivation, and conflict management
- Time management and productivity enhancement
- Emotional intelligence and leadership behaviour
- Ethics, accountability, and good governance practices
- Managing change and innovation in government organizations
- Performance management and result-oriented administration

**5. METHODOLOGY**

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

**6. PARTICIPANTS PROFILE**

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

**7. FACULTY**

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

**8. PROGRAMME FEE & VENUE**

<b>Programme Code</b>	T2627CHD01	
<b>Program Venue</b>	Leh (Ladakh)	
<b>Programme Fee</b>	Residential Participants ₹ <u>70,000</u> /- + 18% GST	Non-Residential Participants ₹ <u>55,000</u> /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel- (12:00 pm) on 8 <sup>th</sup> June 2026 Check-out from Hotel - (9:00 am) on 12 <sup>th</sup> June, 2026	

**9. PAYMENT DETAILS**

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch;
- **A/c No.** 026501000009207,
- **IFSC Code.** IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- **NPC'S PAN No:** AAATN0402F, **NPC'S GSTIN:** 04AAATN0402F2ZD

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

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## HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: 25<sup>th</sup> May 2026

Ashok Kumar In Charge Regional Director National Productivity Council, CRRID Campus, Centre for Research in Rural and Industrial Development, Plot No 2A, Madhya Marg, Sector 19 A, Chandigarh Mobile No. 9888481938 Email: <a href="mailto:ashok.kumar@npcindia.gov.in">ashok.kumar@npcindia.gov.in</a>	Sh. Suvyendu Shivakar, Deputy Director Mobile No.: +91-6287872655 Email: <a href="mailto:suvyendu.s@npcindia.gov.in">suvyendu.s@npcindia.gov.in</a>
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NATIONAL PRODUCTIVITY COUNCIL  
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

**APPLICABLE FOR NOMINATIONS**

Title of Programme: Leadership & Managerial Excellence for Effective Administration

Productivity Programme Code: TP2627CHD01

Programme Duration: 8th June –12<sup>th</sup> June 2026

Venue/ Location: Leh

Select Participation on Residential Basis  OR Non-Residential Basis

**Details of Nominated Participants:**

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

**Details of Nominating Authority:**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

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) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

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## 10. GENERAL INSTRUCTIONS

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

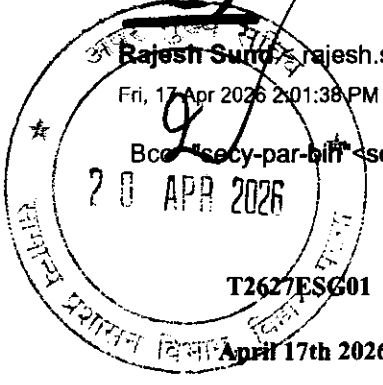
E-MAIL

OS

NPC Residential Training Program on "Effective Office Administration & Financial Management"- June 01-05, 2026, Srinagar- Request for Nominations

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

55(18)



Rajesh Sund <rajesh.sund@npcindia.gov.in >

Fri, 17 Apr 2026 2:01:38 PM +0530

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

20 APR 2026

T2627ESG01

April 17th 2026

Sub: NPC Residential Training Program on "Effective Office Administration & Financial Management"

OSD-18

June 01-05, 2026, Srinagar- Request for Nominations

Sir/Madam,

Effective Office Administration and Financial Management are essential for any organization to maintain accountability, transparency and service excellence. Keeping in view of the requirements of today's organizations, National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "Effective Office Administration & Financial Management" during June 01-05, 2026, Srinagar to impart skills and techniques on the subject.

The Residential Training Program has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), Labour Unions/Associations etc., for improving their Administrative and Financial Capabilities.

Participation fees are Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participants. GST @18% per Participant is applicable on Participation fees.

We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Executives/Officials to participate in the Residential Training Program.

Please confirm the participations latest by May 18<sup>th</sup> 2026. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours sincerely,

Rajesh Sund  
Director (Economic Services)  
Faculty & Programme Coordinator  
Direct Phone: 91-11-24607303  
Mob: 8799784715  
Email: rajesh.sund@npcindia.gov.in

विद्यार सरकार  
अपर मुख्य अधिक कोषांग  
समान्य प्रशासन विभाग  
ई-मेल संख्या-.....10301  
दिनांक.....17.4.26

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22-04-2026

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To provide an understanding on the concept of Effective Office Administration and Financial Management.

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- To help the participants to develop skills for Teamwork and Effective Communication.
- To understand various aspects of Financial Management.
- To provide the participants with an opportunity to share their experiences and to understand different managerial styles.

## 2. BROAD PROGRAMME COVERAGE

- Basic concepts on Effective Office Administration
- Leadership and Communication Skills
- Trends and Challenges in Office Management
- Organisational Communication and Team Performance
- Financial Decision Making & Valuation Techniques
- Tools and Techniques of Financial Risk Management

## 3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## 4. PARTICIPANTS' PROFILE

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Associations, Boards, Financial Institutions, NBFC & Autonomous Organizations etc. The Programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

## 5. FACULTY

The faculty for the training programme will comprise of Senior NPC Expert & other Renowned and Experienced Trainer from the respective field.

## 6. PROGRAMME FEE & SCHEDULE

<b>Programme Code</b>	<b>T2627ESG01</b>
<b>Programme Fees</b>	<b>For Residential Participants-- Rs. 70,000 (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</b> <b>For Non-Residential Participants-- Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.</b>
<b>Program Schedule</b>	<b>June 01-05, 2026 (Srinagar)</b> <b>Programme starts on 01-06-2026 at 1430 hrs.</b> <b>Programme closes on 04-06-2026 at 1800 hrs.</b> <b>Check in for Residential Participants: 01-06-2026 (AN)</b> <b>Check out for Residential Participants: 05-06-2026 (FN)</b>
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,000 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant. <b>Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.</b> NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served <b>basis subject to realization of participation fees.</b>	

## 7. PAYMENT DETAILS

Programme fees inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none"><li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.</li><li>• Programme Fees per Participant plus GST to be paid in advance.</li><li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</li></ul>

## 8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

**Details of Nominating Authority:**

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Also provide **GST No. of Organization/Institution** along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%

Signature

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

Tick, if Organization is GST Exempted

OR 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.

**DECLARATION**

I certify that the above information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

➤ *Nominations may be sent to the following address:*

**Shri Rajesh Sund**  
**Director (Economic Services), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of Nominations: 18-05-2026**

**9. GENERAL INSTRUCTIONS**

❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.

❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.

❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.

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❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.

❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per programme schedule.

❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.

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❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

❖ The participants shall be awarded Certificate of Participation on successful completion of programme.

❖ Any other terms and conditions apply as may be notified by NPC at any point of time.

❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.

## FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

PROGRAMME	DATES	VENUE
<b>Stress Management and Strategic Financial Planning for Organizational Excellence</b>	<b>July 27-31, 2026</b>	<b>Gangtok, Sikkim</b>
<b>Procurement Management and Financial Management</b>	<b>Sept 07-11, 2026</b>	<b>Ayodhya, Uttar Pradesh</b>
<b>Stress Management and Strategic Financial Planning for Organizational Excellence</b>	<b>Nov 16-20, 2026</b>	<b>Port Blair, A &amp; N</b>
<b>Project Management and Financial Management</b>	<b>Dec 14-18, 2026</b>	<b>Kovalum, Kerala</b>
<b>Effective Office Administration and Financial Management</b>	<b>Jan 11-15, 2027</b>	<b>Port Blair, A &amp; N</b>

Kind reminder for inviting the nominations for the 16 CC at NIDM  
Bihar from 11-22 May 2026

cs- <cs-  
bihar@nic.in>

सं 118

ACS, GIAD  
Secy, DMD

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

Fri, 10 Apr 2026 11:01:16 AM +0530

To "vjanand" <vjanand@nic.in>,"cs" <cs@ap.gov.in>,"cs-arunachal" <cs-arunachal@nic.in>,"Ravi Kota" <ravi.kota@nic.in>,"Dr Ravi Kota" <dr.ravi.kota@assam@nic.in>,"Mr Diwakar Misra" <diwakar.misra@nic.in>,"cs bihar" <csbihar@nic.in>,"cs-andaman" <cs-andaman@nic.in>,"ceozp" <ceozp@and.nic.in>,"prlsecy\_hmfw" <prlsecy\_hmfw@ap.gov.in>,"commr\_relief\_rev" <commr\_relief\_rev@ap.gov.in>

मुख्य सचिव, सामाजिक सुरक्षा, बिहार  
10 APR 2026

Cc "Ms Vandana Rao, IAS" <secy.215@and.nic.in>,"Janik Ram" <janik.ram@gov.in>,"Director DM" <ddm.and@nic.in>,"statecontrolroom" <statecontrolroom@gmail.com>,"commr\_relief\_rev" <commr\_relief\_rev@ap.gov.in>,"seoc-apsdma" <seoc-apsdma@ap.gov.in>,"ed-apsdma" <ed-apsdma@ap.gov.in>,"danisulu" <danisulu@gmail.com>,"dkangki" <dkangki@gmail.com>,"nobtse" <nobtse@gmail.com>,"dkhandu01" <dkhandu01@gmail.com>,"papangd" <papangd@yahoo.co.in>,"tayangsohapso" <tayangsohapso@gmail.com>,"Damchennorbu" <Damchennorbu@gmail.com>,"lschangsang" <lschangsang@nic.in>,"SDMA ASSAM" <sdma-assam@gov.in>,"asdmaghy" <asdmaghy@gmail.com>,"statedmcontrolroomassam" <statedmcontrolroomassam@gmail.com>,"vice\_chairman" <vice\_chairman@bsdma.org>,"secretary" <secretary@bsdma.org>,"info" <info@bsdma.org>,"ssmduthm" <ss.mduthm@gmail.com>,"mdnhmap" <mdnhmap@ap.gov.in>,"peshichfw" <peshichfw@gmail.com>,"dhsnlg" <dhsnlg@gmail.com>,"pmuapayushsociety" <pmuap.ayushsociety@gmail.com>,"namassam15" <namassam15@gmail.com>,"secyagriindtw" <secyagriindtw@gmail.com>,"commissionerand" <commissionerand@gmail.com>,"prlsecy\_hmfw" <prlsecy\_hmfw@ap.gov.in>,"secy-health-arn" <secy-health-arn@nic.in>,"Liyongborang64" <Liyongborang64@gmail.com>,"vivekhp" <vivek.hp@ias.gov.in>,"health-bih" <health-bih@nic.in>,"biharayushsociety" <biharayushsociety@gmail.com>,"edbiharayushsociety" <ed.biharayushsociety@gmail.com>,"Purva Garg" <dcand@and.nic.in>,"Adm South Andaman" <adm@and.nic.in>,"achq" <achq@and.nic.in>,"Thomas Varghese" <thomas.v.1966@and.nic.in>,"GOPA KUMAR" <gopa.kumar1968@and.nic.in>,"Shishir Kumar Mishra" <shishir@and.nic.in>,"Binod Tirkey" <binod.t@and.nic.in>,"Nmadc Nmadc" <nmadc.and@nic.in>,"Ashish J" <achq-nma@and.nic.in>,"ac-dpur" <ac-dpur@and.nic.in>,"ac-rgt" <ac-rgt@and.nic.in>,"adadmndcnma" <adadmndcnma@gmail.com>,"Sachin Shinde" <commcumsecy-ani@and.nic.in>,"commcumsecy" <commcumsecy@gmail.com>,"secretaryuddm" <secretaryuddm@gmail.com>,"Molly Chakoo" <secy-sw@and.nic.in>,"secretaryefani" <secretary.efani@gmail.com>,"Shri Thapali Kanooth Prijith Rekh" <ceapwd@and.nic.in>,"AMAN GUPTA" <secretary-ef@and.nic.in>,"diragri" <diragri@gmail.com>,"Artand Culture" <artand.culture@and.nic.in>,"G.N. Sinha" <pccfw.and@nic.in>,"apccf-av" <apccf-av@and.nic.in>,"appcf-crzfc" <appcf-crzfc.an@and.nic.in>,"Dr. Anil Kumar Addepally" <ccf-t.an@and.nic.in>,"Rajendra Varma" <ccf-du.an@and.nic.in>,"Dr. S" <ccfrwp-ani@and.nic.in>,"Shri P K Paul" <cfhq-pb.an@and.nic.in>,"P K Paul"

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मुख्य सचिव, सामाजिक सुरक्षा, बिहार

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मुख्य सचिव, सामाजिक सुरक्षा, बिहार  
15 APR 2026

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<cf-wildlife@and.nic.in>,"Jojo P Alappatt"<dcfwp@and.nic.in>,"Birendra Choudhary"<dcfsilvi.and@gov.in>,"Lata Hegde Prasad" <dfo.mb305@and.nic.in>,"A C Tilak"<dfowl.mb-moef@gov.in>,"Shri R S Sharath ACF"<dfosa@and.nic.in>,"DFO MA"<dfoma.and@nic.in>,"Suraj Singh" <dcfmd@and.nic.in>,"Sunil Kumar"<dfola.and@gov.in>,"Sandeep Divyajyoti Behera"<dcf.wildlife-moef@gov.in>,"Anisha Kalkoor M" <dcfplanning.and@nic.in>,"Shivendra"<dfo-dp123@and.nic.in>,"Rajee George" <dfoft.and@nic.in>,"A SOUNDRA PANDIAN"<dfo-nd@and.nic.in>,"K G RUSSOGI"<dfohavelock.and@gov.in>,"Deputy Director BPCT"<ddbpcct-anf@and.nic.in>,"Ajit V John"<fti.wgunj@and.nic.in>,"dcfpm314" <dcfpm314@gmail.com>,"geetaranipaul"<geetarani.paul@and.nic.in>,"Satnam Singh"<secretary208-ani@and.nic.in>,"Pravesh Ranjan Jha"<secretary-201ani@and.nic.in>,"RICHA Richa"<secyol-ani@and.nic.in>,"Dr. HM Siddaraju" <dirdhs.and@nic.in>,"dirdhsand21" <dirdhs.and21@gmail.com>,"secretary210an" <secretary210an@gmail.com>,"dhs"<dhs@and.nic.in>,"shipping-and"<shipping-and@nic.in>,"Vijay Kumar"<dss.and@nic.in>,"theanmolis" <theanmoli.s@and.nic.in>,"dstpcc-andamans"<dstpcc-andamans@and.nic.in>,"dir\_health"<dir\_health@yahoo.co.in>,"apsdmaa" <apsdmaa@gmail.com>,"usharani1965"<usharani.1965@and.nic.in>,"CH Padmawati"<chpadmawati.80@and.nic.in>,"Sri O.Anand I.A.S" <collector\_antp@ap.gov.in>,"collectorchittoor" <collectorchittoor@gmail.com>,"KIRTHI CHEKURI IAS" <collector\_egd@ap.gov.in>,"CM Saikanth Varma, IAS" <collector\_gntr@ap.gov.in>,"collector\_krsn" <collector\_krsn@ap.gov.in>,"collector\_krnl"<collector\_krnl@ap.gov.in>,"P Raja Babu IAS"<collector\_pkm@ap.gov.in>,"Collector, Srikakulam" <collector\_sklm@ap.gov.in>,"Himanshu Shukla I.A.S., " <collector\_nlr@ap.gov.in>,"collector\_vspm" <collector\_vspm@ap.gov.in>,"Collector Vizianagaram" <collector\_vznm@ap.gov.in>,"collector\_wgd"<collector\_wgd@ap.gov.in>,"Dr Sreedhar Cherukuri IAS"<collector\_kdp@ap.gov.in>,"collector-alluri"<collector-alluri@ap.gov.in>,"collector-ankp"<collector-ankp@ap.gov.in>,"jc-anakapalli"<jc-anakapalli@ap.gov.in>,"Sri C. Vishnu Charan, I.A.S., " <jc\_antp@ap.gov.in>,"collector-annamayya"<collector-annamayya@ap.gov.in>,"jc-annamayya"<jc-annamayya@ap.gov.in>,"collector-bapatla"<collector-bapatla@ap.gov.in>,"jc-bapatla"<jc-bapatla@ap.gov.in>,"jcchittoor"<jcchittoor@gmail.com>,"collector-ksm" <collector-ksm@ap.gov.in>,"jc-konaseema"<jc-konaseema@ap.gov.in>,"collector-eluru"<collector-eluru@ap.gov.in>,"egojc" <egojc@nic.in>,"Ashutosh Shrivastava" <jc\_gntr@ap.gov.in>,"droparvathipurammanyam" <dro.parvathipurammanyam@gmail.com>,"collector-nandyal"<collector-nandyal@ap.gov.in>,"prlsecy\_agr"<prlsecy\_agr@ap.gov.in>,"apagricultureps" <apagricultureps@gmail.com>,"daoannamayya" <daoannamayya@gmail.com>,"jdakkdego"<jdakkdego@gmail.com>,"agriego" <agriego@nic.in>,"Commissioner Of AP Ayush Commissioner Of AP Ayush" <commr-apayush@ap.gov.in>,"rddvskp86"<rddvskp86@gmail.com>,"drksv81" <dr.ksv81@gmail.com>,"rddeluru" <rddeluru@gmail.com>,"rddayushongolereporting" <rddayushongolereporting@gmail.com>,"rddayushkadapa" <rdd.ayush.kadapa@gmail.com>,"jayalaks"<jayalaks@nic.in>,"swarnalathak" <swarnalatha.k@gov.in>,"sondo88"<sondo88@gmail.com>,"PRAKHAR JAIN" <prakhhar.jain@ias.gov.in>,"ao-apsdma"<ao-apsdma@ap.gov.in>,"arun01ddm" <arun01ddm@gmail.com>,"ddmo-anj-arn"<ddmo-anj-arn@nic.in>,"peterandhra" <peterandhra@gmail.com>,"ssaegdt"<ssaegdt@yahoo.co.in>,"deo\_eg" <deo\_eg@yahoo.co.in>,"rjdse\_kakinada" <rjdse\_kakinada@yahoo.co.in>,"rjdtkkd"<rjdtkkd@gmail.com>,"ssaegdt"

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 <dmhosrisathyasaidist@gmail.com>,"dmho2kurnool"  
 <dmho2kurnool@gmail.com>,"dmhonandyal"  
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Respected Sir/Madam,

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

With reference to the trailing email dated 24.3.26 and 06.4.26 of D.O. Letter NIDM/TRG/CC/2026 (E-3784989 dated 24.3.26 regarding **16th Comprehensive Course on Disaster Risk Management** from May 11-22, 2026, at the **NIDM Rohini Campus, New Delhi**, at NIDM Rohini Campus, Delhi.

In this regard, it is requested to nominate up to 4, entry to mid level career officials (Group-A Pay level according to 7 CPC 10 and above/Group-B pay level 7 to 9)) along with a reserve nominee from your **respective State and UTs** various line departments like **Civil Aviation, Culture, Education, Environment and Forest, Women & Child Development, Rural Development & Panchayati Raj, Social Justice and Empowerment, Shipping & Ports, Health and Family Welfare, Information Technology, Electronics and Communications, Tourism and SDRF etc.**, across the State/UTs, who are actively engaged in disaster management.

**The last date for receiving the nominations is 18<sup>th</sup> April, 2026. Whoever has already sent their nominations may ignore this email.**

**The participants/concerned organizations may send their nominations by filling up the nomination form (attached) via email with due signature from their competent authority. Alternatively, the participants/concerned organizations may fill up the Google Form via this weblink: <https://forms.gle/igGmiSAALJSHHDZSA> for sharing their nominations.**

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



For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Ajinder Walia, Associate Professor, NIDM Tel: 011-20873424 [ajinder.nidm@nidm.gov.in](mailto:ajinder.nidm@nidm.gov.in) Dr. Arkaprabha Sarkar Asst. Professor [arkaprabha.nidm@nidm.gov.in](mailto:arkaprabha.nidm@nidm.gov.in) Mob: 9711124710.

Please send the nominations to Ms. Gita Sharma, Training Assistant [gita.nidm@nidm.gov.in](mailto:gita.nidm@nidm.gov.in)

You are requested to kindly revert after receiving this email.

With Kind Regards

Yours sincerely

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

#### 4 Attachment(s)

16th Comprehensive Training ...  
804.3 KB

Nomination Form.pdf  
406.4 KB

Respected CEO of SDMAs.pdf  
313.1 KB

Respected Chief Secretaries o...  
512.1 KB



सत्यमेव जयते

Respected Sir/Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a Series of Comprehensive Courses on "Disaster Risk Management". The two-week residential courses are especially designed to enhance the knowledge and skills of entry-to-mid level career officials involved in disaster risk reduction and management. The courses aim to provide a comprehensive understanding of the Disaster Management Cycle including key components such as prevention, mitigation, preparedness, response and recovery & reconstruction. In addition, the courses will also address emerging and cross-cutting subjects such as Risk Financing, Post-Disaster Needs Assessment (PDNA) and inclusive approaches.

2. The comprehensive courses scheduled for the upcoming quarter are listed below along with the details of the course coordinators.

S. No.	Particular	Date	Venue	Course Coordinator	Contact Details
1.	15th Comprehensive Course on DRM	06.04.2026 17.04.2026	NIDM, Vijayawada Campus	Shri Rohit Kumar, Shri Manjeet Singh, Shri Amarjeet Kumar	rohit.nidm@nidm.gov.in manjeetsingh.nidm@nidm.gov.in amarjeet.nidm@nidm.gov.in
2.	16th Comprehensive Course on DRM	11.05.2026 22.05.2026	NIDM Rohini Campus, Delhi	Dr. Ajinder Walia, Dr. Arkaprabha Sarkar	ajinder.nidm@nic.in arkaprabha.nidm@nidm.gov.in
3.	17th Comprehensive Course on DRM	08.06.2026 19.06.2026	NIDM, Vijayawada Campus	Dr. Pankaj Kumar Sh. Manjeet Singh	pankajkumar.nidm@nidm.gov.in manjeetsingh.nidm@nidm.gov.in

3. You are kindly requested to nominate upto 04, entry-to-mid level career officials (Group A or B post) from your organization, who are actively involved in the field of disaster management for each of the three courses mentioned above. The nomination details may kindly be shared to the respective course coordinators. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State/UT. We request States to inform the deputed official not to plan their travel to NIDM until they receive an official confirmation from NIDM.

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

With regards,

Yours sincerely,

(Madhup Vyas)

To,

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

Copy to,

- The Relief Commissioners of the States/UTs  
(As per the list enclosed)

आपदा प्रबंधन महाविचार: पूरा भारत भागीदार

मधुप व्यास, भा. प्र. से.

कार्यकारी निदेशक

Madhup Vyas, IAS

Executive Director


 राष्ट्रीय आपदा प्रबंधन संस्थान  
 National Institute of Disaster Management

(गृह मंत्रालय, भारत सरकार)

Ministry of Home Affairs, Govt. of India

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NIDM/Trg./CC/2026 (E-3784989)

March 6, 2026

Dear Sir/Madam,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing a Series of Comprehensive Courses on "Disaster Risk Management". The two-week residential courses are especially designed to enhance the knowledge and skills of entry-to-mid level career officials involved in disaster risk reduction and management. The courses aim to provide a comprehensive understanding of the Disaster Management Cycle including key components such as prevention, mitigation, preparedness, response and recovery & reconstruction. In addition, the courses will also address emerging and cross-cutting subjects such as Risk Financing, Post-Disaster Needs Assessment (PDNA) and inclusive approaches.

2. The comprehensive courses scheduled for the upcoming quarter are listed below along with the details of the course coordinators.

S. No.	Particular	Date	Venue	Course Coordinator	Contact Details
1.	1 <sup>st</sup> Comprehensive Course on DRM	06.04.2026 17.04.2026	NIDM, Vijayawada Campus	Shri Rohit Kumar, Shri Manjeet Singh, Shri Amarjeet Kumar	rohit.nidm@nidm.gov.in manjeetsingh.nidm@nidm.gov.in amarjeet.nidm@nidm.gov.in
2.	2 <sup>nd</sup> Comprehensive Course on DRM	11.05.2026 22.05.2026	NIDM Rohini Campus, Delhi	Dr. Ajinder Walia, Dr. Arkaprabha Sarkar	ajinder.nidm@nic.in arkaprabha.nidm@nidm.gov.in Last date of receiving nomination 15-4-26
3.	3 <sup>rd</sup> Comprehensive Course on DRM	08.06.2026 19.06.2026	NIDM, Vijayawada Campus	Dr. Pankaj Kumar Sh. Manjeet Singh	pankajkumar.nidm@nidm.gov.in manjeetsingh.nidm@nidm.gov.in

3. You are kindly requested to nominate upto 04, entry-to-mid level career officials (Group A or B post) from your organization, who are actively involved in the field of disaster management for each of the three courses mentioned above. The nomination details may kindly be shared to the respective course coordinators. NIDM will host all outstation participants in its campus and provide necessary boarding & lodging facilities, however, no family accommodation is available. Travel arrangements of the nominated officials is to be borne by the respective State/UT. We request States to inform the deputed official not to plan their travel to NIDM until they receive an official confirmation from NIDM.

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

With regards,

Yours sincerely,

(Madhup Vyas)

To,

- The Chief Executive Officers of SDMAS  
(As per the list enclosed)

आपदा प्रबंधन महाविचार: पूरा भारत भागीदार

(91)

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)  
Ministry of Home Affairs, Govt. of India, New Delhi**

Nomination Form

Name of the Programme: **2<sup>nd</sup> Comprehensive Course on Disaster Risk Management from 11-22 May, 2026.**

Venue: NIDM, Rohini, New Delhi.

Name of the Participant: \_\_\_\_\_

Designation: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Kindly fill these compulsorily- Level (7 CPC): \_\_\_\_\_ Group: \_\_\_\_\_ Pay Band \_\_\_\_\_

Name and Address of the Organization: \_\_\_\_\_

Telephone: STD Code: \_\_\_\_\_ Office: \_\_\_\_\_ Residence: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Blood Group: \_\_\_\_\_ Alternative Number: \_\_\_\_\_

Expectations from the programme: \_\_\_\_\_

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

Accommodation requirement only for outstation participants during the Training Programme (Required / not required)?  
Please mention check in and check out date - for outstation participants only:

Date: \_\_\_\_\_

Name, Designation and  
Signature of the Nominating  
Authority

**Venue Address:**

National Institute of Disaster Management, Ministry of Home, Affairs, Govt. of India, Plot No. 15, Block-B, Pocket-3, Sector-29 Rohini Delhi-110042. Dr. Ajinder Walia, Associate Professor, NIDM Tel: 011-20873424 [ajinder.nidm@nidm.gov.in](mailto:ajinder.nidm@nidm.gov.in) Dr. Arkaprabha Sarkar Asst. Professor [arkaprabha.nidm@nidm.gov.in](mailto:arkaprabha.nidm@nidm.gov.in) Mob: 9711124710

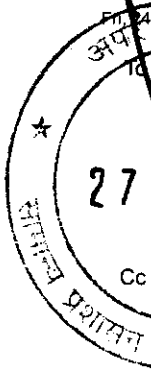
One Week In-Service Training Program on the subject "Delivering Good Governance in Himalayan & North-East States & UTs" at Lal Bahadur Shastri National Academy of Administration (LBSNAA) at Mussoorie

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

57 (18)

Vipra Meena < vipra.meena88@gov.in >

Thu, 24 Apr 2026 4:20:33 PM +0530



To "Member (HRD)" <memberhrd@indiapost.gov.in>,"secy-par-bih"<secy-par-bih@nic.in>,"perssecy"<perssecy@nic.in>,"Rachna Shah" <shahr@nic.in>,"ccfdamingaz"<ccfdamingaz@nic.in>,"Office of CEO NHA"<ceo.nha@nha.gov.in>,"syedrizwi" <syed.rizwi@gov.in>,"dir\_ifgtb"<dir\_ifgtb@icfre.org>,"delhipccit"<delhi.pccit@incometax.gov.in>,"secy-jus"<secy-jus@gov.in>,"gadmladakh"<gad.utladakh@ladakh.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"gmhqng12" <gmhqng12@gmail.com>,"eadgca"<ea.dgca@gov.in>,"Arindam Banerjee"<arindam.banerjee@gov.in>,"asfah" <asfah@nha.gov.in>,"sec-home-jhr"<sec-home-jhr@nic.in>,"commr-cexngpr2"<commr-cexngpr2@nic.in>,"Deb Kumar Chakrabarti" <members-dot@gov.in>,"CCRS"<ccrs-moca@gov.in>,"jspfs-doe"<jspfs-doe@gov.in>,"sensarmakuntal" <sensarma.kuntal@gov.in>,"secydhe"<secy.dhe@nic.in>

Cc "Pradeep Kumar" <kumar.p73@gov.in>,"Anil Kumar Thakur" <anil.kumarthakur66@gov.in>,"Kumad Singh" <kumad\_16@ias.gov.in>,"ypuneet" <ypuneet@nic.in>,"up430" <up430@ifs.nic.in>,"Ghayas Uddin Ahmed" <maniacadvisor@nha.gov.in>,"Charanjit Taneja" <c.taneja@nic.in>,"MADHAVARAJ GR" <ms350@ifs.nic.in>,"amit165569cbdt" <amit.165569cbdt@nic.in>,"naman180004cbdt" <naman.180004.cbdt@nic.in>,"bsahoo66" <b.sahoo66@nic.in>,"pmrahul2007" <pmrahul.2007@jk.gov.in>,"Pawan Sain" <pk.sain@ias.nic.in>,"umeshwaware" <umeshwaware@mahaforest.gov.in>,"vasumanapunjiss" <vasumana.punj.iss@mospi.gov.in>,"R.V.S. Bhanu Prasad" <rvs.bhanu@gov.in>,"Ravi Vazirani" <ravi.vazirani@nic.in>,"Ashutosh Shekhar" <ashutosh.shekhar43@ips.gov.in>,"vaishalidhande1" <vaishali.dhande1@gov.in>,"mmrehman" <mm.rehman@gov.in>,"singhalsumeet" <singhal.sumeet@gov.in>,"rahulchaurasia" <rahul.chaurasia@gov.in>,"hchinzason" <h.chinzason@nic.in>,"Dr Saumya Rajan" <saumya.rajan@gov.in>,"ist-trgdiv" <ist-trgdiv@lbsnaa.gov.in>,"amodky143" <amodky143@gmail.com>,"UMA MAGESH" <uma.magesh@nic.in>

Respected Sir/Madam,

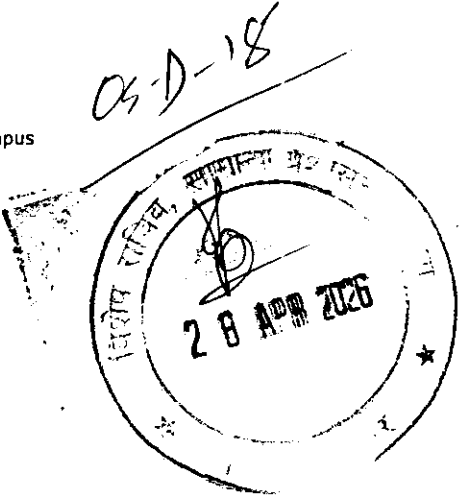
The following Officers have been nominated for One Week In-Service Training Program on the subject "Delivering Good Governance In Himalayan & North-East States & UTs" at Lal Bahadur Shastri National Academy of Administration (LBSNAA) at Mussoorie from May 18, 2026 to May 22, 2026.

- 2. In this regard, kindly facilitate the release of the nominated officers to enable their participation in the programme.
3. For any further details, kindly contact the institute at the following:

Name: Shri Amod
Mobile: 8979353137
Email: ist-trgdiv@lbsnaa.gov.in

Regards,

Vipra Meena
Section Officer (IST/IIPA)
Training Division, DoPT
Room No. 407, Old JNU Campus
New Delhi - 110067
Tel.: 011-26706347



1 Attachment(s)

list 1.xlsx
13.8 KB

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-10959
दिनांक-24.4.26

S.O-18
[Signature]
[Signature]
28.4.2026

2023/211.18
29.4.25

S.No.	Name of Applicant	Email Id	Mobile	Designation	Service
1	Pradeep Kumar	kumar.p73@gov.in	8826521075	Deputy Director General	IPoS/Indian Postal Service
2	Anil Kumar Thakur	anil.kumarthakur66@gov.in	9835450160	Additional Secretary	IAS/Indian Administrative Service
3	Kumad Singh	kumad.18@ias.gov.in	9418133730	Settlement officer	IAS/Indian Administrative Service
4	Puneet Yadav	ypuneet@nic.in	8240864884	Additional Secretary (Central Staffing Scheme)	IAS/Indian Administrative Service
5	Rajesh Kumar	up430@ifs.nic.in	9716983177	Divisional Forest Officer Agra	IFoS/Indian Forest Service
6	Ghayas Uddin Ahmed	financial.advisor@nha.gov.in	9868520236	Financial Advisor	IDAS/Indian Defence Accounts Service
7	CHARANJIT TANEJA	c.taneja@nic.in	8700121216	Deputy Secretary	CSS/Central Secretariat Service
8	Madhavaraj G R	ms350@ifs.nic.in	9511685795	Deputy Conservator of Forests	IFoS/Indian Forest Service
9	AMIT DAHIYA	amit.165569.cbdt@nic.in	9953009100	Joint Commissioner of Income tax	IRS/Indian Revenue Service
10	NAMAN KUMAR	naman.180004.cbdt@nic.in	9969238001	Joint Commissioner of Income Tax	IRS/Indian Revenue Service
11	BISWANATH SAHOO	b.sahoo66@nic.in	9818269246	Deputy Secretary	CSS/Central Secretariat Service
12	Rahul Sharma	pmrahul.2007@jk.gov.in	9999999999	Chief Electoral Officer, Administrative Secretary	IAS/Indian Administrative Service

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13	Pawan Kumar Sain	pk.sain@ias.nic.in	8308835624	Commissioner	IAS/Indian Administrative Service
14	Umesh Waware	umeshwaware@mahaforest.gov.in	9850508509	Regional manager FDCM nashik	IFoS/Indian Forest Service
15	Vasumana Punj	vasumana.punj.iss@mosp.gov.in	9811426735	Deputy Director	ISS/Indian Statistical Service
16	R.V.S. BHANU PRASAD	rvs.bhanu@gov.in	9868919659	Senior Principal Private Secretary	CSSS/Central Secretariat Stenographers Service
17	RAVI VAZIRANI	ravi.vazirani@nic.in	9717755666	Deputy Secretary	CSS/Central Secretariat Service
18	Ashutosh Shekhar	ashutosh.shekhar43@ips.gov.in	9810191052	Superintendent of Police, JAPTC	IPS/Indian Police Service
19	Vaishali Vilas Dhande	vaishali.dhande1@gov.in	9860284105	Deputy Commissioner	IRS/Indian Revenue Service
20	Mohammad Mahmood Ur Rehman	mm.rehman@gov.in	9560554786	Deputy Director General	ITS/Indian Telecommunication Service
21	Sumeet Singhal	singhal.sumeet@gov.in	9451448046	Commissioner of Railway Safety	IRMS/Indian Railway Management Service
22	Rahul Chaurasia	rahul.chaurasia@gov.in	7060988777	Deputy Director (Indian Cost Accounts Service)	ICoAS/Indian Cost Accounts Service
23	H CHINZASON	h.chinzason@nic.in	9868301477	Deputy Secretary	CSS/Central Secretariat Service

24	Saumya Rajan	saumya.rajan@gov.in	9555747894	Deputy Secretary	CSS/Central Secretariat Service
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Ministry/Department/State/UT Govt	Posting Status	Cadre controlling officer name	Cadre controlling officer email id	Payment Responsibility
Department of Posts	Cadre	PEA	memberhrd@indiapost.gov.in	DoPT
Bihar	Cadre	General Administration Department	secy-par-bih@nic.in	DoPT
Himachal Pradesh	Cadre	Sudha Devi	perssecy@nic.in	DoPT
DARPG/Administrative Reforms and Public Grievances	Deputation-Central Staffing Scheme	Ms. Rachna Shah	shahr@nic.in	DoPT
Uttar Pradesh	Cadre	Sunil Chaudhary	ccfadmingaz@nic.in	DoPT
Health and Family Welfare	Deputation-Central Staffing Scheme	Sunil Kumar Barnwal	ceo.nha@nha.gov.in	DoPT
Education	Cadre	Syed Ekram Rizvi	syed.rizwi@gov.in	DoPT
Environment, Forest and Climate Change	Deputation-Central Staffing Scheme	T RABIKUMAR	dir_ifgtb@icfre.org	DoPT
CBDT/Central Board Of Direct Taxation	Cadre	Prasenjit Singh	delhi.pccit@incometax.gov.in	Cadre Controlling Authority/ Minister/Department/ State Government
CBDT/Central Board Of Direct Taxation	Cadre	Prawin Kumar	delhi.pccit@incometax.gov.in	
Home Affairs	Cadre	Shri Niraj Verma	secy-jus@gov.in	DoPT
Leh & Ladakh	Cadre	GAD LADAKH	gad.utladakh@ladakh.gov.in	DoPT

Arunachal Pradesh	Cadre	Manish Gupta	cs-arunachal@nic.in	DoPT
Maharashtra	Cadre	shri naresh zurmure	gmhqng12@gmail.com	DoPT
Civil Aviation	Cadre	DGCA	ea.dgca@gov.in	
Health and Family Welfare	Cadre	Arindam Banerjee	arindam.banerjee@gov.in	DoPT
Home Affairs	Cadre	Rupinder Singh	asfah@mha.gov.in	DoPT
Jharkhand	Cadre	Smt. Vandana Dadel, IAS	sec-home-jhr@nic.in	DoPT
ministry of finance department of revenue	Cadre	commissioner nagpur 2	commr-cexngpr2@nic.in	Cadre Controlling Authority/ Minister/Department/ State Government
Communications/ Department of Telecom	Cadre	Shri Deb Kumar Chakrabarti	members-dot@gov.in	Cadre Controlling Authority/ Minister/Department/ State Government
Civil Aviation	Cadre	Janak kumar Garg	ccrs-moca@gov.in	Cadre Controlling Authority/ Minister/Department/ State Government
D/o Expenditure	Cadre	Dr. Sajjan Singh Yadav	jspfs-doe@gov.in	Cadre Controlling Authority/ Minister/Department/ State Government
Fertilizers	Cadre	Kuntal Sensarma	sensarma.kuntal@gov.in	DoPT

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Education	Deputation- Central Staffing Scheme	Dr Vineet Joshi	secy.dhe@nic.in	DoPT
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# Life Transformation Academy

251, SF, Kailash Hills, East of Kailash, New Delhi-110065  
website: www.lifetransformationacademy.co.in  
CIN: U80102DL2020PTC360741

No. LTA/2026/ Workshop/2026/10

New Delhi, dated 15 April, 2026

मुख्य सचिव दफ्तर,  
**Chief Secretary**  
Bihar  
15 APR 2026

Sub: Strategic Leadership & Capability Development Workshop Series 2026

Dear Leadership,  
Chief Secretary, Bihar

In today's dynamic and highly regulated environment, organisations are expected not only to ensure compliance but also to demonstrate strong leadership, ethical governance, and effective execution. Increasing regulatory complexity and heightened accountability have created critical capability gaps across levels.

The Strategic Leadership & Capability Development Workshop Series 2026 has been designed to bridge these gaps through focused, high-impact programmes combining legal clarity, practical insights, and real-world application. Participants will gain actionable frameworks and tools to strengthen compliance, improve decision-making, and enhance organisational performance.

The workshops are proposed to be held at the **India International Centre (IIC) / India Habitat Centre (IHC), New Delhi, or Hotel Crowne Plaza, New Delhi**, providing a professional and conducive learning environment.

## WORKSHOP PARTICULARS:

S. No	Workshop Title	Dates
1.	<b>New Labour Codes &amp; Rules</b> <i>Mastering Employer Compliance in the New Labour Regime</i>	7-8 May
2.	<b>ICC Presiding Officers &amp; Members (POSH)</b> <i>Orientation, Inquiry Skills &amp; Legal Mastery</i>	14-15 May
3.	<b>Preventive Vigilance &amp; Ethical Governance</b> <i>Building a Corruption-Resilient Organisation</i>	21-22 May
4.	<b>Building High-Performance Teams</b> <i>Collaboration, Trust &amp; Execution Excellence</i>	25 May
5.	<b>Recruitment, Reservation &amp; Roster Management</b> <i>Ensuring Legal Compliance &amp; Equity</i>	28-29 May

As GAD

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अयरी सं. 1307  
17.04.2026

OSD/18

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विशेष सचिव, सामान्य प्रशासन  
20 APR 2026  
विनीता  
21.4.2026

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27-04-2026

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June 2026		
S. No	Workshop Title	Dates
6.	<b>Ethics &amp; Governance</b> <i>From Principles to Practice</i>	4 June
7.	<b>RTI Mastery for CPIOs/FAAs</b> <i>Legal Clarity, Compliance &amp; Decision-Making</i>	5 June
8.	<b>Becoming Your Best Version</b> <i>Personal Mastery for Professional Excellence</i>	10 June
9.	<b>Artificial Intelligence (AI) at Work</b> <i>Enhancing Productivity, Decision-Making &amp; Governance</i>	11-12 June
10.	<b>Think Like a Leader, Act Like a Manager</b> <i>Cognitive Leadership for High-Impact Performance</i>	19 June

<b>Timings:</b>	09:30 AM – 5:00 PM
<b>Venue:</b>	India International Centre (IIC) / India Habitat Centre (IHC) / Hotel Crowne Plaza, New Delhi

**PROGRAMME HIGHLIGHTS:**

- Distinguished Faculty:** Former Civil Servants and senior experts (CVC, DoPT, CPSEs) with strong domain experience.
- Implementation Focus:** Practical, action-oriented learning with immediate workplace applicability.
- Executive Handbook:** Curated reference material with laws, checklists, and ready-to-use tools.
- Resource Pack:** PPTs, worksheets, and templates for ongoing use and internal dissemination.
- Premium Delivery:** Limited batch size ensuring focused interaction and quality learning.
- Certification:** Certificate of Participation with individual and batch photographs.
- Post-Workshop Support:** Continued expert guidance and professional networking.

## OBJECTIVES OF THE SERIES:

- Strengthen leadership and managerial effectiveness
- Enhance legal compliance and regulatory preparedness
- Build ethical governance and vigilance systems
- Improve team performance and execution capability
- Enable technology-driven decision-making (AI integration)

## LEAD FACILITATOR & PROGRAMME DIRECTOR

### Shri Hari Krishan

*Former Civil Servant (1995 Batch) | International Life Coach | Founder & Lead Facilitator, Life Transformation Academy*

28+ years of experience in Ethics, Governance, Compliance, Leadership, Industrial Relations, Labour Laws, and HR. Delivered programmes for **140+ organisations** including Ministries, CPSEs, Banks, and Universities, with a strong focus on practical, implementation-driven learning.

## DISTINGUISHED FACULTY & RESOURCE PERSONS

The series will be delivered by an eminent panel of **former senior Civil Servants, Secretary/Additional Secretary-level officers, Board-level PSU leaders, Vice Chancellors, legal experts, and domain specialists**, including:

- **Smt. Rashmi Chowdhary** – Former Secretary, Central Information Commission
- **Col. Prof. Neelima Gupta** – Former Vice Chancellor (4 Universities), Academic Leader & Social Reformer
- **Dr. Praveen K. Singh** – Former Additional Secretary, Central Vigilance Commission
- **Ms. Rita Hemrajani** – Former Managing Director, NHDC | Former Principal Chief Personnel Officer, Indian Railways
- **Dr. Srinivas Hanumankar** – Former Board Member, Airports Authority of India; associated with Labour Codes drafting
- **Ms. Jyotika Kalra** – Former Member, NHRC | Advocate-on-Record, Supreme Court of India
- **Shri Arun Gaur** – Former Joint Secretary, UPSC | Expert in Reservation & Roster Systems
- **Shri Surjit Singh** – Former Director, Central Vigilance Commission (CVC)
- **Shri Ravindra Kumar** – Former Director, Government of India | Expert in Reservation Policy
- **Ms. Ishita Bhardwaj** – Associate Professor, University of Delhi | Expert in Behavioural & POSH domains
- **Shri Mayank Sharma** – Specialist in Artificial Intelligence & Digital Transformation

**BROAD AREAS OF COVERAGE:**

*Each workshop will cover the following broad and critical areas:*

<p align="center"><b><u>Workshop-I</u></b></p> <p align="center"><b>New Labour Codes &amp; Rules:</b></p> <p align="center"><i>Mastering Employer Compliance in the New Labour Regime</i></p>	<p align="center"><b><u>Workshop-II</u></b></p> <p align="center"><b>ICC Presiding Officers &amp; Members (POSH):</b></p> <p align="center"><i>Orientation, Inquiry Skills &amp; Legal Mastery</i></p>
<p><b>Broad Areas of Coverage</b></p> <ul style="list-style-type: none"> <li>● Evolution of labour laws and transition to the four Labour Codes</li> <li>● Overview of Codes and interplay with Draft Rules</li> <li>● <b>Code on Wages, 2019:</b> wage definition (50% rule), minimum/floor wages, payment, bonus, registers &amp; compliance</li> <li>● <b>Industrial Relations Code, 2020:</b> Standing Orders, trade unions, strikes/lockouts, lay-off, retrenchment &amp; closure</li> <li>● <b>Code on Social Security, 2020:</b> EPF, ESI, gratuity, fixed-term employment, gig/platform workers</li> <li>● <b>OSH &amp; Working Conditions Code, 2020:</b> health &amp; safety, working hours, leave, licensing, contract &amp; migrant labour</li> <li>● Inspector-cum-Facilitator mechanism and inspection framework</li> <li>● Digital compliance systems, registration, licensing, and returns</li> <li>● Statutory registers, forms, documentation, and record-keeping</li> <li>● Offences, penalties, adjudication, and compliance risks</li> <li>● HR and payroll restructuring under the 50% wage rule</li> <li>● Impact on EPF, ESI, bonus, gratuity, and employee benefits</li> <li>● Transition challenges: what continues, what changes, what is new</li> <li>● Compliance strategy, risk mitigation, and implementation roadmap</li> <li>● Case studies and practical scenarios for employer readiness</li> </ul>	<p><b>Broad Areas of Coverage</b></p> <ul style="list-style-type: none"> <li>● Evolution of workplace harassment law and POSH framework</li> <li>● Overview of POSH Act, 2013 and Rules: scope and applicability</li> <li>● Constitution, roles, and responsibilities of ICC</li> <li>● Definition and interpretation of sexual harassment (with case laws)</li> <li>● Complaint handling, timelines, and procedural compliance</li> <li>● Inquiry process: principles of natural justice and due process</li> <li>● Drafting of notices, proceedings, and inquiry reports</li> <li>● Evidence appreciation: oral, documentary, and digital evidence</li> <li>● Examination and cross-examination techniques</li> <li>● Role of Presiding Officer and ICC members during inquiry</li> <li>● Recommendations, penalties, and employer obligations</li> <li>● Confidentiality, documentation, and record management</li> <li>● Common procedural lapses and legal pitfalls</li> <li>● Landmark judgments and judicial scrutiny of ICC inquiries</li> <li>● Preventive strategies and workplace sensitisation</li> </ul>



***Workshop-III***  
**Preventive Vigilance & Ethical Governance**  
*Building a Corruption-Resilient Organisation*

**Broad Areas of Coverage**

- Evolution of vigilance systems and ethical governance frameworks in India
- Concepts of corruption, integrity, and public accountability
- Role and functions of Central Vigilance Commission (CVC)
- Identification of corruption-prone areas and vulnerability mapping
- Preventive vigilance: systems, tools, and best practices
- Strengthening transparency, accountability, and process integrity
- Complaint handling, investigation processes, and vigilance cases
- Role of Chief Vigilance Officer (CVO) and vigilance set-up
- Conduct rules, conflict of interest, and misconduct handling
- System improvement and risk mitigation strategies
- Case studies on vigilance failures and systemic lessons
- Role of leadership in promoting ethical culture
- Building integrity-driven organisational culture
- Leveraging technology for vigilance and monitoring
- Best practices for creating corruption-resilient organisations

***Workshop-IV***  
**Building High-Performance Teams**  
*Collaboration, Trust & Execution Excellence*

**Broad Areas of Coverage**

- Evolution of team dynamics and high-performance team models
- Characteristics of high-performance teams and success factors
- Role of leadership in team building, alignment, and culture
- Building trust, accountability, and ownership within teams
- Communication strategies for effective collaboration
- Managing diversity, conflict, and team dynamics
- Goal setting, role clarity, and performance alignment
- Execution discipline: driving results and accountability
- Motivation, engagement, and productivity enhancement
- Decision-making and problem-solving in team environments
- Managing change, uncertainty, and team resilience
- Stakeholder management and cross-functional collaboration
- Case studies and best practices from organisations
- Tools and techniques for sustaining high performance

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**Workshop-V**

**Recruitment, Reservation & Roster Management**

*Ensuring Legal Compliance & Equity*

**Broad Areas of Coverage**

- Evolution and constitutional basis of reservation policies in India
- Legal framework governing reservation (SC, ST, OBC, EWS, PwD, Ex-Servicemen)
- DoPT guidelines, Government orders, and latest policy updates
- Post-based roster system: concepts, principles, and application
- Preparation, operation, and maintenance of reservation rosters
- Reservation in direct recruitment and promotions
- Carry forward rules, backlog vacancies, and adjustments
- Verification of certificates and compliance requirements
- Role of liaison officers and reporting obligations
- Audit observations, common errors, and compliance risks
- Judicial pronouncements and key case laws
- Handling grievances, representations, and legal challenges
- Ensuring fairness, transparency, and equity in recruitment
- Best practices for compliant and efficient recruitment systems

**Workshop-VI**

**Ethics & Governance**

*From Principles to Practice*

**Broad Areas of Coverage**

- History and evolution of ethics: classical to modern perspectives
- Major ethical theories: virtue ethics, deontology, utilitarianism
- Concepts and principles of ethics in public service
- Integrity, accountability, and transparency in governance
- Legal and institutional framework of ethical governance
- Ethical decision-making and handling dilemmas
- Role of leadership in promoting ethical culture
- Conflict of interest, misconduct, and accountability mechanisms
- Code of conduct and service rules: practical application
- Strengthening systems, processes, and internal controls
- Case studies on ethical failures and governance challenges
- Role of vigilance in reinforcing ethical standards
- Building trust, credibility, and public confidence
- Best practices for sustaining ethical and accountable organisations

Executive Development Program - Call for Nominations

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

53 (18)

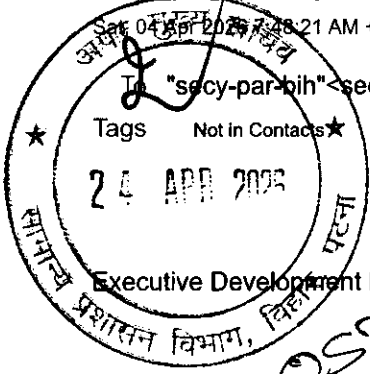
< director@nistd.org >

Sat 04 Apr 2026 10:21 AM +0530

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

Tags Not in Contacts

24 APR 2026

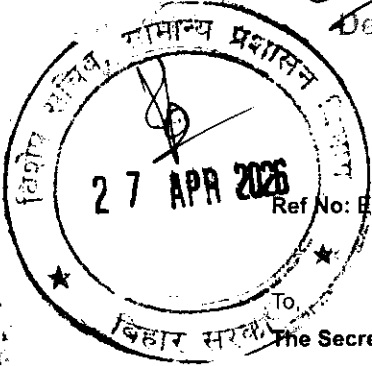


Executive Development Program

OSD-18

Delhi State Institute Of Secretariat Training & Development

Delhi (INDIA)



Ref No: EDP/SAC/63-63-969

To, The Secretary, General Administration Government Of Bihar

1992/2110-18  
28.4.26

Subject: Executive Development Program – Call for Nominations

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD) invites nominations for its Executive Development Programs (EDPs) aimed at enhancing leadership, governance, technical, and administrative capabilities of government officials.

These programs cover critical domains such as E-Governance, Leadership, Procurement, Financial Management, Quality Control, Stress Management, and Digital Transformation, enabling efficient and accountable public service delivery.

• Program Locations:

Manali (HP) • Mount Abu (RJ) • Jim Corbett (UK)

Handwritten notes and signatures, including the number 10876 and a date 24/4/26.

Program	Dates	Location	Cost
Stress Management & Behavioral Skills	25-26 May 2026	Manali	₹66,600
Leadership & Team Building	25-26 May 2026	Manali	₹66,600
Emotional Intelligence & Work-Life Balance	08-09 June 2026	Mount Abu	₹66,600
Public Procurement & Contracts	08-09 June 2026	Mount Abu	₹66,600

Handwritten notes: 50-18, a signature, and the date 28.4.2026.

26

✓ **Program Includes:**

- 3 Nights & 4 Days stay in 4-star hotel
- Breakfast, Lunch & Dinner
- Training sessions & materials
- Certificate of Participation
- Residential options available

★ **Important Notes:**

- Admission on first-come, first-served basis
- Advance payment via RTGS/NEFT required
- Non-refundable fee (substitutions allowed)
- Participants arrange their own travel

We request you to kindly nominate suitable officers at the earliest.

For further details, please feel free to contact us.

Yours sincerely,

**Addl. Director (TRG)**

Rajesh Jha

DSISTD

Plot No 15, Mayur Vihar, New Delhi  
Email: [info@dsistd.in](mailto:info@dsistd.in) | Website: [www.dsistd.in](http://www.dsistd.in)

**1 Attachment(s)**

Executive Development Progra...

587.9 KB



# Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India  
 Ph. +9111-22158852, +9111-22158851, +9111-22158850, +91-120- 2682110, +91-120-2682111,  
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 E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website [www.dsistd.in](http://www.dsistd.in)

Ref No:- EDP /SAC/63-63-969

New Delhi, Dated 04th April, 2026

To,

The Secretary,  
 General Administration  
 Government Of Bihar

E-mail

## Subject: Executive Development Program - Call for Nomination

Dear Sir/Madam,

The **Delhi State Institute Of Secretariat Training & Development (DSISTD)**, Labour Department , Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors

### List of Executive Development Programs

S.No.	Title of Programme	Programme Date	Venue	Course Fee Per Participant (GST Exempted)	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
2.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
3.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
4.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)

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6.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Mamali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
7.	Emotional intelligence for Effective Leadership & Work Life Balance	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
8.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
9.	Systematic Problem Solving, Conflict resolution and change Management	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
10.	Green Building Technologies: Training on Low-Carbon Buildings (LCB), rainwater harvesting, and energy-efficient building materials.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
11.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
12.	Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
13.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th-09th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
14.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
15.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
16.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
17.	Government e-Market place (Portal). Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
18.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
20.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	22 <sup>nd</sup> -23 <sup>rd</sup> June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
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In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

General Instructions

- Once you receive confirmation from your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for **3 Nights & 4 days**.
- Upon successful completion of the program, participants will receive a **Certificate of Participation**.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- **Accommodation:** Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast Lunch, & Dinner at hotel.
- **Transportation:** Candidates are responsible for their own arrangements to reach the venue.

**Payment:** Advance payment or before the start of the training program via **RTGS/NEFT** is required. The Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

**Admission Procedure:** Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For **Delhi State Institute Of Secretariat Training & Development**



Addl Director (TRG)



# Delhi State Institute Of Secretariat Training & Development

22

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India  
Ph. +9111-22158852, +9111-22158851, +9111-22158850, +91-120- 2682110, +91-120-2682111,  
Fax No:-+91-120-2682109, WhatsApp No +91-9811094923  
E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No:-EDP/SAC/93-63-6696/2026

New Delhi, Dated 26th March, 2026

To,

By Registered & Speed Post

The Chief Secretary  
Bihar Secretariat, Old Secretariat Building  
Patna - 800015, Bihar

मुख्य सचिव कोषांग, बिहार

## Subject: Executive Development Program - Call for Nomination

Dear Sir,

The Delhi State Institute Of Secretariat Training & Development (DSISTD), Labour Department, Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

The following topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors

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4.	Leadership & Team Building	25 <sup>th</sup> -26 <sup>th</sup> May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
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(Labour Department, Govt Of NCT Of Delhi)

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6.	Emotional intelligence for Effective Leadership & Work Life Balance	08 <sup>th</sup> -09 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
1.	Public Procurement and Contracts management	08 <sup>th</sup> -09 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
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6.	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST " Under Capacity Building program	08 <sup>th</sup> -09 <sup>th</sup> June,2026	Mount Abu ( Rajasthan)	66,600.00 (INR)	76,600.00 ( INR)
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- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast Lunch, & Dinner at hotel.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

The Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

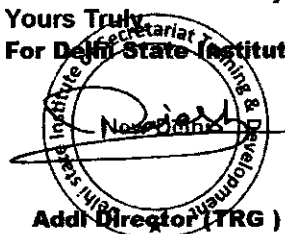
Transportation: Candidates are responsible for their own arrangements to reach the venue.

For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly

For Delhi State Institute Of Secretariat Training & Development





# Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India  
Ph. +9111-22158852, +9111-22158851, +9111-22158850. +91-120- 2682110, +91-120-2682111,  
Fax No.:-+91-120-2682109, WhatsApp No +91-9811094923  
E-Mail:- info@dsistd.in,dsistddelhi@gmail.com, Website www.dsistd.in



Ref No:-KCP/SAC/63-63-3939/2026

New Delhi, Dated 26th March, 2026

To,

By Registered & Speed Post

*Acc, GAD*

The Chief Secretary  
Bihar Secretariat, Old Secretariat Building  
मुख्य सचिव कार्यालय, Patna - 800015, Bihar

15 APR 2026

**Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations**

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD) Labour Department, Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, DSISTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

DSISTD has planned to organise the international study tours on different topics in below mentioned cities:-

S.NO.	Title of Programme	Country to be Visited	Date & Duration (7 Days)	Tour Cost Per Participant (GST Exempted)
1.	International Study Tours on Governance and Public Management, Short-Term International Training for Government Officials	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)
2.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles (United States)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	6,96,000.00 (INR)
3.	International Exposure Programmes for Elected Representatives, Public Policy & Governance Themes	Paris (France) & Zurich (Switzerland) (Europe)	06 <sup>th</sup> July,2026 To 13 <sup>th</sup> July,2026	5,96,000.00 (INR)

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*श्री विद्यालक्ष्मी  
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( Labour Department , Govt Of NCT Of Delhi)

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4.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany)& Barcelona (Spain) Europe	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)
5.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	16 <sup>th</sup> August,2026 To 23 <sup>rd</sup> August,2026	5,96,000.00 (INR)
6.	Urban Governance and City Management, Rural Development and Local Governance	New York & Los Angeles, (United States)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
7.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	5,96,000.00 (INR)
8.	Public Administration and Administrative Reforms, Public Sector Reforms and Performance Management	Tokyo & Hiroshima (Japan)	16 <sup>th</sup> August, 2026 To 23 <sup>rd</sup> August, 2026	6,96,000.00 (INR)
9.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	6,96,000.00 (INR)
10.	Infrastructure, Planning & Finance, Infrastructure Planning and Financing, Government Finance and Fiscal Management	London & Manchester (United Kingdom)	19 <sup>th</sup> September, 2026 To 26 <sup>th</sup> September, 2026	5,96,000.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
12.	" Development of Urban Road Network (A)"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	5,96,000.00 (INR)
13.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles, (United States)	21 <sup>st</sup> September, 2026 To 28 <sup>th</sup> September, 2026	6,96,000.00 (INR)
14.	Public-Private Partnerships (PPP), Procurement and Contract Management, Project Planning, Monitoring, and Evaluation, Risk Management in Public Projects, Strategic Planning in the Public Sector	New York & Los Angeles, (United States)	09 <sup>th</sup> October,2026 To 16 <sup>th</sup> October,2026	6,96,000.00 (INR)
15.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)
16.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)

17.	"Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	5,96,000.00 (INR)
18.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	6,96,000.00 (INR)
19.	Urban Development & Spatial Planning, Urban Planning and Land Use Management, Affordable Housing and Inclusive Urban Development, Urban Infrastructure and Service Delivery, Urban-Rural Linkages and Regional Development	New York & Los Angeles, (United States)	19 <sup>th</sup> October,2026 To 26 <sup>th</sup> October,2026	6,96,000.00 (INR)
20.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona(Spain) (Europe)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
21.	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (United Kingdom)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
22.	"Operation and Maintenance of Urban Water Supply System ( Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
23.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Cologne (Germany) & Barcelona (Spain) Europe	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09 <sup>th</sup> November,2026 To 16 <sup>th</sup> November,2026	5,96,000.00 (INR)
25.	Environment, Agriculture & Sustainability, Environmental Governance and Sustainability, Climate and Environmental Management	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
26.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
28.	Agriculture Policy and Rural Livelihoods, Sustainable Development Practices	London & Manchester (United Kingdom)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	5,96,000.00 (INR)
30.	Good Governance and Institutional Effectiveness, Parliamentary Practice and Legislative Procedures	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)
31.	Local Government Systems and Decentralisation, Social Sectors & Public Services	New York & Los Angeles, (United States)	16 <sup>th</sup> November,2026 To 23 <sup>rd</sup> November,2026	6,96,000.00 (INR)



32.	Leadership & Managerial Skills, Management & Business Administration	London & Sheffield, (United Kingdom)	19 <sup>th</sup> December, 2026 To 26 <sup>th</sup> December, 2026	5,96,000.00 (INR)
33.	Health Systems Management and Hospital Administration, Education and Capacity Development in the Public Sector, Human Resource Development (HRD) and Capacity Building	Cologne (Germany) & Barcelona (Spain) (Europe)	19 <sup>th</sup> December, 2026 To 26 <sup>th</sup> December, 2026	5,96,000.00 (INR)
34.	Leadership, Management & Institutional Capacity, Leadership and Change Management in Government	Cologne (Germany) & Barcelona (Spain) Europe	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	5,96,000.00 (INR)
35.	Public Sector Leadership and Decision-Making, Capacity Building for Public Officials	New York & Los Angeles, (United States)	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	6,96,000.00 (INR)
36.	Institutional Strengthening and Organisational Development, International & Comparative Exposure Programmes, Comparative Governance and Public Administration	Sydney & Melbourne (Australia)	16 <sup>th</sup> January, 2027 To 23 <sup>rd</sup> January, 2027	6,96,000.00 (INR)

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

**GENERAL INSTRUCTIONS .**

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the (DSISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00. Per Participant.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

**Payment**

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance.

**Inclusions**

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. Travel Arrangements: It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. Visa and Clearances: The fee incorporates the expenses associated with visa procurement and related clearances.
4. Accommodation: Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

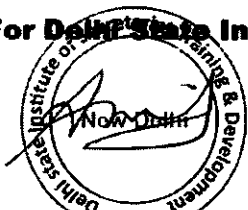
Study tour participant:- Senior Government Officials from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

**For Delhi State Institute Of Secretariat Training & Development**



(Addl Director General)

E-Mail

66

Training Program on 'Integrated Urban Water Management' in collaboration with NIUA during 11 – 15 May 2026 – Request for Nominations – Reg

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

National Water Academy CWC < nwa.mah@nic.in >

Wed, 22 Apr 2026 1:29:51 PM +0530

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

ACC, GIAD  
Sey, UDHD  
मुख्य सचिव कार्यालय, बिहार  
24 APR 2026

55(18)

Sir/Madam,

अपर मुख्य सचिव  
24 APR 2026  
सामान्य प्रशासन विभाग

National Water Academy, Central Water Commission, Pune is organizing a 5-day training program on 'Integrated Urban Water Management' (IUWM) in collaboration with National Institute of Urban Affairs (NIUA) from 11<sup>th</sup> to 15<sup>th</sup> May 2026 in physical mode at its campus in Pune. Information Brochure outlining the program is enclosed ready reference. A detailed concept note about the program is available here: <https://drive.google.com/file/d/1Vca0vyKpKnkRTJy5xOygMw1FwkAgsgs6/view?usp=sharing>

The program is intended for professionals from Central and State Water Resources and Urban Development Departments, Municipal Corporations, Water Utility Managers, Town and Urban Planning Departments, other State and Central Government agencies engaged in Urban Water Planning and Management, and other Stakeholders interested in IUWM. Participants should have basic familiarity with urban water systems.

Accordingly, it is requested to kindly nominate officers from your department/organization for participation in the said training program. Nominated officers may also be asked to fill up this form ( <https://forms.gle/hYvqssNh7S7zRer88>) positively by 07.05.2026. The final list of accepted nominations will be displayed on the NWA website (<https://www.nwapune.gov.in/ongoingevents.jsp>) on 08.05.2026.

Regards

Chaitanya K S  
Deputy Director  
National Water Academy  
Central Water Commission, Pune  
WA no: 9910771794  
Email id: [deputydirector1-nwa@gov.in](mailto:deputydirector1-nwa@gov.in)

मुख्य सचिव कार्यालय  
24/4/2026

057-18  
27/4/26  
50-18

2054/21.0.18  
29.4.26

2 Attachment(s)  
28.4.2026

65

Nomination Letter\_IUWM.pdf

348.9 KB

Brochure\_IUWM\_2026.pdf

326.4 KB



64

Lr No: T-980120/5/2026-NWA/7208

Dated : 20 April 2026

To  
(As per list enclosed)

**Sub:** Training Program on '**Integrated Urban Water Management**' in collaboration with National Institute of Urban Affairs (NIUA) during 11 – 15 May 2026 – Request for Nominations – Reg

Sir/Madam,

National Water Academy, Central Water Commission, Pune is organizing a 5-day training program on '**Integrated Urban Water Management**' (IUWM) in collaboration with National Institute of Urban Affairs (NIUA) from 11<sup>th</sup> to 15<sup>th</sup> May 2026 in physical mode at its campus in Pune. A detailed Concept Note and Information Brochure outlining the program have been enclosed for ready reference.

The program is intended for professionals from Central and State Water Resources and Urban Development Departments, Municipal Corporations, Water Utility Managers, Town and Urban Planning Departments, other State and Central Government agencies engaged in Urban Water Planning and Management, and other Stakeholders interested in IUWM. Participants should have basic familiarity with urban water systems.

Accordingly, it is requested to kindly nominate 2-3 officers from your department/organization for participation in the said training program. Nominated officers may also be asked to fill up this form (<https://forms.gle/hYvqssNh7S7zRer88>) positively by 07.05.2026. The final list of accepted nominations will be displayed on the NWA website (<https://www.nwapune.gov.in/ongoingevents.jsp>) on 08.05.2026.

This issues with the approval of Chief Engineer, NWA, CWC, Pune.

Yours Sincerely

(Chaitanya K S)  
Dy. Director & Course Coordinator



63

भारत सरकार

जल शक्ति मंत्रालय

जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग

केन्द्रीय जल आयोग

राष्ट्रीय जल अकादमी



Government of India  
Ministry of Jal Shakti  
Dept. of Water Resources, RD&C  
Central Water Commission  
National Water Academy

पत्र संख्या: टी-980120/5/2026-राजअ-पुणे/7208

दिनांक : 20 अप्रैल 2026

प्रति

(संलग्न सूची के अनुसार)

**विषय :** National Institute of Urban Affairs (एनआईयूए) के सहयोग से 11 से 15 मई 2026 के दौरान 'Integrated Urban Water Management' (IUWM) पर प्रशिक्षण कार्यक्रम। - नामांकन के लिए अनुरोध - संबंधित

महोदय / महोदया,

राष्ट्रीय जल अकादमी, केन्द्रीय जल आयोग, पुणे, National Institute of Urban Affairs (एनआईयूए) के सहयोग से 11 से 15 मई 2026 तक पुणे स्थित अपने परिसर में 'Integrated Urban Water Management' (आईयूडब्ल्यूएम) पर पांच दिवसीय प्रशिक्षण कार्यक्रम का आयोजन कर रही है। कार्यक्रम की विस्तृत रूपरेखा प्रस्तुत करने वाला एक विस्तृत कॉन्सेप्ट नोट और सूचना ब्रोशर संदर्भ हेतु संलग्न है।

यह कार्यक्रम केन्द्रीय और राज्य जल संसाधन एवं शहरी विकास विभागों, नगर निगमों, जल उपयोगिता प्रबंधकों, नगर एवं शहरी नियोजन विभागों, शहरी जल नियोजन एवं प्रबंधन में संलग्न अन्य राज्य एवं केन्द्रीय सरकारी एजेंसियों और आईयूडब्ल्यूएम में रुचि रखने वाले अन्य हितधारकों के लिए है। प्रतिभागियों को शहरी जल प्रणालियों की बुनियादी जानकारी होनी चाहिए।

अतः, आपसे अनुरोध है कि आप अपने विभाग/संगठन से उक्त प्रशिक्षण कार्यक्रम में भाग लेने के लिए 2-3 अधिकारियों को नामांकित करें। नामांकित अधिकारियों से अनुरोध है कि वे 07.05.2026 तक इस फॉर्म (<https://forms.gle/hYvqssNh7S7zRer88>) को भरकर भेज दें। स्वीकृत नामांकनों की अंतिम सूची 08.05.2026 को एनडब्ल्यूए की वेबसाइट (<https://www.nwapune.gov.in/ongoingevents.jsp>) पर प्रदर्शित की जाएगी।

यह मुख्य अभियंता, राज.अ., के.ज.आ., पुणे के अनुमोदन से जारी किया गया है।

भवदीय

(चैतन्य के एस)

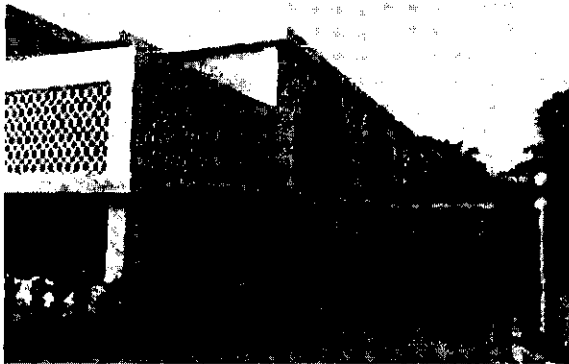
उप निदेशक एवं कार्यक्रम समन्वयक





**Government of India  
Ministry of Jal Shakti  
Department of Water Resources,  
River Development & Ganga Rejuvenation  
Central Water Commission**

**Training Program on  
Integrated Urban  
Water Management  
(11 - 15 May 2026)**



**Organized by  
NATIONAL WATER ACADEMY, PUNE**

**in collaboration with  
NATIONAL INSTITUTE OF URBAN AFFAIRS**



## **INTRODUCTION**

Indian cities are increasingly facing complex challenges such as water scarcity, groundwater depletion, urban flooding, river pollution, and wastewater mismanagement. These challenges are further intensified by rapid urbanization, climate variability, and fragmented governance systems. Traditionally, urban water systems have been managed in silos despite their strong interlinkages within a basin. Integrated Urban Water Management (IUWM) provides a holistic framework that integrates technical, environmental, social, economic, and institutional dimensions of urban water systems. It promotes basin-level thinking, recognizing the interconnections between surface water, groundwater, wastewater, and stormwater systems.

This training program, jointly organized by NWA and NIUA, aims to build capacity of professionals to plan and implement integrated, climate-resilient urban water solutions. The program is organized into 5 modules over 5 days viz., Introduction to IUWM, Urban River Management, Urban Groundwater Management, Circular Water Management and Urban Flood Management

## **OBJECTIVES**

- To strengthen institutional and technical capacity in IUWM with a basin-centric approach
- To provide hands-on exposure to tools, strategies, and management instruments
- To enable participants to analyse and address urban water challenges holistically
- To facilitate learning through case studies, peer interaction, and practical exercises

## **PROGRAM FORMAT**

The program will be held in person at the National Water Academy (NWA) campus in Pune.



## TARGET GROUP

Professionals from Central and State Water Resources and Urban Development Departments, Municipal Corporations, Water Utility Managers, Town and Urban Planning Departments, and other State and Central Government agencies engaged in Urban Water Planning and Management. The program is also open to NGOs, Academic and Research Institutions, Private Organizations, and other Stakeholders interested in IUWM. Participants should have basic familiarity with urban water systems. Participants may preferably bring their own laptop for hands-on exercises.

## PROGRAM FEE

There is no program fee for participants from Central and State Govt. departments. Charges for participants from other agencies are as follows:

Category	Description	Fee per participant
A	Central/State Government/Departments including their autonomous bodies	Nil
B	'Not for Profit' Organizations/authorities/bodies of Central and State governments (if they certify that they are not for profit)	Nil
C	Recognized academic institutions, NGOs	1500/-
D	Central and State PSUs*	10000/-
E	Private Companies, individuals	15000/-

\*Discounts applicable: (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others - 20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.

## LOCATION

National Water Academy is located on the south-western side of the Pune city on Pune-Sinhgad Road between Nanded Phata and Kirkatwadi villages. It is 12 Kms from Swargate Bus Stand, 18 Kms from Pune Station and 29 Kms from Pune Airport.

[Click here for directions from Pune Airport to NWA](#)

[Click here for directions from Pune Railway Station to NWA](#)

## LOCAL HOSPITALITY AND WEATHER

NWA has a fully self-contained residential campus. All outstation participants will be provided with accommodation in NWA hostels. Hostel rooms are comfortable and well furnished (viz. television with cable connection, refrigerator, micro-oven, tea maker, intercom etc.). Meals are available (self-service dining) at the Canteen/Mess located within the same residential campus. Participants (except for CWC officers) are required to pay for lodging and boarding charges, which are nominal. During the month of May, normally the weather is hot, with temperatures ranging between 24°C to 38° C

## PARTICIPATION

The nomination of the officers fitting the target profile may be sent by 07.05.2025. Nominated officer may also fill in the online registration form: <https://forms.gle/hYvqssNh7S7zRer88>

The list of accepted nominations will be displayed on the NWA website <https://www.nwapune.gov.in/ongoingevents.jsp> on 08.05.2025

## CONTACT

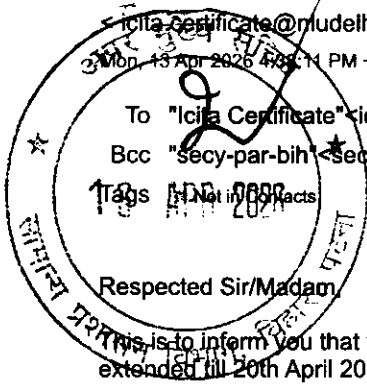
For sending nominations or for any information on this program, please contact:

Chaitanya K S  
Deputy Director & Course Coordinator  
National Water Academy  
Central Water Commission  
Khadakwasla, Sinhghad Road  
Pune - 411 024; Tel: 020 - 24380392 Extn 114  
Mob:9910771794  
E-mail: nwa.mah@nic.in / deputydirector1-nwa@gov.in

161

541181

E-MAIL



From: icita.certificate@nludelhi.ac.in <icita.certificate@nludelhi.ac.in>  
To: "Icila Certificate" <icita.certificate@nludelhi.ac.in>  
Bcc: "secy-par-bih" <secy-par-bih@nic.in>  
Tags: Not in facts

Respected Sir/Madam,

This is to inform you that the Course of International Commercial and Investment Treaty Arbitration Programme has been extended till 20th April 2026.

For detailed information on eligibility, course structure, fees, and application process, please refer to the course brochure.

Register here: <https://odi.nludelhi.ac.in/>

Brochure: <https://nludelhi.ac.in/wp-content/uploads/2026/01/Brochure-International-Investment-Arbitration-Certificate-Course.pdf>

Applications are invited from interested candidates seeking to build advanced expertise in international arbitration.

With Best Regards

2 Attachment(s)

- A3 - Certificate Course in Inter... 81.3 KB
- Brochure.pdf 3.9 MB



बिहार सरकार  
सामान्य प्रशासन विभाग  
10.1.14  
16.4.26

50-18  
17/4/26  
विनीता  
17.4.26

1882/5-2018  
22.04.2026

# Certificate Course in International Commercial & Investment Treaty Arbitration, 2026



The Chair on Investment Treaties and International Commercial Arbitration, National Law University Delhi (NLUD) is pleased to invite applications for the Certificate Course in International Commercial & Investment Treaty Arbitration (2026 Edition). This programme is conducted under the aegis of the Chair and under the patronage of Hon'ble Justice Indu Malhotra, Former Judge of the Supreme Court of India.

## ABOUT THE PROGRAMME

This specialised course is designed to build capacity in the field of international arbitration, with a focus on both international commercial arbitration and investment treaty arbitration. The programme aims to equip participants with conceptual clarity, practical skills, and exposure to contemporary developments in cross-border dispute resolution. The course assumes particular relevance in light of evolving global investment frameworks, increasing investor-State disputes, and India's engagement with international arbitration regimes.

## COURSE STRUCTURE

The programme will run over a period of five months and would cover both International Commercial Arbitration and Investment Treaty Arbitration. The course will be delivered by a distinguished faculty comprising leading international and national practitioners, alongside eminent academics in the field of arbitration.

## ELIGIBILITY

- Government officials (Central/State/PSUs)
- Legal practitioners
- Academicians
- Law officers (public and private sector)

Applicants must hold a graduate degree (any discipline) with a minimum of 50% marks.

## KEY DETAILS

- Duration: 5 months
- Mode: In-person (NLU Delhi campus)
- Schedule: Weekends (Saturday & Sunday), 10:00 AM – 5:15 PM
- Attendance Requirement: Minimum 75%
- Course Fee: INR 1,10,000

## IMPORTANT DATES

- **Application Deadline: 20 April 2026**
- **Orientation Programme: 30 April 2026**
- **Course Commencement: 2 May 2026**



SCAN TO REGISTER

For Registration visit  
<https://edl.nlu.edu.ac.in/>

Contact: [certificate@nlu-delhi.ac.in](mailto:certificate@nlu-delhi.ac.in) or  
call at Mr. Suraj (91) 9810213003



**Certificate Course in  
International Commercial &  
Investment Treaty Arbitration,  
2026**

**Chair on Investment Treaties &  
International Commercial Arbitration**

**National Law University Delhi**

॥-न्ययस्तत्र प्रमाणं स्यात् ॥



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॥ वाक्यस्त्र प्रथमं स्यात् ॥



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॥-याधस्तात्र प्रमाणं स्यात् ॥



## About NLU Delhi

Established in 2008 through the joint initiative of the Hon'ble High Court of Delhi and the Government of the National Capital Territory of Delhi, National Law University Delhi was founded with the vision of delivering comprehensive, interdisciplinary, and socially responsive legal education. It offers courses at both undergraduate and postgraduate levels and is built on the five-year law degree model, which is proposed and implemented by the Bar Council of India. The National Law University, Delhi Act, 2007 provides that the Chief Justice of India, or a senior judge of the Supreme Court nominated by him or her, shall serve as the Visitor of the University. The Act further designates the Chief Justice of the Hon'ble High Court of Delhi as the Chancellor, with the Vice-Chancellor functioning as the chief administrative authority of the University.

Over the years, the University has established itself as one of India's leading institutions for legal education and scholarship. NLU Delhi's strong commitment to academic excellence is reflected in its consistent performance in national rankings, placing second among law universities in the National Institutional Ranking Framework (NIRF) for seven consecutive years.

The University is dedicated to the dissemination of legal knowledge and its contribution to national development. Through rigorous academic engagement, research, and public-oriented initiatives, it seeks to enhance the capacity to analyse contemporary issues of public importance and their legal implications. These efforts foster legal awareness in the community and advance the broader goals of justice.

॥-यावदत्र प्रमाणं स्यात् ॥



## About the Chair

The Chair on Investment Treaties and International Commercial Arbitration at National Law University, Delhi, was established as a distinguished academic and research initiative under the patronage of former Supreme Court Judge, Hon'ble Justice Indu Malhotra, and the chairmanship of Mr V. K. Rajah, Vice President of the ICC Court of Arbitration. The Chair signifies NLU Delhi's resolve to cultivate informed discourse, professional excellence, and global engagement in the field of international arbitration.

The Chair is conceived at a time when international arbitration, both commercial and investment treaty arbitration, has assumed critical importance in global dispute resolution. With increasing cross-border trade, foreign investment, and complex investor-state relationships, arbitration has emerged as a preferred mechanism for resolving high-value and technically complex disputes. In this context, the Chair aims to provide a platform for rigorous research and scholarly inquiry into contemporary and emerging issues in international arbitration. By engaging with scholars, practitioners, and institutions across jurisdictions, the Chair aims to contribute constructively to the global dialogue and strengthen India's engagement with international arbitration norms and practices.

In addition to research, the Chair places strong emphasis on capacity-building and professional training. Recognising the growing demand for specialized expertise in the field, the Chair currently runs the Certificate Course in International Commercial and Investment Treaty Arbitration, which is a capacity-building course specifically designed for government officials and other stakeholders to broaden their understanding of the nuances of international arbitration. It aims to undertake more such initiatives in the near future, including the organization of lectures, workshops, conferences, and specialized training programmes, often delivered by eminent academics, seasoned practitioners, and international experts in the field.

SS

E-MAIL

Fwd: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM

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

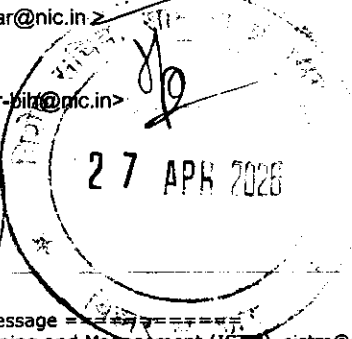
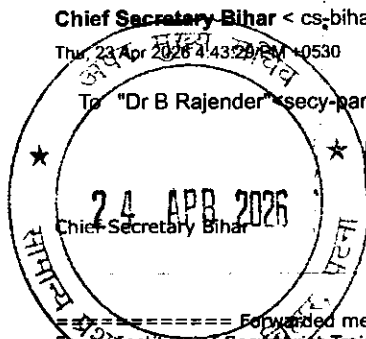
S.S (18)

SD-18

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

Thu, 23 Apr 2026 4:43:29 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: <secy-par-bih@nic.in>  
Date: Thu, 23 Apr 2026 10:45:27 +0530  
Subject: Reservation In Services for SC/ST/OBC/ExSM/PWDs by ISTM  
Forwarded message



फा.सं / FILE NO: Y-14013/3/2026-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)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

दिनांक / Date: 17.03.2026

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

Subject: Training Course / Workshop on **Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44)** to be conducted from **01, Jun 2026 to 04, Jun 2026**.  
Sir/Madam

I am directed to say that a training course / workshop "**Reservation in Services for SC/ST/OBC/ExSM/PWDs**" will be conducted at the Institute from **01, Jun 2026 to 04, Jun 2026 (4 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 training course / workshop may be filled online at [http://www.istm.gov.in/home/online\\_nomination\\_form](http://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

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-I** 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 **22, May 2025**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

बि.स.स. 10  
वि.स.स. 10  
28.4.2026

बिहार सरकार  
अपरा सचिव कोषांग  
सचिवालय प्रशासन विभाग  
ई-मेल संख्या-10865  
दिनांक-24.4.26

2051/2110/18  
29.4.26  
- Sd-  
Yours faithfully,  
(Biswajit Banerjee)  
Deputy Director & Course Director  
Email ID: biswajitbanerjee [dot] edu [at] nic [dot] in  
Tel: 26737607

54



## ANNEXURE-1

### COURSE INFORMATION SHEET

Code : RIS-44

Title : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Duration : 4 Days (01 June 2026 to 04 June 2026)

### Aim of the Course

The aim of the course is to:

- Develop a broad understanding of the constitutional provisions relating to reservation in services for SC/ST/OBC/ExSM/PWDs, procedures for implementing the reservation orders and instructions of the Government of India on reservation rosters, procedures involved in de-reservation of reserved vacancies, and filling of carry forward/backlog reserved vacancies.
- Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

### Course Content

- Constitutional provisions
- Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts
- Verification of claims of SCs/STs/OBCs/EWS
- Reservation in Direct Recruitment and Promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS
- De-reservation and carry-forward of vacancies in Direct Recruitment and Promotion
- Preparation, operation and maintenance of Rosters
- Role and functions of Liaison Officer
- Reservation in services for Persons with Disabilities

### Methodology

- i. Lecture / PPTs / Handouts / Reading Material
- ii. Discussions
- iii. Group Discussions
- iv. Case Studies, Q & A / Doubt clearing sessions
- v. Practical Exercises

### Nominations for the Course

The course is designed for officials dealing with matters of reservation in services for **SCs/STs/OBCs/ExSM/PWDs** working at the level of **Section Officer and Assistant Section Officers (of CSS)** or equivalent level in other offices of **Central Government, State Governments, UT Administrations, PSUs, Constitutional Bodies and Autonomous Bodies**, etc.

### Acceptance of Nomination

Officers whose nominations are sponsored by their organizations and accepted by **ISTM** shall be intimated through **ISTM's website**. Acceptance of nomination of candidates by **ISTM** will also be conveyed through **email / SMS**. Participants may be relieved only after receipt of confirmation from **ISTM**.

No separate communication by post will be issued by **ISTM**. Therefore, the Sponsoring Authorities / Participants are advised to check the website of **ISTM** regularly i.e. [www.istm.gov.in](http://www.istm.gov.in) `<svg xmlns="http://www.w3.org/2000/svg" width="20" height="20" aria-hidden="true" data-rtl-flip="" class="block h-[0.75em] w-[0.75em] stroke-current stroke-[0.75]"></svg>`.

### Course Fee

- i. **No course fee** is required for **Central Government, State Government and UT Government servants**.
- ii. A **course fee of Rs. 4,000/- (Rupees Four Thousand only)** per participant will be charged in advance in respect of employees of **Public Sector Undertakings / Autonomous Bodies**, etc., who may be granted admission to the course. The course fee is required to be paid through **online mode** as follows:

**Procedure:**

**Website - Bharatkosh.gov.in**

**Ministry - Personnel, P.G. & Pensions**

**Purpose - Course Fee in ISTM**

**Deposit the amount through online mode only.**

**Note:** The course fee should be paid **only after receipt of confirmation from ISTM through email/SMS or when the name of the participant appears in the approved list on the ISTM website ([www.istm.gov.in](http://www.istm.gov.in)).**

**Note**

Names of candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. [www.istm.gov.in](http://www.istm.gov.in). Participants may be relieved only after the display of their names on the website.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website



regularly.

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 : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-44

Date : 01 Jun 2026 to 04 Jun 2026

Mode : Offline

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

(52)

# E MAIL

Fwd: Work Life Balance & Anger Management by ISTM

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

S.S. (18)

057-18

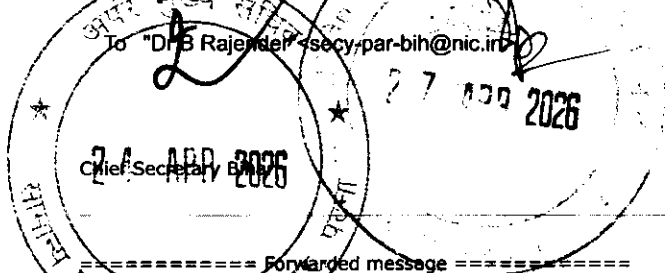
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 23 Apr 2026 4:41:50 PM +0530

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

27 APR 2026

Chief Secretary Bihar



=====  
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
 To: <secy-par-bih@nic.in>  
 Date: Thu, 23 Apr 2026 10:08:34 +0530  
 Subject: Work Life Balance & Anger Management by ISTM  
 =====



आज़ादी का अमृत महोत्सव

FILE

NO: Y-18011/2/2026-O/o DY. DIRECTOR(BB)

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

2053/का०-18  
29.4.26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...10875  
दिनांक...24.4.26

Date: 17<sup>th</sup> February 2026.

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

Subject: Two - days' Workshop on Work Life Balance & Anger Management (WLBAM - 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

Madam/Sir,

The ISTM will be conducting **Two - days' Workshop on Work Life Balance & Anger Management (WLBAM - 05) in OFFLINE MODE from 04 - 05 May, 2026 at ISTM, New Delhi.** The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I. Nomination form for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may please be noted that is mandatory to fill up nomination form online. Nominations of eligible officials complete in all respect should reach the undersigned latest by **10 April, 2026.**

2. Details of the Programme and eligibility requirements are given at Annexure-I. All Ministries/Department of Government of India/PSUs/ and Autonomous Institutions are requested to nominate suitable Officers to attend the programme. **The nominees are advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically [https://www.istm.gov.in/home/online\\_form\\_details](https://www.istm.gov.in/home/online_form_details).** It may kindly be noted that it is mandatory to fill form online. **The last date for receiving of online nominations is 10.04.2026. In nomination form participants may ensure they indicate their personal Mobile numbers and email IDs as all communication will be made on email IDs and their whatsapp mobile numbers indicated by them.**

3. **Name of selected candidates will be published in the website of ISTM at url <https://www.istm.gov.in/home/> view all nomination acceptance and individual communication of acceptance will be issued by email on email address indicated by Trainees.** Those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend training physically from 9:00 AM to 5:30 PM in ISTM from 04 - 05 May, 2026 .

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a **Course fee of Rs. 2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector**

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28.4.26

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**Undertakings. It can be paid** by Bank draft/ Cheque to be drawn in favour of "PAO DP & AR"(, New Delhi or through **Bharatkosh.gov.in** as per details- para – 11 of Annex-I after confirmation of selection is received. Before, getting confirmation of selection, fees should not be paid.

Encl: Annexure-I

Yours faithfully  
Sd/-  
(**Biswajit Banerjee**)  
Deputy Director & Course coordinator  
Email : [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

IN CASE OF ANY CLARIFICATIONS PLEASE FEEL FREE TO EMAIL ON [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

**ANNEXURE-I**

**COURSE INFORMATION SHEET**

1. **COURSE TITLE: Work Life Balance & Anger Management (OFFLINE MODE)**
2. **COURSE CODE: (WLBAM-05)**
3. **DURATION: OFFLINE Two days (04 – 05 May, 2026) IN ISTM PREMISES**
4. **AIM OF THE COURSE:** to achieve the state of equilibrium in Personal, Professional and family life.
5. **BROAD OBJECTIVES OF THE COURSE: -**
  1. State the advantages of a work - life balance
  2. List the signs of an unbalanced life and the effect on it
  3. Explain the techniques for a balanced lifestyle
  4. Explain time management skills by setting the right priorities
  5. List out steps for Becoming more productive at their workplaces
  6. Explain how to improve life and health by creating a good balance
  7. Explain the physiology of anger and identify triggers
  8. Describe the use of cognitive restructuring and self - talk to help manage anger
  9. Explain relaxation techniques
6. **PARTICIPANTS (Eligibility Conditions)**

The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant Section Officers in the Central Secretariat and PS / PA of CSSS. Officers of State Govt. or Public Sector Undertakings/Autonomous Bodies, with comparable status may also apply.

7. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30-35.
8. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course and advised to fill nomination online. The particulars of the nominees may be sent to the Course Coordinator so as to reach him on or before **10 April, 2026**.
9. **ACCEPTANCE OF NOMINATION:** *Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and on the email and mobile numbers indicated by trainees in the online form.*

**10. COURSE FEE & OTHER EXPENSES:**

*There is no course fee for Central Govt. and State Govt. officers. 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 who may be granted admission in the course.*

Course fee can be paid through following methods.



Procedure of Bharatkosh.gov.in

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

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screenshot/transaction details through email and bring a copy at the time of reporting at ISTM.

#### 12. Hostel Accommodation

For the outstation participants the Institute has modest hostel facilities on "first-come-first-serve" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are NOT allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Consultant



Hostel at the address given below :-

Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 2026

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Old Palme Marg,

New Delhi - 110067

बिहार सरकार  
आपका मुकाम कनिष्ठ कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....  
दिनांक.....

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बिहार

Fwd: Conflict Management by ISTM

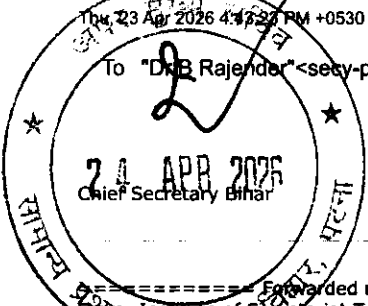
secy-par-bih < secy-par-bih@nic.in >

5.5 (18)

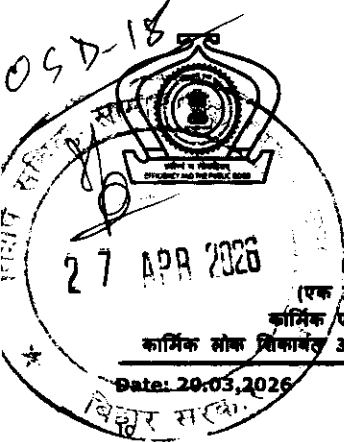
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 23 Apr 2026 4:17:27 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: secy-par-bih@nic.in  
Date: Thu, 23 Apr 2026 10:43:49 +0530  
Subject: Conflict Management by ISTM  
Forwarded message



75  
आज़ादी का  
अमृत महोत्सव

फा.सं / FILE NO: Y-19059/1/2026-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)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

Date: 20.03.2026

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

Subject: Two-days' Workshop on Conflict Management (CNM-01) on OFFLINE MODE from 18 May 2026 to 19 May 2026 at ISTM, New Delhi.

Madam/Sir,

The Institute of Secretariat Training & Management (ISTM) will be conducting a Two-days' Workshop on Conflict Management (CNM-01) on OFFLINE MODE from 18-19 May 2026 at ISTM, New Delhi. The details of the programme i.e., the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nominations for the course may be filled online at ISTM website [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form). It may kindly be noted that it is mandatory to fill up the nomination form online. The last date for receiving online nominations is 15.05.2026.

3. Details of the Programme and eligibility requirements are given in Annexure-I. All Ministries/Departments of Government of India/PSUs/Autonomous Institutions are requested to nominate suitable officers to attend the programme. The nominees are advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically at [https://www.istm.gov.in/home/online\\_form\\_details](https://www.istm.gov.in/home/online_form_details). It may kindly be noted that it is mandatory to fill the form online. In the nomination form, participants may ensure that they indicate their personal mobile numbers and email IDs as all communication will be made through email and WhatsApp.

4. The names of selected candidates will be published on the ISTM website at [https://www.istm.gov.in/home/view\\_all\\_nomination\\_acceptance](https://www.istm.gov.in/home/view_all_nomination_acceptance) and individual communication of acceptance will be issued on the email addresses indicated by the trainees. Only those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend the training physically from 9:00 AM to 5:30 PM at ISTM from 18-19 May 2026.

5. There is no course fee for participants from Government Ministries/Departments, Attached Offices and Subordinate Offices. However, a course fee of Rs. 2,000/- per

participant is payable in respect of nominees from Autonomous Bodies/Public Sector Undertakings. The fee may be paid through Bharatkosh.gov.in or through Demand Draft/Cheque drawn in favour of "PAO DP & AR", New Delhi, after confirmation of selection is received. No fee should be paid prior to confirmation.

2052/सा.०-18  
29.4.26

बिहार सरकार  
असम कृषक अधिक कोषांग  
सामान्य प्रशासन विभाग  
ई-पेपर क्रमांक... 10863  
दिनांक... 24.4.26

50-18

अविभाजित  
विभाग  
28.4.26

1/8

Encl: Annexure-I

Yours faithfully,

(Biswajit Banerjee)  
Deputy Director & Course Coordinator  
Email: biswajitbanerjee.edu[at]nic.in

IN CASE OF ANY CLARIFICATIONS PLEASE FEEL FREE TO EMAIL ON  
biswajitbanerjee.edu[at]nic.in

#### ANNEXURE-I

##### COURSE INFORMATION SHEET

1. **COURSE TITLE:** Conflict Management (OFFLINE MODE)

2. **COURSE CODE:** CNM-01

3. **DURATION:** Two days (18-19 May 2026) at ISTM, New Delhi

4. **AIM OF THE COURSE:** To enable participants to state, manage and resolve conflicts effectively in organizational and interpersonal contexts.

##### 5. BROAD OBJECTIVES OF THE COURSE:

- To state the nature and sources of conflict in organizations
- To identify different styles of conflict management
- To develop skills for constructive handling of conflicts
- To enhance communication and negotiation skills
- To promote collaborative problem-solving approaches
- To understand emotional aspects of conflict and methods to regulate them

##### 6. PARTICIPANTS (Eligibility Conditions):

The programme is meant for Group A and Group B officers of the Government of India. Officers of State Governments, Public Sector Undertakings and Autonomous Bodies with comparable status may also apply.

7. **COURSE CAPACITY:** The maximum number of participants that can be admitted to the course is 35.

##### 8. NOMINATIONS FOR THE COURSE:

Eligible and interested officers may be nominated for the course and are advised to fill nomination forms online so as to reach the undersigned on or before 15 May 2026. Officers are advised to apply at the earliest and not to wait till the last date as the confirmation in the programme entails several official procedures and takes time. Last minute nominees may be difficult to accommodate. Also, the confirmation of the nominees is subject to the availability of seats.

##### 9. ACCEPTANCE OF NOMINATION:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and through email/mobile as indicated in the nomination form.

##### 10. COURSE FEE & OTHER EXPENSES:

- No course fee for Central/State Government officials
- Rs. 2,000/- for PSU/Autonomous Body participants
- Payment through Bharatkosh.gov.in

##### Procedure:

Website – [Bharatkosh.gov.in](http://Bharatkosh.gov.in)

Ministry – Personnel, P.G. & Pensions

Purpose – Course Fee in ISTM

**Note:** The course fee should be paid **only after receipt of confirmation from ISTM through email/SMS or when the name of the participant appears in the approved list on the ISTM website ([www.istm.gov.in](http://www.istm.gov.in)).**

11. **VENUE:** Seminar Hall SH-05 (Tentative and is subject to changes), ISTM, New Delhi

##### 12. HOSTEL ACCOMMODATION:

Limited hostel accommodation is available on first-come-first-serve basis at ISTM



Hostel, Old JNU Campus, New Delhi. Family members are not permitted to stay.

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 : Conflict Management

Course Code : CNM-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](http://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

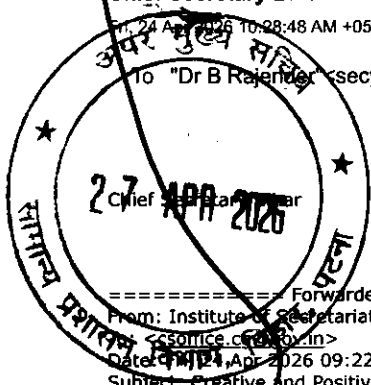
बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....  
दिनांक.....

500157

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

24 Apr 2026 10:28:48 AM +0530

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



Chief Secretary Bihar

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
<sonice.cs@nic.in>  
Date: 24 Apr 2026 09:22:27 +0530  
Subject: Creative and Positive Thinking by ISTM  
==== Forwarded message =====



Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

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

Regards

Kishore .

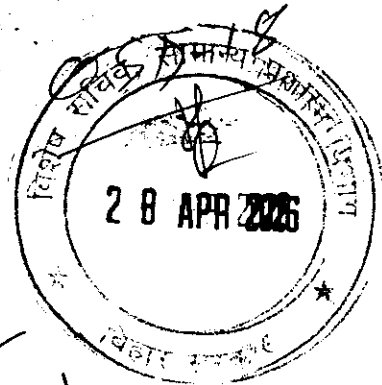
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



S.O-18

*[Handwritten signature]*

9A/शां०-18  
सचिव  
28.4.2026

विशेष सचिव  
विशेष सचिव कोषांग  
सामान्य प्रशासन विभाग  
जुनू कैंपस- 110067  
दिनांक: 27.4.26

2034/शां०-18  
27.4.26

Fwd: MS-Excel (Advance) by ISTM

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

45

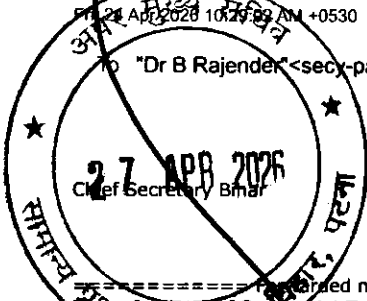
S.O. (18)

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

Fri, 24 Apr 2026 10:27:39 AM +0530

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

E-MAIL



Chief Secretary Bihar

----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secy-par-bih@nic.in  
Date: Fri, 24 Apr 2026 09:25:43 +0530  
Subject: MS-Excel (Advance) by ISTM  
----- Forwarded message -----



Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

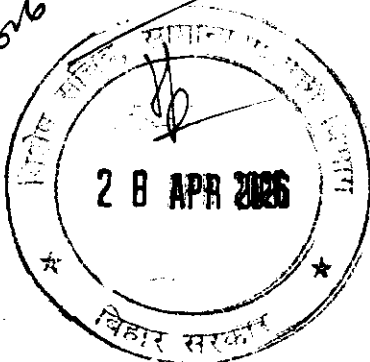
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 1108/  
दिनांक- 27-4-26

श्री/श्रीमती  
किसोर  
28.4.2026  
OSD-18



S.O-18  
[Signature]

2035/शां-18  
29.4.26

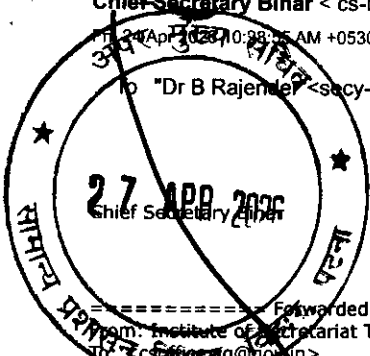
AM

E-MAIL

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

24 Apr 2026 10:38:15 AM +0530

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



Chief Secretary Bihar

Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
Date: Fri, 24 Apr 2026 09:24:24 +0530  
Subject: Right to Information - Public Information Officers by ISTM  
Forwarded message



Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

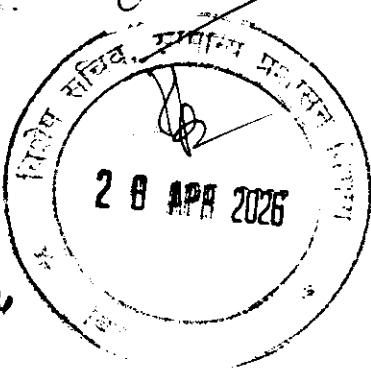
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2036/RTI-18  
27.4.26

OSD-18



बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...118...80  
दिनांक.....27.4.26

S.O-18  
[Handwritten signature]

श्री अशोक  
बिनायक  
28.4.2026

E-MAIL

13

Fwd: Orientation Training Programme on PFMS by ISTM

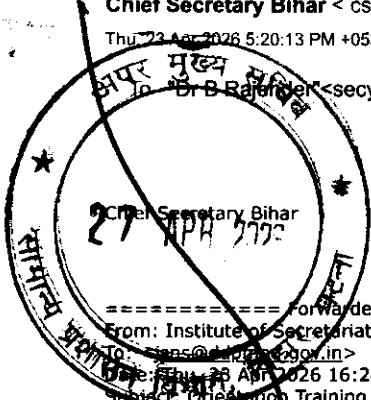
secy-par-bih <secy-par-bih@nic.in>

5/1/18

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

Thu 23 Apr 2026 5:20:13 PM +0530

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



==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secy-par-bih@nic.in <secy-par-bih@nic.in>  
Date: Thu, 28 Apr 2026 16:28:07 +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-18

Date : 20 Jul 2026 to 21 Jul 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

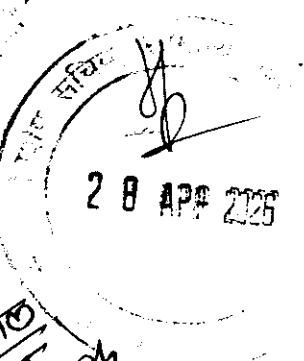
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

0 SD-18

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.../11.0.6.8  
दिनांक.....27.4.26



S.O-18  
[Signature]

2037/2110-18  
29.4.26

श्री विद्याल  
विनीत  
28.4.2026

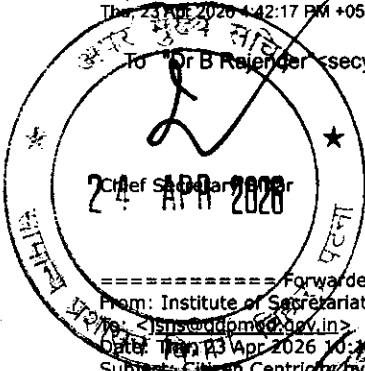
AD

55(18)

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

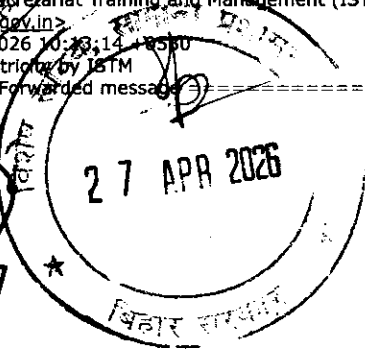
Thu, 23 Apr 2026 14:21:17 PM +0530

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



050-18-

Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <istm@nic.in>  
Date: Thu, 23 Apr 2026 10:13:14 +0530  
Subject: Citizen Centricity 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 : Citizen Centricity

Course Code : CC-02

Date : 13 Jul 2026 to 13 Jul 2026

Mode : Offline

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

50-18  
बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
दस्तावेज संख्या-10876  
दिनांक-24.4.26

श्री विद्यालक्ष्मी  
विकीत  
28.4.2026

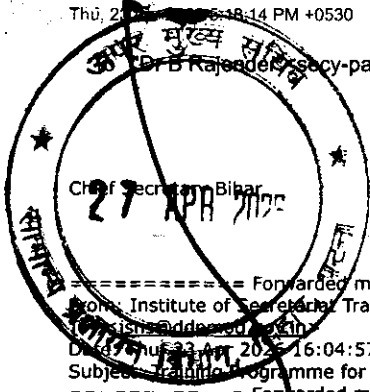
2038/2110-18  
29.4.26

E-MAIL

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

Thu, 27 Apr 2025 16:18:14 PM +0530

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



Chief Secretary Bihar

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secy-par-bih@nic.in  
Date: Thu, 27 Apr 2025 16:04:57 +0530  
Subject: Training Programme for CVOs/VOs by ISTM  
===== Forwarded message =====



Sir/Madam,

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

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-08

Date : 06 Jul 2026 to 10 Jul 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

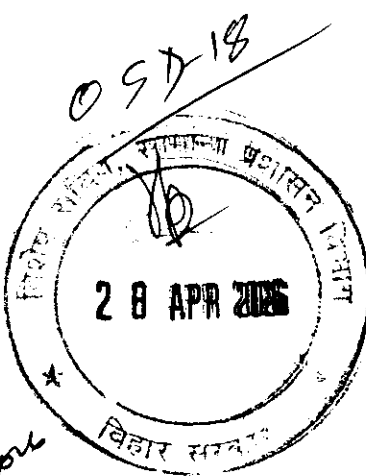
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2039/शा 0-18  
29.4.26

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 11067  
दिनांक- 27.4.26



श्री/विशास  
दिनांक  
28.4.2026

S.O-18  
28/4/26

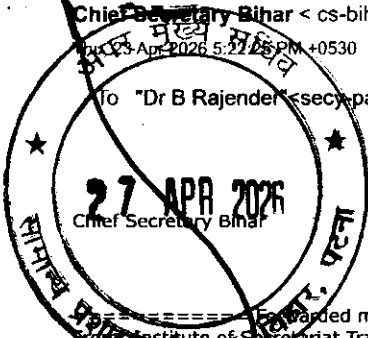
10

E-MAIL

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

Thu, 23 Apr 2026 5:22:56 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: secy-par-bih@nic.in  
Date: Thu, 23 Apr 2026 16:33:06 +0530  
Subject: Internal & National Security 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 : Internal & National Security

Course Code : INS-05

Date : 06 Jul 2026 to 07 Jul 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

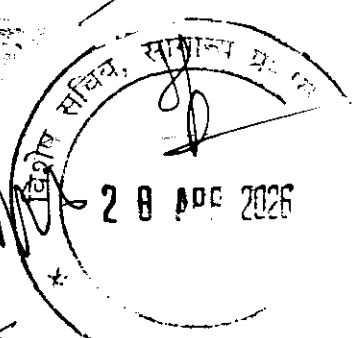
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.../1.0.65  
दिनांक..... 27.4.26

S.O-18

S.D-18



2041 / शां-18  
29.4.26

श्री विद्याल  
विद्याल  
28.4.2026

39

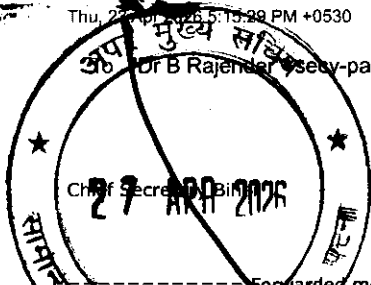
SMIS

E-MAIL

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

Thu, 27 Jun 2026 5:15:29 PM +0530

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



Chief Secretary Bihar

Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
Date: Thu, 27 Jun 2026 15:49:56 +0530
Subject: Monitoring & Evaluation of Government Schemes by ISTM



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 : Monitoring & Evaluation of Government Schemes

Course Code : MEGS-13

Date : 22 Jun 2026 to 22 Jun 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

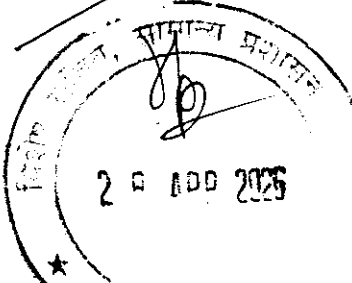
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Old of Palme Marg,

New Delhi - 110067

OSD-18



S.O-18

श्री विशाल खत्री 28.4.2026

Handwritten signature

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-11066
दिनांक-27.4.26

2040/2110-18
29.4.26

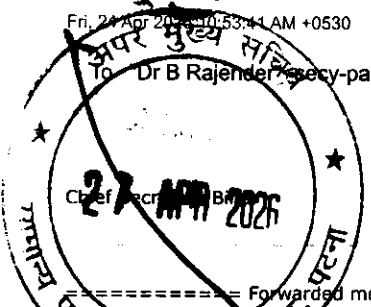
38

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

Fri, 24 Apr 2026 10:53:41 AM +0530

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

EMAIL



27 APR 2026

----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
Date: Fri, 24 Apr 2026 10:32:23 +0530  
Subject: Reservation in Services for SC/ST/OBC/ExSM/PWDs 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 : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-45

Date : 13 Jul 2026 to 16 Jul 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

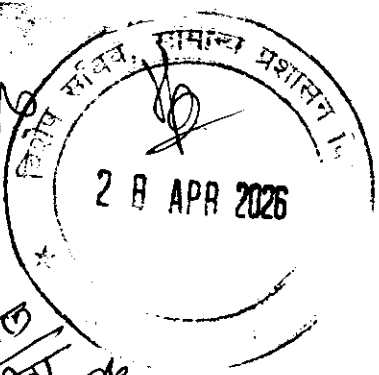
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

*OST-18*

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
दस्तावेज संख्या- 11077  
दिनांक- 27.4.26

*S.O-18*



*विशेष सचिव  
28.4.2026*

*2042 / शा = 18*

*29.4.26*

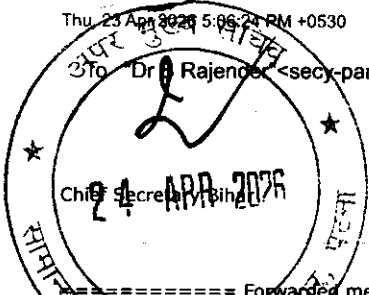


Handwritten signature in Hindi at the top left.

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

Thu, 23 Apr 2026 5:06:21 PM +0530

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



Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <office.sp@ny.in>  
Date: Thu, 23 Apr 2026 14:28:25 +0530  
Subject: Right to Information - Public Information Officers by ISTM

Forwarded message



27 APR 2026

Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 2026

Mode : Offline

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

Handwritten notes and signatures in Hindi at the bottom left, including '50-18' and '28.4.2026'.

विभाग सरकार  
असत मुखय सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-पेपर संख्या- 10870  
दिनांक- 24.4.26

Handwritten numbers: 2047/211078  
29.4.26

Fwd: MS-Excel (Advance) by ISTM

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

36

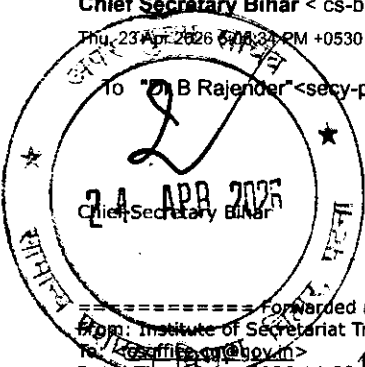
E-MAIL

55 (18)

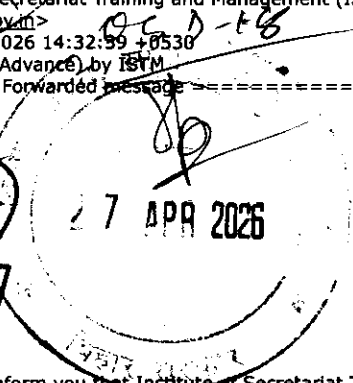
Chief Secretary Bihar <cs-bihar@nic.in>

Thu, 23 Apr 2026 09:03:27 PM +0530

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



----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secy-par-bih@nic.in  
Date: Thu, 23 Apr 2026 14:32:59 +0530  
Subject: MS-Excel (Advance) by ISTM  
----- Forwarded message -----



Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

50-18

Handwritten signature and date: 28.4.2026

बिहार सरकार  
असल सहाय्य सचिव कोषांग  
सचकाय प्रशासन विभाग  
ई-मेल संख्या-...10869  
दिनांक.....24.4.26

2048/2110-18  
29.4.26

Fwd: Creative and Positive Thinking by ISTM

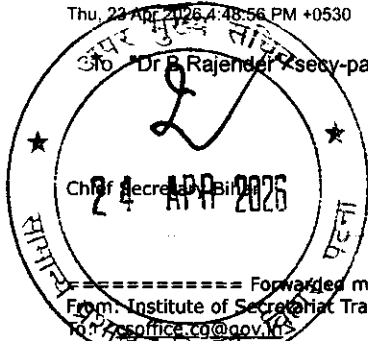
secy-par-bih <secy-par-bih@nic.in>  
E-MAIL

57(18)

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

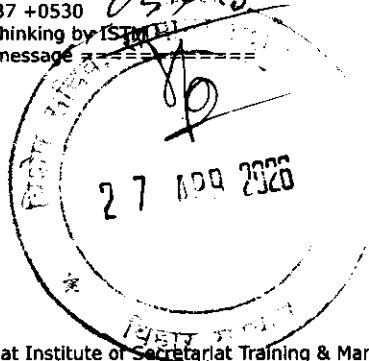
Thu, 23 Apr 2026 4:48:56 PM +0530

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



Chief Secretary Bihar

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secyoffice.co@gov.in  
Date: Thu, 23 Apr 2026 11:25:37 +0530  
Subject: Creative and Positive Thinking by ISTM  
===== Forwarded message =====



Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

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

50-18

*Handwritten signature*

श्री विनायक  
विनायक  
28.4.2026

बिहार सरकार  
अध्यापक, सचिव कोषांग  
सामाजिक न्याय विभाग  
ई-मेल संख्या.....10868  
दिनांक.....24.4.26

2049/210-18  
27.4.26

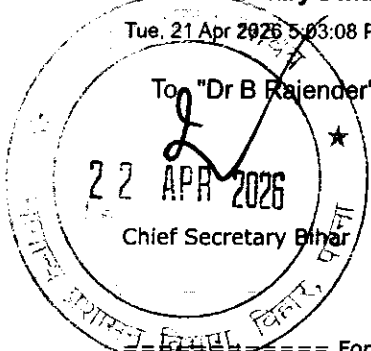
24

52(18)

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

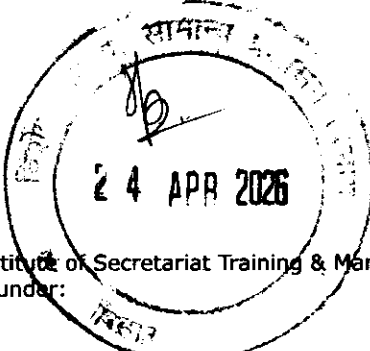
Tue, 21 Apr 2026 5:03:08 PM +0530

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



Chief Secretary Bihar

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 21 Apr 2026 16:57:11 +0530  
Subject: Big Data Analytics in Government - Basic 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 : Big Data Analytics in Government - Basic

Course Code : BDAB-13

Date : 27 Apr 2026 to 29 Apr 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1980 / 2TT-18  
-----  
28.4.26

S.O-18

*[Handwritten signature]*  
28.4.2026

10670  
22.4.26

E-MAIL

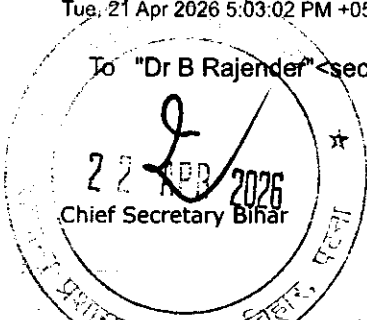
33

S.S (18)

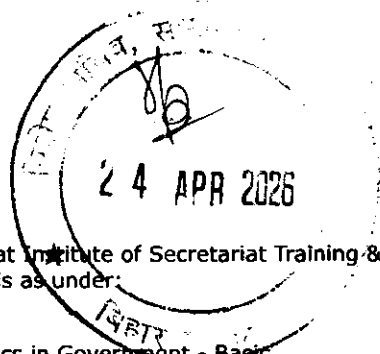
Chief Secretary Bihar <cs-bihar@nic.in>

Tue, 21 Apr 2026 5:03:02 PM +0530

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



Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 21 Apr 2026 16:57:11 +0530  
Subject: Big Data Analytics in Government - Basic 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 : Big Data Analytics in Government - Basic

Course Code : BDAB-13

Date : 27 Apr 2026 to 29 Apr 2026

Ex Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

1982/211-18  
28.4.26

S.O-18

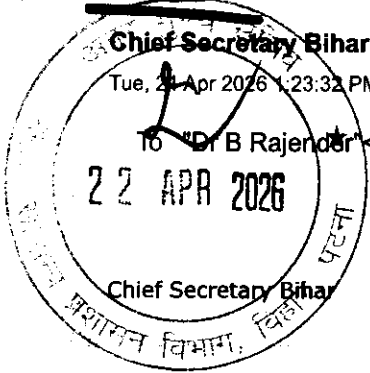
Handwritten signature and date: 28.4.2026

Handwritten text: 10671, 22.4.26

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

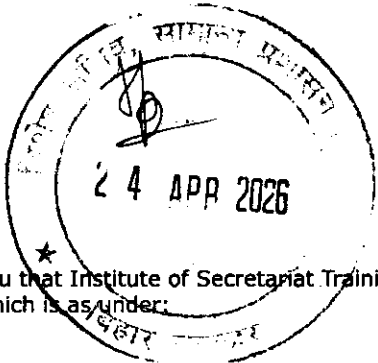
secy-par-bih <secy-par-bih@nic.in>

55 (18)



Chief Secretary Bihar <cs-bihar@nic.in>  
Tue, 21 Apr 2026 1:23:32 PM +0530  
To: "Dr B Rajender" <secy-par-bih@nic.in>

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <jsns@ddpmod.gov.in>  
Date: Tue, 21 Apr 2026 12:54:58 +0530  
Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM  
==== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-12

Date : 11 May 2026 to 12 May 2026

Mode : Offline

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

Regards

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

1983/211-18  
-----  
28.4.26

बिहार सरकार  
अवर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...10677  
दिनांक.....22.4.26

S.O-18  
A. विद्याल  
वि.प्र.अ.  
28.4.2026

Fwd: Creative and Positive Thinking by ISTM

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

21

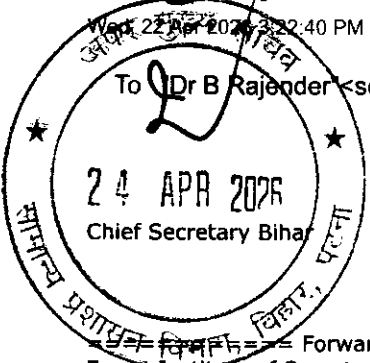
E-MAIL

5.5.182

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

Wed, 22 Apr 2026 3:32:40 PM +0530

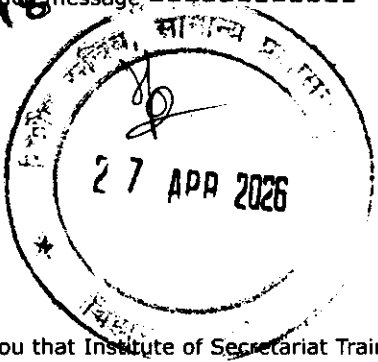
To: Dr B Rajender <secy-par-bih@nic.in>



24 APR 2026  
Chief Secretary Bihar

----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Wed, 22 Apr 2026 15:19:43 +0530  
Subject: Creative and Positive Thinking by ISTM

----- Forwarded message -----



Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

50-18

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

विशार क...  
1080/  
22.4.26

विशार  
28.4.26

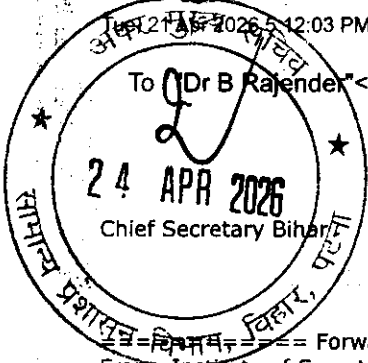
1986/2110-18  
28.4.26

सं (18)

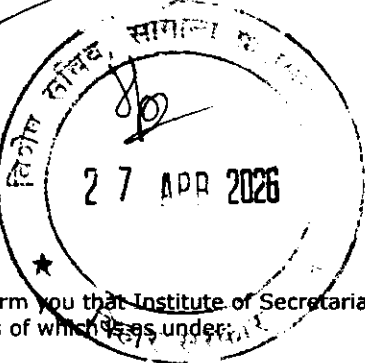
Chief Secretary Bihar < cs-bihar@nic.in >

21 Apr 2026 12:03 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: <csoffice.cg@gov.in>  
Date: Tue, 21 Apr 2026 17:04:09 +0530  
Subject: Workshop on e-Office by ISTM  
Forwarded message



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-24

Date : 11 May 2026 to 12 May 2026

Mode : Offline

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

Regards

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

सचिव, सरकार  
बिहार, जय प्रकाश कोषांग  
सचिवालय, विभाग

10767  
22:426

50-18  
A. Nishad  
विनीत  
28.4.2026

1987/210/18  
28.4.26

From: Leveraging AI Tools in Power Point by ISTM

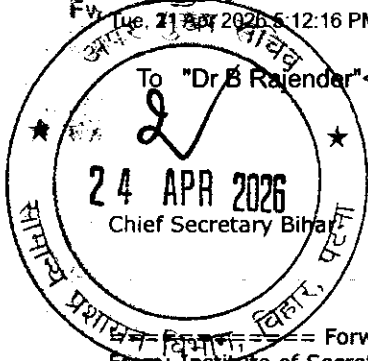
secy-par-bih <secy-par-bih@nic.in>

550 (18)

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

Fwd: Tue, 21 Apr 2026 5:12:16 PM +0530

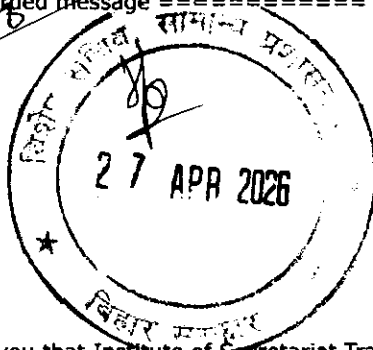
To "Dr B Rajender" <secy-par-bih@nic.in>



E-MAIL

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 21 Apr 2026 17:06:32 +0530  
Subject: Leveraging AI Tools in Power Point 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 : Leveraging AI Tools in Power Point

Course Code : MS-PP-19

Date : 01 Jun 2026 to 02 Jun 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
आगर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...18766  
दिनांक.....22.4.26

श्री अविशास  
रवनील  
28.4.2026

1988/शा 0-18  
28.4.26

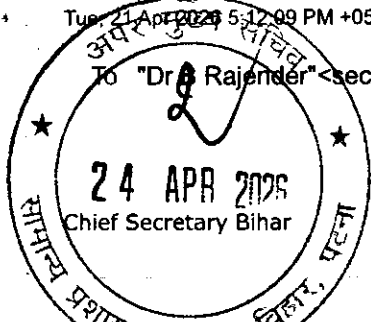
55(18)

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

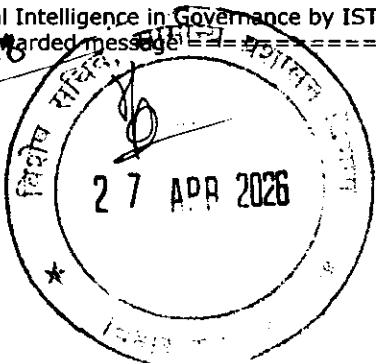
Tue, 21 Apr 2026 5:12:09 PM +0530

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

E-MAIL



Forwarded message  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Tue, 21 Apr 2026 17:05:19 +0530  
Subject: Use of Artificial Intelligence in Governance 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 : Use of Artificial Intelligence in Governance

Course Code : U-AI-G-1

Date : 18 May 2026 to 19 May 2026

Mode : Offline

50-18  
*[Handwritten signature]*

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

Regards

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

A. P. Singh  
विवरण  
28.4.2026

1989 / 2710-18  
28.4.26

बिहार सरकार  
साधारण प्रशासन विभाग  
ई-मेल संख्या-...19765  
दिनांक...22.4.26

53

Fwd: Orientation Training Programme for the retiring Government officials by ISTM secy-par-bih < secy-par-bih@nic.in >

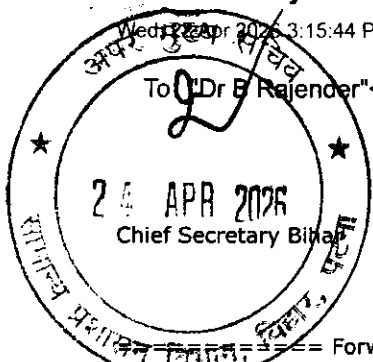
55218

E-MAIL

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

Wed, 22 Apr 2026 3:15:44 PM +0530

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



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

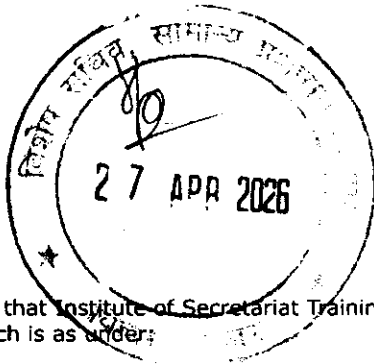
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsns@ddpmod.gov.in >

Date: Wed, 22 Apr 2026 14:42:46 +0530

Subject: Orientation Training Programme for the retiring Government officials 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 for the retiring Government officials

Course Code : OTP-RGO-22

Date : 27 Apr 2026 to 28 Apr 2026

OSD-18

Mode : Offline

2. Last date to fill nomination has been extended to 26.04.2026. For more details, click here for "COURSE CIRCULAR" and please visit our website at [www.istm.gov.in](http://www.istm.gov.in).

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर सचिव, प्रशिक्षण विभाग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 10819  
दिनांक- 24.4.26

50-18  
19.4.26  
28.4.26

1990/210-18  
28-4-26

Fwd: Creative and Positive Thinking by ISTM

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

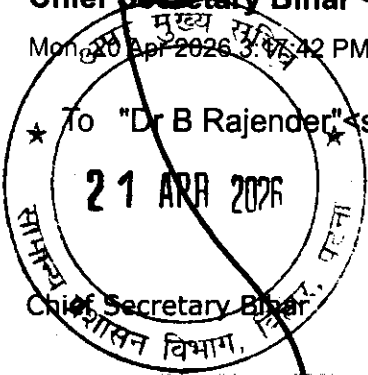
S.S (18)

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

Mon, 20 Apr 2026 3:47:42 PM +0530

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

21 APR 2026



Chief Secretary Bihar

==== Forwarded message =====

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

To: <csoffice.cg@gov.in>

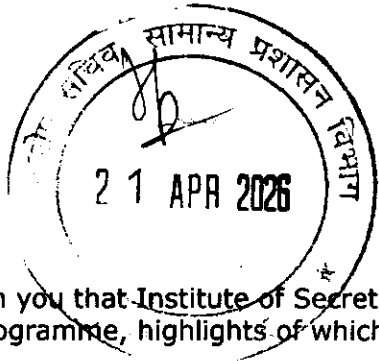
Date: Mon, 20 Apr 2026 09:36:30 +0530

Subject: Creative and Positive Thinking by ISTM

==== Forwarded message =====



OSD 18



S.O-18

Sir/Madam,

*[Handwritten signature]*

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:

*[Handwritten notes: 22.4.2026]*

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...10562  
दिनांक.....21.4.26

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

Regards

Kishore .

Assistant Director

1932/210-18  
24.4.26

28

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

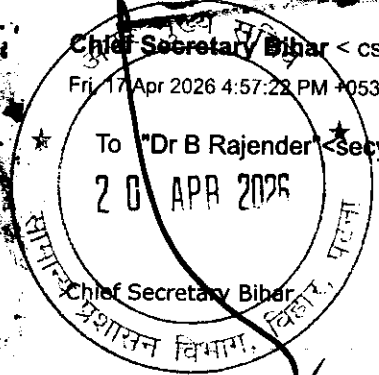
New Delhi - 110067

54

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

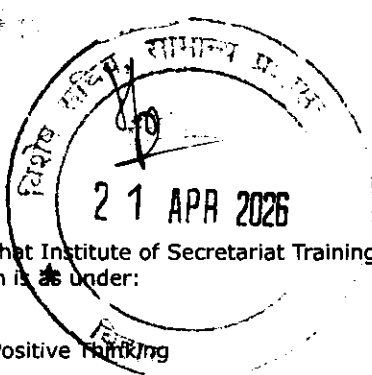
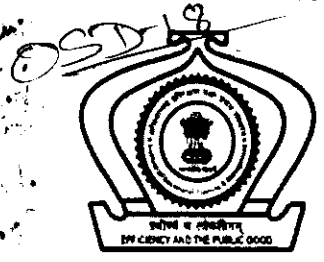
Fwd: Creative and Positive Thinking by ISTM

55 (18)



Chief Secretary Bihar <cs-bihar@nic.in >  
Fri, 17 Apr 2026 4:57:22 PM +0530  
To "Dr B Rajender" <secy-par-bih@nic.in>

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Fri, 17 Apr 2026 16:41:37 +0530  
Subject: Creative and Positive Thinking by ISTM  
==== Forwarded message =====



Sir/Madam,

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

- Course Name : Creative and Positive Thinking
- Course Code : CTP-05
- Date : 08 Jun 2026 to 09 Jun 2026
- Mode : Offline

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

1929/210-18  
24.4.26

S.O-18

Handwritten signature and date: 22.4.2026

बिहार सरकार  
अपर मुख्य सचिव, लोक सेवा  
साधारण प्रशासन विभाग  
ई-मेल संख्या: 1046/  
दिनांक: 20.4.26

28

E-MAIL

Fwd: MS-Excel (Advance) by ISTM

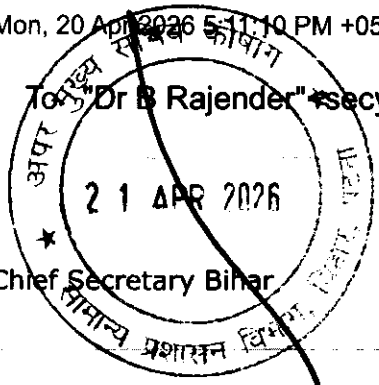
secy-par-bih < secy-par-bih@nic.in >

SJ (18)

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

Mon, 20 Apr 2026 5:11:10 PM +0530

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



Chief Secretary Bihar

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

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

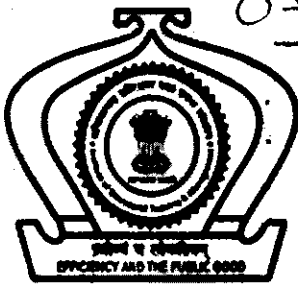
To: <csoffice.cg@gov.in>

Date: Mon, 20 Apr 2026 15:16:55 +0530

Subject: MS-Excel (Advance) by ISTM

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

OSD/8



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:

S.O. 18

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-10523  
दिनांक-20.4.26

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

Regards

Kishore .

Assistant Director

श्री. विशाल  
चिनीना  
22.4.26

1931 / 2116-18  
24.4.26

22

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

Fwd: Creative and Positive Thinking by ISTM

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

53 (18)

E-MAIL

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

Tue, 21 Apr 2026 11:00:18 AM +0530

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



Chief Secretary Bihar

==== Forwarded message =====

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

To: <csoffice.cg@gov.in>

Date: Tue, 21 Apr 2026 09:09:41 +0530

Subject: Creative and Positive Thinking by ISTM

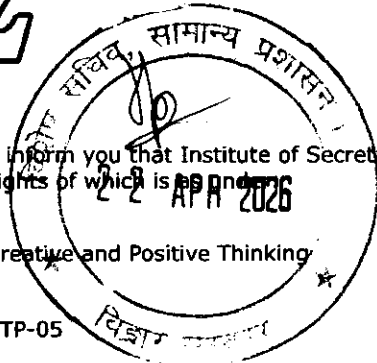
==== Forwarded message =====

OSD-18



Sir/Madam,

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



Course Name : Creative and Positive Thinking

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](http://www.istm.gov.in).

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18

Handwritten signature and date: 24.4.2026

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...10657  
दिनांक.....21.4.26

1961 / शां-18  
24.4.26

20

S.S (18)

E-MAIL

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

Tue, 21 Apr 2026 10:31:03 AM +0530

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



22 APR 2026

Chief Secretary Bihar

==== Forwarded message =====

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

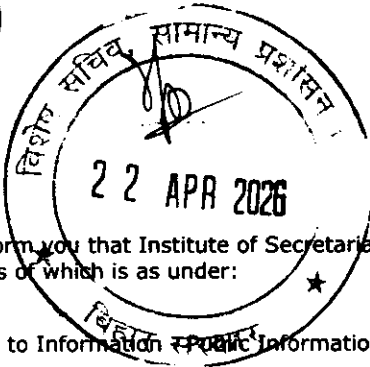
To: <csoffice.cg@gov.in>

Date: Tue, 21 Apr 2026 09:11:14 +0530

Subject: Right to Information - Public Information Officers by ISTM

==== Forwarded message =====

OSO-18



Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-46

Date : 10 Aug 2026 to 11 Aug 2026

Mode : Offline

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

1962 / RTI-18  
-----  
24.4.26

श्री विशाल  
विनीता  
24.4.2026

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल सख्या-...10.658  
दिनांक.....21.4.26

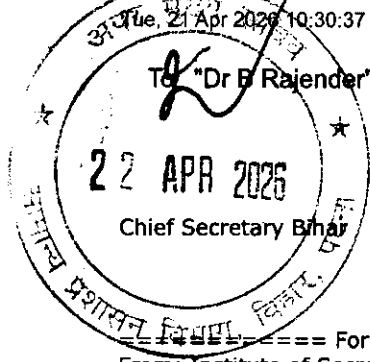
E-MAIL

53 (18)

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

Tue, 21 Apr 2026 10:30:37 AM +0530

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



==== Forwarded message =====

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

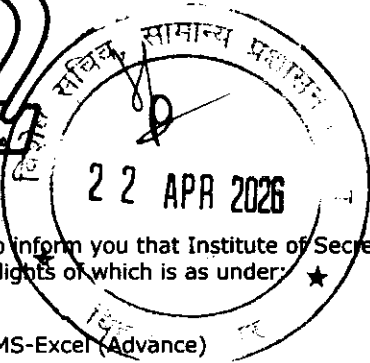
To: <csoffice.cg@gov.in>

Date: Tue, 21 Apr 2026 09:14:32 +0530

Subject: MS-Excel (Advance) by ISTM

==== Forwarded message =====

OSD-18



Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-02

Date : 24 Aug 2026 to 25 Aug 2026

Mode : Offline

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

1963/का०-18  
24.4.26

S.O-18  
[Signature]  
श्री विशाल  
विनीत  
24.4.2026

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.../1963  
दिनांक.....21.4.26

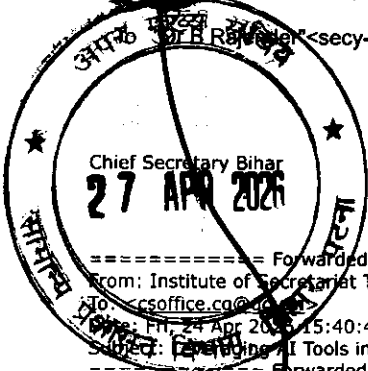


55 (18)

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

Fri, 24 Apr 2026 3:43:47 PM +0530

E-MAIL



Chief Secretary Bihar < secy-par-bih@nic.in >

Chief Secretary Bihar  
27 APR 2026

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@nic.in>  
Date: Fri, 24 Apr 2026 15:40:44 +0530  
Subject: Leveraging AI Tools in Power Point 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 : Leveraging AI Tools in Power Point

Course Code : MS-PP-19

Date : 01 Jun 2026 to 02 Jun 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

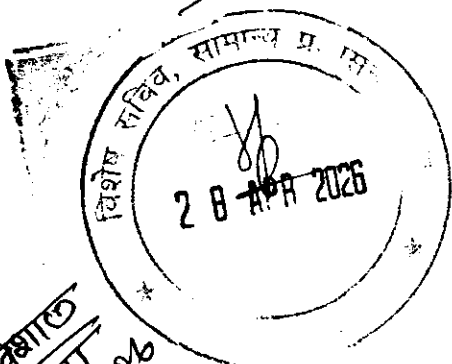
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

OSD-18

बिहार सरकार  
अध्यक्ष मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 11093  
दिनांक- 27.4.26



S.O-18  
[Handwritten signature]

2026/सा.प्र-18  
29.4.26

श्री विभागाध्यक्ष  
विनोद  
28.4.2026

Fwd: Leveraging AI Tools in Power Point by ISTM

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

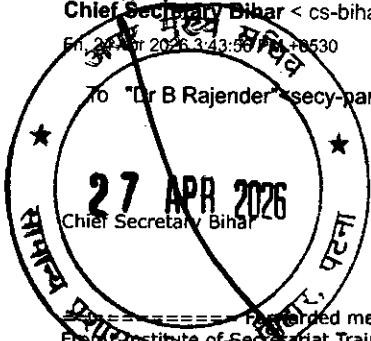
18

E-MAIL

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

Fri, 24 Apr 2026 3:43:50 PM +0530

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



=====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <soffice@odpar.in>  
Date: Fri, 24 Apr 2026 15:40:44 +0530  
Subject: Leveraging AI Tools in Power Point 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 : Leveraging AI Tools in Power Point

Course Code : MS-PP-19

Date : 01 Jun 2026 to 02 Jun 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

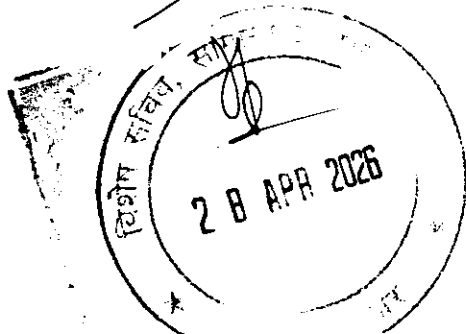
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

057-18

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....11094  
दिनांक.....27.4.26



S.O-18  
*[Handwritten Signature]*

2027/2110-18  
29.4.26

श्री अ. विद्यालोक  
परिभाषा  
28.4.2026

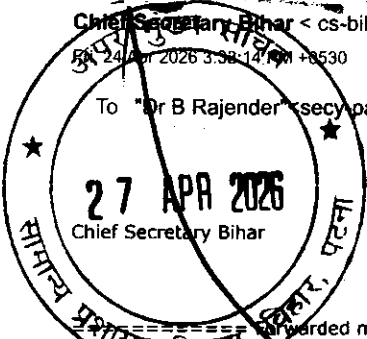
10

55118

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

Fri, 24 Apr 2026 3:58:14 PM +0530

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



E-MAIL

27 APR 2026  
Chief Secretary Bihar

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <cs@office.cg@gov.in>  
Date: Fri, 24 Apr 2026 15:26:55 +0530  
Subject: Big Data Analytics in Government - Basic 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 : Big Data Analytics In Government - Basic

Course Code : BDAB-13

Date : 27 Apr 2026 to 29 Apr 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

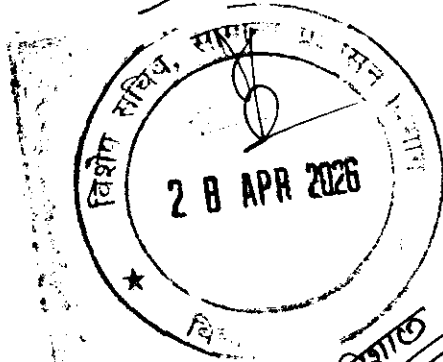
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या- 11096  
दिनांक- 27.4.26

OSD-18



S.O-18

*[Handwritten signature]*

श्री विद्याल  
विनीता  
28.4.2026

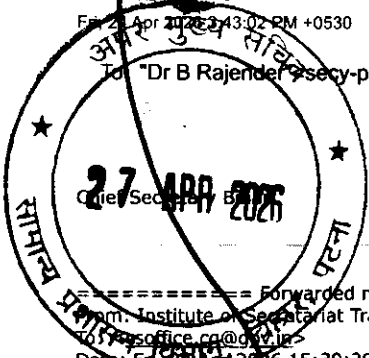
2028/211-18  
29.4.25

55118

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

Fri, 2 Apr 2026 14:02:43:02 PM +0530

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



27 APR 2026

===== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: secyoffice.cg@nic.in  
Date: Fri, 24 Apr 2026 15:39:29 +0530  
Subject: Use of Artificial Intelligence in Governance 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 : Use of Artificial Intelligence in Governance

Course Code : U-AI-G-1

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](http://www.istm.gov.in).

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....11092  
दिनांक.....27.4.26

S.O-18



28 APR 2026

S.O-18

श्री विष्णु  
विशेष सचिव  
28.4.2026

Handwritten signature and date 28/4/26

2029/शा.स-18

29.4.26

Fwd: Workshop on e-Office by ISTM

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

E-MAIL

13

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

27 Apr 2026 3:42:07 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: <secy-par-bih@nic.in>  
Date: Fri, 27 Apr 2026 15:37:18 +0530  
Subject: Workshop on e-Office 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 e-Office

Course Code : WEO-24

Date : 11 May 2026 to 12 May 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

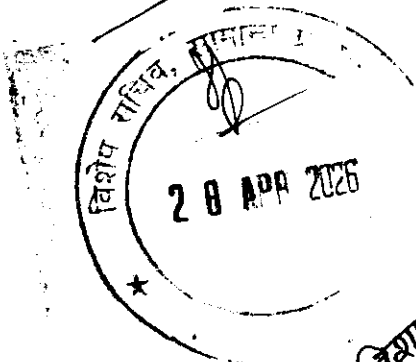
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...11.09.1  
दिनांक... 27.4.26

OSD-18



S.O-18

*[Handwritten signature]*

2030/सा.18  
29.4.26

श्री विशाल  
विशाल  
28.4.2026

Fwd: Litigation Management by ISTM

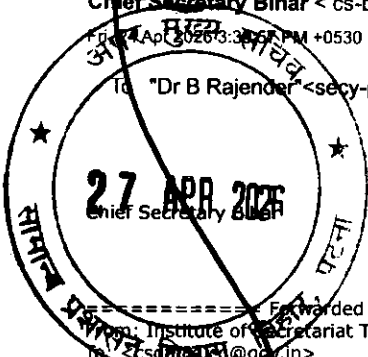
13

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

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

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

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



27 APR 2026  
Chief Secretary Bihar

----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: "Dr B Rajender" <secy-par-bih@nic.in>  
Date: Fri, 24 Apr 2026 15:36:08 +0530  
Subject: Litigation Management by ISTM  
----- forwarded message -----



Sir/Madam,

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

Course Name : Litigation Management

Course Code : LTM-12

Date : 04 May 2026 to 05 May 2026

Mode : Offline

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

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

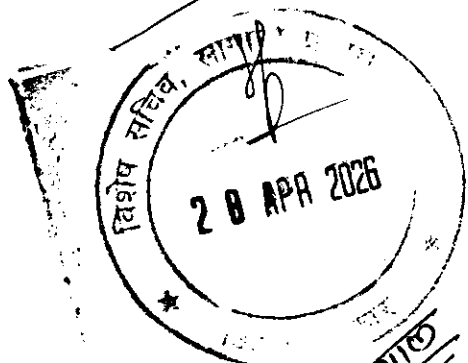
Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....11090  
दिनांक.....27-4-26

OSD-18



28 APR 2026

S.O-18

*[Handwritten signature]*

श्री अशोक  
विभागाध्यक्ष  
28.4.2026

2031/27.4.26

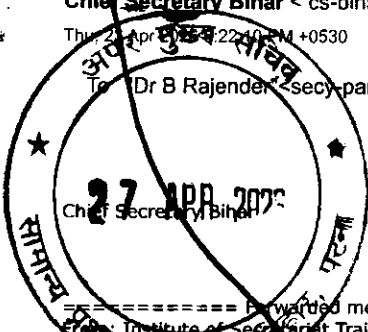
12

571181

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

Thu, 22 Apr 2026 11:22:10 AM +0530

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



Chief Secretary Bihar

----- Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <istm@delhi.gov.in>  
Date: Thu, 23 Apr 2026 16:31:15 +0530  
Subject: Right to Information - Public Information Officers by ISTM  
----- Forwarded message -----



Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-45

Date : 01 Jun 2026 to 02 Jun 2026

Mode : Offline

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

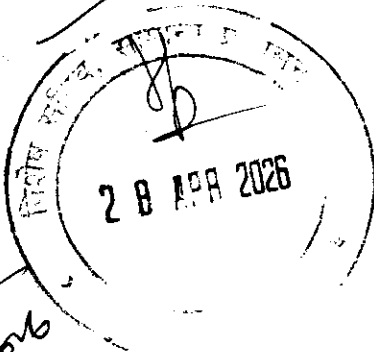
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....11088  
दिनांक.....22.4.26

S.O-18

05D-18



2032 / शा.स. 18  
29.4.26

HA  
28.4.2026



Fwd: Workshop on Emerging Technology and Dashboard by ISTM

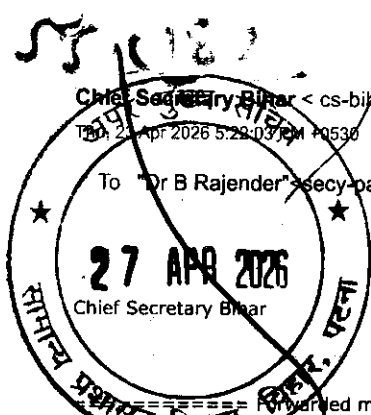
secy-par-bih <secy-par-bih@nic.in >

E-MAIL

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

Thu, 23 Apr 2026 5:23:03 PM +0530

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



27 APR 2026

Chief Secretary Bihar

==== Forwarded message =====  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <jshs@dopt.nic.in>  
Date: Thu, 23 Apr 2026 16:29:57 +0530  
Subject: Workshop on Emerging Technology and Dashboard 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 Emerging Technology and Dashboard

Course Code : WETD-11

Date : 18 May 2026 to 19 May 2026

Mode : Offline

बिहार सरकार  
अपर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-...1108.7  
दिनांक...22.4.26

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

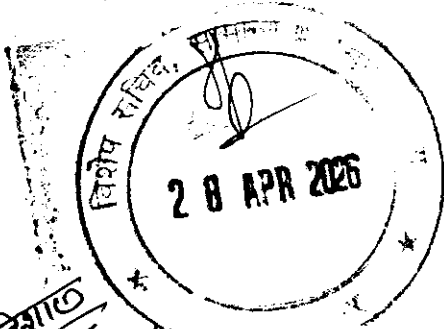
JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

SD-18

2033 / 2A-18  
29.4.25

S.O-18  
*[Handwritten signature]*



श्री विशाल  
विनीत  
28.4.2026

10

Fwd: Work Life Balance & Anger Management by ISTM

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

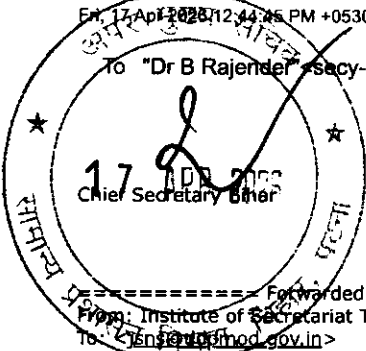
E-MAIL

SC(18)

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

Fri, 17 Apr 2026 12:44:26 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: <secy-par-bih@nic.in>

Date: Fri, 17 Apr 2026 12:40:28 +0530

Subject: Work Life Balance & Anger Management by ISTM

==== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-06

Date : 07 Sep 2026 to 08 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18  
[Handwritten signature]

बिहार सरकार  
अवर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या... 10283  
दिनांक... 17.4.26

1844/500-18  
21-4-2026

3A बिहार  
[Handwritten signature]  
21.4.2026

Fwd: Litigation Management by ISTM

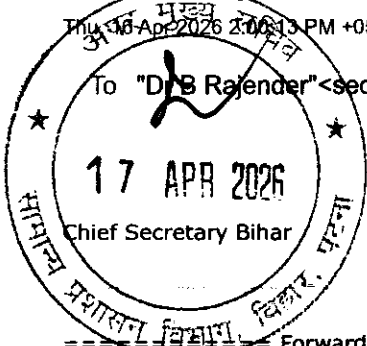
secy-par-bih < secy-par-bih@nic.in >

S.D-18

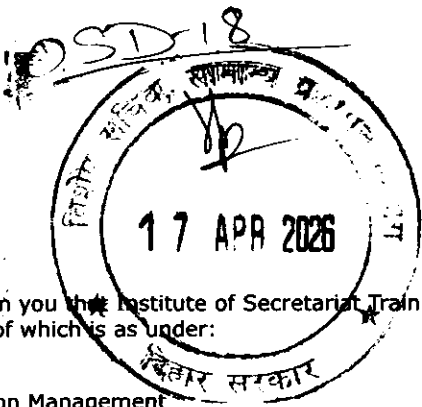
Chief Secretary Bihar < cs-bihar@nic.in >

Thu, 16 Apr 2026 2:00:13 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: <jsns@ddpmod.gov.in>  
Date: Thu, 16 Apr 2026 13:51:26 +0530  
Subject: Litigation Management by ISTM  
===== Forwarded message =====



Sir/Madam,

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

Course Name : Litigation Management

Course Code : LTM-12

Date : 04 May 2026 to 05 May 2026

Mode : Online

बिहार सरकार  
अधर मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-.....10239  
दिनांक.....17-4-26

**Target Audience:** Group-A & Group-B officers of Central and State Govt who are handling Litigation matters .

**Key Coverage:**

- Management of CAT/Court Cases in Govt Organisations,
- Procedural Aspects including drafting reply affidavit,
- Examination of court orders,
- Govt instructions on Handling CAT/Court cases, and
- Handling of LIMBS portal.

1849/Sec-18  
21-04-2026

**Application Process:** online nomination for above workshop can be filed by 3<sup>rd</sup> May 2026 at [https://www.istm.gov.in/home/online\\_nomination\\_form](https://www.istm.gov.in/home/online_nomination_form).

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

Yours Faithfully,

श्री विद्या  
बिहारी  
20.4.2026

Hanuman Prasad Nishad

S.D-18  
[Signature]

8

Assistant Director (Office Management)

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2

E MAIL

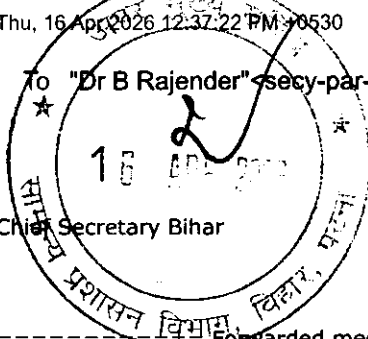
55C18/

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

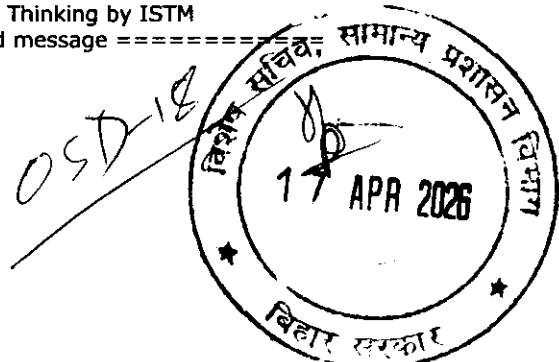
Thu, 16 Apr 2026 12:37:22 PM +0530

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

Chief Secretary Bihar



Forwarded message -----  
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
To: <csoffice.cg@gov.in>  
Date: Thu, 16 Apr 2026 12:34:49 +0530  
Subject: Creative and Positive Thinking by ISTM  
----- Forwarded message -----



Sir/Madam,

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

Course Name : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

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

बिहार सरकार  
उप-मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-पेठ संख्या-10.18.5  
दिनांक.....16.4.26

S.O-18  
20.4.2026

1854/sec-18  
21-04-2026

6

E-MAIL

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-08)" to be conducted in ISTM from 25.05.2026 to 26.05.2026. secy-par-bih <secy-par-bih@nic.in>

551182

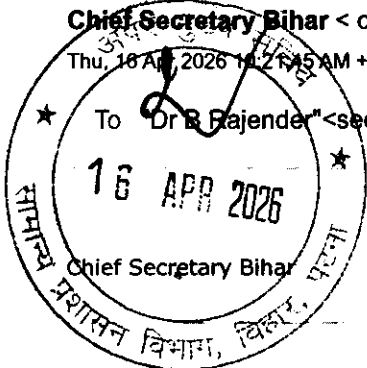
Chief Secretary Bihar <cs-bihar@nic.in>

Thu, 16 Apr 2026 10:26:45 AM +0530

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

16 APR 2026

Chief Secretary Bihar



==== Forwarded message =====

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

To: <jsns@ddpmod.gov.in>

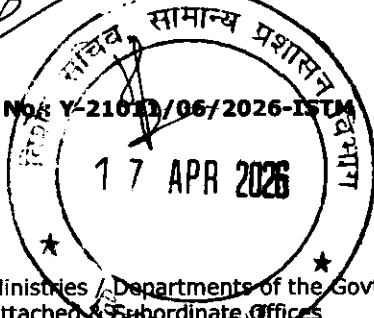
Date: Thu, 16 Apr 2026 10:18:45 +0530

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-08)" to be conducted in ISTM from 25.05.2026 to 26.05.2026.

==== Forwarded message =====

File No: Y-21013/06/2026-ISTM

17 APR 2026



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

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-08)" to be conducted in ISTM from 25.05.2026 to 26.05.2026.

Madam/Sir

I am directed to say that a two days Workshop on "Handling RTI Matters (H-RTIM-08)" will be conducted in ISTM from 25.05.2026 to 26.05.2026. 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](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 11<sup>th</sup> May, 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](http://www.istm.gov.in)). This will also be communicated to the participants and Sponsoring Authorities through email only.

Enclosure: Annexure

1853/sec-18  
21.04.2026

Yours faithfully,

(Kavita Sharma)

-sd-

S.D-18  
A/21013  
कविता  
21.4.2026

विभागाध्यक्ष  
सामान्य प्रशासन विभाग  
10.1.48  
16.4.26

Date: 11<sup>th</sup> March, 2026



Tele No. : 011-26732076

**ANNEXTURE**

**WORKSHOP INFORMATION SHEET**

1. **COURSE TITLE:** Handling RTI Matters
2. **COURSE CODE:** H-RTIM-08
3. **DURATION:** Two days (25.05.2026 to 26.05.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:**

Overview of the RTI Act, 2005

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

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

**7. PARTICIPANTS (Eligibility Conditions)**

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

**8. COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30-35.

**9. NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **11<sup>th</sup> May, 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](http://www.istm.gov.in). They may be relieved only after receipt of such intimation from ISTM.

**11. COURSE FEE:**

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

**Course Fee - ISTM**

(v) Please share the copy of payment receipt on email [kavita.s\[at\]nic.in](mailto:kavita.s[at]nic.in)

**12. Hostel Accommodation:**

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Telephone No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-8

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](http://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



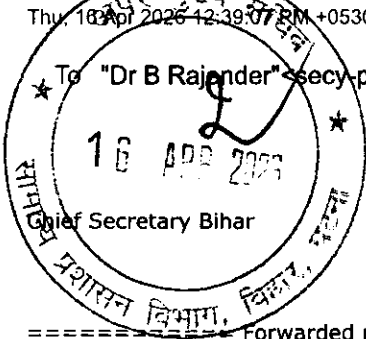
55142

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

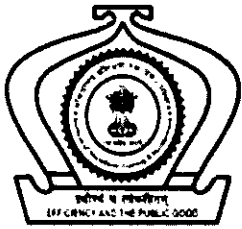
Thu, 16 Apr 2026 12:39:07 PM +0530

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

E-MAIL



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From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>  
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OSD-18



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Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार  
आपके मुख्य सचिव कोषांग  
सामान्य प्रशासन विभाग  
ई-मेल संख्या-10187  
दिनांक-16.4.26

3-0-18  
श्री विभागाध्यक्ष  
विकीत  
20.4.2026

1855/5-18  
21-04-2026