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E-Mail

No.13/3/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs

Kartavya Bhavan-1, New Delhi,
Dated the 29th April, 2026.

ACS, GIAD
Pri. Secy, Agri.
मुख्य सचिव कोषाग, विहार

TRAINING CIRCULAR

Subject: **2026-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan.**

58 (18)

मुख्य सचिव कोषाग, विहार
01 APR 2026
समाप्त प्रशासन विभाग, विहार

The Government of Japan has invited nominations for **In-person Knowledge Co-Creation Program for Young Leaders on "Agriculture and Rural Development (Food Value Chain)" from 26th August to 17th September, 2026 in Japan** under the Technical Cooperation Programme with India. The course is intended for Administrative officers in Central/Local government, agricultural cooperatives, farmers' organizations engaging in the Food Value Chain (FVC) establishment and promotion. The eligibility conditions and other information about the course are mentioned in the Information Booklet received from the sponsoring Government (**Annex-I**). Number of slots available for India is **Three**.

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 the Government of Japan, who will provide round-trip air fare, accommodation and living allowance.**

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

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

5. **Application Form complete in all respects alongwith check-list (Annex-IV) reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 10.06.2026 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
chourasia.anil@nic.in

मुख्य सचिव कार्यालय
26/0
हाथी सं. 04/05/2026

09-18
मुख्य सचिव कोषाग, विहार

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श्री विद्या
विनीता
5.5.26

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

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

(~~Pankaj Gangwar~~)

Under Secretary to the Govt. of India

Tele: 24012878

1. Joint Secretary (Admn.), Ministry of Agriculture & Farmers Welfare, Krishi Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Food Processing Industries. Panchsheel Bhavan, August Kranti Marg, 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 MOF'S WEBSITE

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

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

कर्तव्य भवन-1, नई दिल्ली,
दिनांक 29 अप्रैल 2026 ।

प्रशिक्षण परिपत्र

विषय:- जापान में 26 अगस्त से 17 सितंबर, 2026 तक " कृषि और ग्रामीण विकास (खाद्य मूल्य श्रृंखला)" पर युवा नेताओं के लिए व्यक्तिगत ज्ञान सह - निर्माण कार्यक्रम ।

जापान सरकार ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत जापान में 26 अगस्त से 17 सितंबर, 2026 तक " कृषि और ग्रामीण विकास (खाद्य मूल्य श्रृंखला)" पर युवा नेताओं के लिए व्यक्तिगत ज्ञान सह - निर्माण कार्यक्रम नॉलेज को-क्रिएशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। यह पाठ्यक्रम का उद्देश्य केंद्रीय / स्थानीय सरकार, कृषि सहकारी समितियों, पूर्व संगठनों में खाद्य मूल्य श्रृंखला (एफवीसी) की स्थापना और संवर्धन में संलग्न प्रशासनिक अधिकारियों के लिए है । । 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 तीन 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 जापान सरकार द्वारा प्रायोजित है, जो राउंड-ट्रिप हवाई किराया, आवास और रहने का भत्ता प्रदान करेगा।
4. निम्नलिखित प्रपत्रों को विधिवत रूप से पूर्ण किया जाना चाहिए और प्रतिभागी और नामांकनकर्ता मंत्रालय/भारत सरकार/राज्य सरकारों/संघ राज्य क्षेत्रों के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:
 - (i) चिकित्सा इतिहास प्रश्नावली के साथ सरकार के आवेदन पत्र (सैन्य स्थिति पर जानकारी के साथ) को प्रायोजित करना ।
 - (ii) डीईए का निर्धारित प्रोफार्मा - सक्षम प्राधिकारी द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक- III)।
 - (iii) पासपोर्ट की एक फोटोकॉपी।

5. सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र, जैसा भी मामला हो, के माध्यम से इस विभाग को दिनांक 10.06.2026 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- pankaj.gangwar@gov.in
chourasia.anil@nic.in

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

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

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (एडीएमएन), कृषि और किसान कल्याण मंत्रालय, कृषि भवन, नई दिल्ली ।
2. संयुक्त सचिव (एडीएमएन), खाद्य प्रसंस्करण उद्योग मंत्रालय, पंचशील भवन, अगस्त क्रांति मार्ग, नई दिल्ली ।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।
5. वरिष्ठ प्रतिनिधि, जेआईसीए इंडिया कार्यालय, 16वीं मंजिल, हिंदुस्तान टाइम्स हाउस, 18-20 कस्तूरबा गांधी मार्ग, नई दिल्ली -1।

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



Knowledge Co-Creation Program (Young Leaders)

General information on
Agricultural and Rural Development
(Food Value Chain)
(青年研修) 農業・農村開発 (フードバリューチェーン)
JFY2026
Course No.: 202517501J001
Course Period in Japan: August 26 - September 17, 2026

This information pertains to one of the JICA Knowledge Co-Creation Programs (Young Leaders) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

JICA Knowledge Co-Creation Program (KCCP)

The Japanese Cabinet released the Development Cooperation Charter in June 2023, which stated, *"In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together."* JICA believes that this 'Knowledge Co-Creation Program' will serve as a foundation of mutual learning process.

I. Concept

The "Knowledge Co-Creation Program (Young Leaders)" is conducted by JICA (the Japan International Cooperation Agency) under a technical cooperation scheme of the Government of Japan, with the purpose of promoting human resource development in developing countries.

KCCP-Young Leaders is a program focused on building regional relationships between developing countries and Japan. Participants are also expected to build ties between their own countries and Japan through their participation in the program.

Under the program, young leaders, who will become nation-building leaders in the future, are invited to Japan for about 18 days to be provided with opportunities to:

- 1) develop their specialties through experiencing and learning technologies and skills in Japan,
- 2) increase their willingness to resolve issues on their own, and
- 3) know Japanese society and culture deeply through the program.

II. Description

1. Title (Course No.)

Agricultural and Rural Development (Food Value Chain) (202517501J001)

2. Course Duration in Japan

August 26 to September 17, 2026

3. Target Regions or Countries

Botswana, Gambia, India, Kazakhstan, Liberia, Mozambique and Zambia

4. Target Group

Administrative officers in central/ local government, agricultural cooperatives, farmers' organizations engaging in the Food Value Chain (FVC) establishment and promotion. This course will **not cover topics with regard to livestock or fisheries.**

5. Number of Participants

15 participants

6. Language

English

7. Objective(s)

Through participation in this course, the participants are expected to learn about measures and case studies of FVC promotion in Japan, participants will improve their awareness toward solving issues in their own countries.

8. Outline

This course consists of the following components.

E-MAIL

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

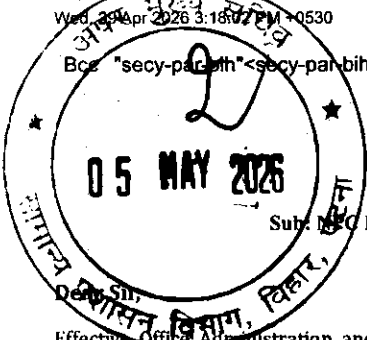
secy-par-bih <secy-par-bih@nic.in>

S.O (18)

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

Wed, 29 Apr 2026 3:18:07 PM +0530

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



T2627ESG01
April 29th 2026

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

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, Federations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), 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.

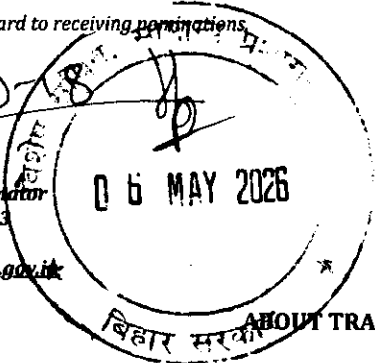
We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Executives/Officials to participate in the Residential Training Program.

Please confirm the participations latest by May 18th 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



बिहार सरकार
अपराज्य मंत्रालय जोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 11468
दिनांक..... 5.5.26

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

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

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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

Programme Code	T2627ESG01
Programme Fees	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. 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.
Program Schedule	June 01-05, 2026 (Srinagar) Programme starts on 01-06-2026 at 1430 hrs. Programme closes on 04-06-2026 at 1800 hrs. Check in for Residential Participants: 01-06-2026 (AN) Check out for Residential Participants: 05-06-2026 (FN)
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. Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations. 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 basis subject to realization of participation fees.	

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">ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.Programme Fees per Participant plus GST to be paid in advance.NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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:

2/19

Shri Rajesh Sund
Director (Economic Services), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715
Email: 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.
- ❖ 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 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.

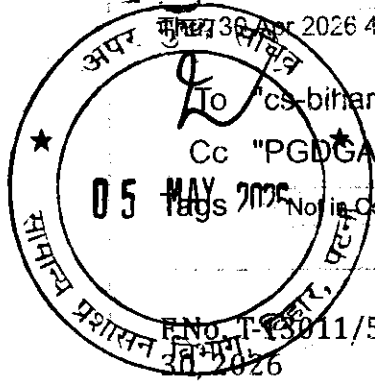
FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

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

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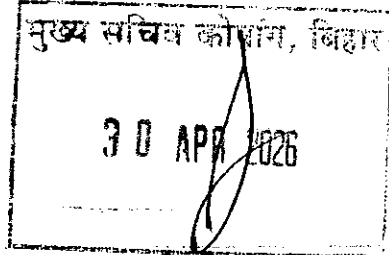
< smishra@nifm.ac.in >

Accs, Finance/OTAD



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To "cs-bihar"<cs-bihar@nic.in>
Cc "PGDGAA CELL"<pgdgaa@nifm.ac.in>



F.No. T-13011/5/2026-PGDGA&A

2196/2110-18
7.5.26

April

Dear Shri. Pratyayaji

You may like to recall the communication from the Director, AJNIFM. I want to seek your kind attention to a long-term capacity-building programme in Public Financial Management (AJNIFM) being conducted by the Arun Jaitley National Institute of Financial Management, an autonomous institute under the Ministry of Finance. AJNIFM is a Centre of Excellence specialising in capacity-building of professionals in the fields of Public Policy, Financial Management, and other governance issues, promoting the highest standards of professional competence and practice. It is a CBC-NABET 4-star accredited Institute. The programme's approval by AICTE is in process.

AJNIFM had initiated the one-year Diploma Programme titled 'Post Graduate Diploma in Government Accounting and Internal Audit' in 2008. The course is designed to enhance the technical skills of Accounts officers (SAOs/AOs/AAOs) in accounting, external audit, internal audit, information technology tools, and public financial management. The programme also helps improve participants' soft skills, such as communication, presentation, and group work. The programme was initially conceptualised for officials of the Controller General of Accounts. Now it is open to other accounting/ public sector organisations.

3. So far, seventeen courses have been completed. The Eighteenth programme for the year 2026-27 would commence w.e.f. 20th July (Monday), 2026 and would conclude on 16th July (Friday), 2027

4. The Programme shall be useful for the newly promoted ACA, Accounts Officers/Senior Accounts Officers/Senior Audit Officers or AAOs who are about to be promoted as AOs and Sr.AOs in the Union government ministries, CAPF's officers dealing with financial/procurement matters, as well as the officers in the State government's finance departments dealing with central/centrally sponsored schemes and ULBs. As the focus is on upgrading the financial administration skills, it could even be useful for the generalists.

5. Your organisation plays an important role in the public financial administration. Several emerging issues need to be studied in detail and appreciated. The programme has four field attachments to state administrative institutions to study the programme's implementation at the field level. It has the flexibility to accommodate user-specific academic modules and focused inputs on PFMS/GeM.

Contd....2....

6. The course fee of the programme is ₹6,00,000/- (Rupees Six Lakhs only) per participant. This course fee includes tuition fee, laptop charges of *50,000/-, transportation, working lunch/tea, stationery, computer time, and sports facilities. Pooled transport from Delhi is provided for a round-trip to attend classes at AJNIFM, Faridabad. However, TA/DA for any outstation visit is not included in the course's fee. Non-family accommodation on campus may be considered, subject to availability and payment of applicable boarding and lodging charges. Currently, foreign study visits are not permitted

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by the Department of Personnel & Training, Government of India. If during the period of study, the foreign study tour is permitted, an additional fee would be levied.

7. As per the standard practice of AJNIFM and as applicable to other long-term courses, the laptop is procured by the individual participant as per the configuration given by AJNIFM and agreed by the sponsoring organisation. Further, subject to the ceiling of 50,000/- only.

8. I would request that the nomination of suitable officers from your organisation for this programme may be considered. Nominations are to be communicated to AJNIFM by 19th June 2026. Once AJNIFM confirms the nominations, please relieve the selected officers in time so they can join the programme starting 20th July 2026.

With regards

Yours sincerely

Dr. Sanjeev Mishra
Programme Director
PGDM, AJNIFM

1 Attachment(s)

PGDGAA 2026-27 Programme...

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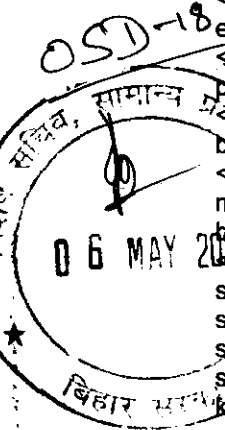
E-MAIL

DGCIC < dgcicbihar@gmail.com >

Mon, 04 May 2026, 1:42:09 PM +0530



To "seart-bih"<seart-bih@nic.in>,"svccvd"<svccvd@nic.in>,"secy-reg-bih"<secy-reg-bih@nic.in>,"cadbihar"<cadbihar@bihar.gov.in>,"secysd-bih"<secysd-bih@nic.in>,"agridep-bih"<agridep-bih@nic.in>,"secy-tourism-bih"<secy-tourism-bih@nic.in>,"secy-welfare-bih"<secy-welfare-bih@nic.in>,"finsecy-bih"<finsecy-bih@nic.in>,"seclab-bih"<seclab-bih@nic.in>,"secy-par-bih"<secy-par-bih@nic.in>,"transecy-bih"<transecy-bih@nic.in>,"secy-bcebe-bih"<secy-bcebe-bih@nic.in>,"secy-panchayat-bih"<secy-panchayat-bih@nic.in>,"secy-reo-bih"<secy-reo-bih@nic.in>,"urbansec-bih"<urbansec-bih@nic.in>,"secyrtd-bih"<secyrtd-bih@nic.in>,"secretaryrwdbihar"<secretaryrwdbihar@gmail.com>,"secmnr-bih"<secmnr-bih@nic.in>,"secy"<secy@prdbihar.gov.in>,"swbihar"<swbihar@gmail.com>,"secymine-bih"<secymine-bih@nic.in>,"wrd-bih"<wrd-bih@nic.in>,"secy-disastermgmt-bih"<secy-disastermgmt-bih@nic.in>,"secy-bcd-bih"<secy-bcd-bih@nic.in>,"ps.dst.bihar"<ps.dst.bihar@gmail.com>,"secysw-bih"<secysw-bih@nic.in>,"rlrsec.bih"<rlrsec.bih@nic.in>,"min-welfare-bih"<min-welfare-bih@nic.in>,"health-bih"<health-bih@nic.in>,"cooperative-bih"<cooperative-bih@nic.in>,"efd-bih"<efd-bih@nic.in>,"secy-home-bih"<secy-home-bih@nic.in>,"secy-phed-bih"<secy-phed-bih@nic.in>,"revenuebih"<revenuebih@gov.in>,"prsecy.ind-bih"<prsecy.ind-bih@nic.in>,"secyahd-bih"<secyahd-bih@nic.in>,"prsecy-paffair-bih"<prsecy-paffair-bih@nic.in>,"prsec_sctech"<prsec_sctech@bihar.gov.in>,"Secy_law"<Secy_law@bihar.gov.in>,"lawdepartmentbih"<lawdepartmentbih@gmail.com>,"cct"<cct@bihar.gov.in>,"secy-edn-bih"<secy-edn-bih@nic.in>,"foodbihar"<foodbihar@gmail.com>,"secy_cabsec"<secy_cabsec@bihar.gov.in>,"ceobihar"<ceobihar@gmail.com>,"energy"<energy@bihar.gov.in>,"secy-plandev-bih"<secy-plandev-bih@nic.in>,"secy-sports-bih"<secy-sports-bih@gov.in>,"prsec_it"<prsec_it@bihar.gov.in>,"divcom.tirhut-bih"<divcom.tirhut-bih@nic.in>,"divcom-purnea-bih"<divcom-purnea-bih@nic.in>,"comsaran-bih"<comsaran-bih@nic.in>,"patcom-bih"<patcom-bih@nic.in>,"commr-dbg-bih"<commr-dbg-bih@nic.in>,"divcom-koshi-bih"<divcom-koshi-bih@nic.in>,"divcom-magadh-bih"<divcom-magadh-bih@nic.in>,"divcom-bhg-bih"<divcom-bhg-bih@nic.in>,"commr-mun-bih"<commr-mun-bih@nic.in>,"dm-purnea.bih"<dm-purnea.bih@nic.in>,"dm-gaya.bih"<dm-gaya.bih@nic.in>,"dm-siwan.bih"<dm-siwan.bih@nic.in>,"dm-nawadah.bih"<dm-nawadah.bih@nic.in>,"dm-saharsa.bih"<dm-saharsa.bih@nic.in>,"dm-madhepura.bih"<dm-madhepura.bih@nic.in>,"dm-sheikhpura.bih"<dm-sheikhpura.bih@nic.in>,"dm-sitamardi.bih"<dm-sitamardi.bih@nic.in>,"dm-supaul.bih"<dm-supaul.bih@nic.in>,"dm-vaishali.bih"<dm-vaishali.bih@nic.in>,"dm-samastipur.bih"<dm-samastipur.bih@nic.in>,"dm-jehanabad.bih"<dm-jehanabad.bih@nic.in>,"dm-kishanganj.bih"<dm-kishanganj.bih@nic.in>,"dm-patna.bih"<dm-patna.bih@nic.in>,"dm-arwal.bih"<dm-arwal.bih@nic.in>,"dm-sheohar.bih"<dm-sheohar.bih@nic.in>,"dm-rohtas.bih"<dm-rohtas.bih@nic.in>,"dm-araria.bih"<dm-araria.bih@nic.in>,"dm-bhojpur.bih"<dm-bhojpur.bih@nic.in>,"dm-katihar.bih"<dm-katihar.bih@nic.in>,"dm-buxar.bih"<dm-buxar.bih@nic.in>,"dm-saran.bih"<dm-saran.bih@nic.in>,"dm-bhagalpur.bih"<dm-bhagalpur.bih@nic.in>,"dm-banka.bih"<dm-banka.bih@nic.in>,"dm-munger.bih"<dm-munger.bih@nic.in>,"dm-aurangabad.bih"<dm-aurangabad.bih@nic.in>,"dm-jamui.bih"<dm-jamui.bih@nic.in>,"dm-nalanda.bih"<dm-nalanda.bih@nic.in>,"dm-begusarai.bih"<dm-begusarai.bih@nic.in>,"dm-lakhisarai.bih"<dm-lakhisarai.bih@nic.in>,"dm-motihari.bih"<dm-motihari.bih@nic.in>,"dm-gopalganj.bih"<dm-gopalganj.bih@nic.in>,"dm-bhabhua.bih"<dm-bhabhua.bih@nic.in>,"dm-darbhanga.bih"<dm-darbhanga.bih@nic.in>,"dm-bettiah.bih"<dm-bettiah.bih@nic.in>,"dm-muzaffarpur.bih"<dm-muzaffarpur.bih@nic.in>,"dm-madhubani.bih"<dm-madhubani.bih@nic.in>



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श्री विद्याल
विवरण
7.5.26

Memo No. 883
Dated 04.05.2026

1 Attachment(s)

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बिहार सरकार
अपरा मुकाम सचिव जोषांग
सामान्य प्रशासन विभाग
ई-गैल संचालक 11.4.23
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मनुष्यवती भूमिर्धः

अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान
Arun Jaitley National Institute of
Financial Management

POST GRADUATE DIPLOMA IN
GOVERNMENT ACCOUNTING & AUDIT
(PGDGA&A – 1 YEAR)

2026-27

About AJNIFM

Arun Jaitley National Institute of Financial Management, an autonomous institute under the Ministry of Finance. AJNIFM is a Centre of Excellence specialising in capacity-building of professionals in the fields of Public Policy, Financial Management, and other governance issues, promoting the highest standards of professional competence and practice. It is a CBC-NABET 4-star accredited Institute.

AJNIFM also caters to the training needs of State Governments, Defence Establishments, Banks, Autonomous Bodies, Local Government, Public Sector Undertakings and other Financial Institutions. Training Programmes are customised and executed for officials from other countries as well.

AJNIFM plays a pivotal role in governance and administrative reforms by providing a platform for interaction and the exchange of ideas and experiences among officers from different organised services, different state governments, and personnel of civil and defence establishments.

Apart from capacity building, AJNIFM is also engaged in research studies in public finance, financial markets, accounting, audit, and other issues related to public finance, public policy, and delivery systems. The outcomes of such research studies are shared with the relevant government departments for policy use.

AJNIFM has a sprawling, lush green campus of 42 acres situated in Faridabad, N.C.R. It has state-of-the-art training halls, computer Labs, hostels, an indoor and outdoor sports complex and a library with a unique architectural design.

About this Course

The Course is intended to enhance the competence of officers dealing with critical issues of Government Financial Management, which would eventually lead to improved accountability, transparency and good governance. To improve governance, it is necessary to add value to the professional competence of Government personnel. With this vision, AJNIFM has been conducting a one-year Post Graduate Diploma in Government Accounting & Audit course for the past seventeen years. The objectives of this Course are to:

- Upgrade the technical skills of ACAs/Senior Accounts/Audit Officers, Accounts/Audit Officers, and Assistant Accounts/Audit Officers in the areas of accounting, internal/external audit, and information technology and enhance general managerial ability.
- Enable them to apply the above in their spheres of work; and
- Improve their soft skills such as communication, presentation and ability to work in groups.

This Programme aims at upgrading the knowledge base and skill sets of officers of the Audit/Accounts & Finance Services of the Government of India and the officers of other public sector organisations.



Course Structure and Contents

The course duration is 1 year. The Course is divided into three terms.

Pedagogy

The Post Graduate Diploma Course consists of three terms, covering eleven papers (33 credits), three State/District Treasuries attachments (3 credits), a specialised academic attachment (4 credits) and project work (9 credits). Modern teaching and learning methods are used for delivery. It is an optimal mix of regular classroom sessions, augmented with case studies, syndicate discussions, practicals, and assignments, to improve participants' decision-making skills. Various attachments to other academic institutions of repute during the Terms would enhance the course's coverage and provide participants with the desired academic and functional exposure.

Course Coverage

The following papers are covered in the Course:

Term - I

S. No.	Name of paper	No. of credits	No. of sessions
1	Human Resource Management	3	40
2	Financial Accounting and Management	3	40
3	Public Financial Management	3	40
4	Introduction to Information and Communication Technology	3	40
5	Government Audit-Emerging Issues	3	40

Term - II

S. No.	Name of papers	No. of Credits	No. of sessions
1	Internal Audit - Its Role in Governance, Risk and Compliance	3	40
2	Government Accounting- Contemporary Issues	3	40
3	Modernising Government Accounting	3	40
4	Information System for Managers	3	40
5	Data Analysis and Report Writing	3	40
6	Public Procurement	3	40

Term - III

S. No.	Paper	No. of Credits	Marks
1.	Attachments to State Training Institutions 1.1 State/District Treasuries 1.2 State Nodal Agencies/Central Nodal Agencies 1.3 Central Autonomous Bodies	3 credits	200 marks
2.	Specialised academic attachment (4 days each -3 credits): 2.1 NISM, Navi Mumbai: Basics of Securities Markets. 2.2 Training Capsule in Noting and drafting, addressing RTI applications/ parliamentary questions.	3 credits	
3.	Dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques, etc.	9 credits	

Evaluation

Evaluation is based on performance through continuous assessment and term-end examination. As per the extant examination rules, 50% weightage is given to continuous evaluation, and the remaining 50% to term-end evaluation.

Continuous Evaluation

Continuous evaluation enables participants to regularly assess their performance. This provides them with an opportunity to know their academic progress. This also helps them to focus and improve upon their weaker areas.

Term End Examination

Although it is expected that the learning will not be limited to testing the participant's capacity in a written examination, the end-of-term examination is intended to allow the participant to synthesise their learning in that term. The weightage given to the end-term examination, as above, is 50%.

Project work

The participants are required to do a dissertation (on the Job 9 credits): case study on monitoring and evaluation of scheme/ project appraisal/ internal audit/fraud investigation/application of forensic techniques, etc. The project work is evaluated internally and externally: Project Guide (50% weightage), followed by a project presentation cum viva voce (50% weightage). The final grading of an individual is based on their performance in each paper and the project work. The minimum requirement for the award of Post Graduate Diploma is 40% marks in each paper and an aggregate 50%.

Course Fee

Per participant course fee is ₹6,00,000/- (Rupees Six lakh only) excluding the component of international attachment of one week. This course fee includes tuition fee, laptop charges of ₹50,000/- (Rupees Fifty thousand only) transportation, lunch/ tea, stationery, computer time, sports facilities, etc.

Note: International attachment fee of ₹1,00,000 per participant would be charged later subject to DoPT removing the restriction on the foreign trainings imposed vide its OM no. 16017/12/2020-iGOT dated 1-4-2021.

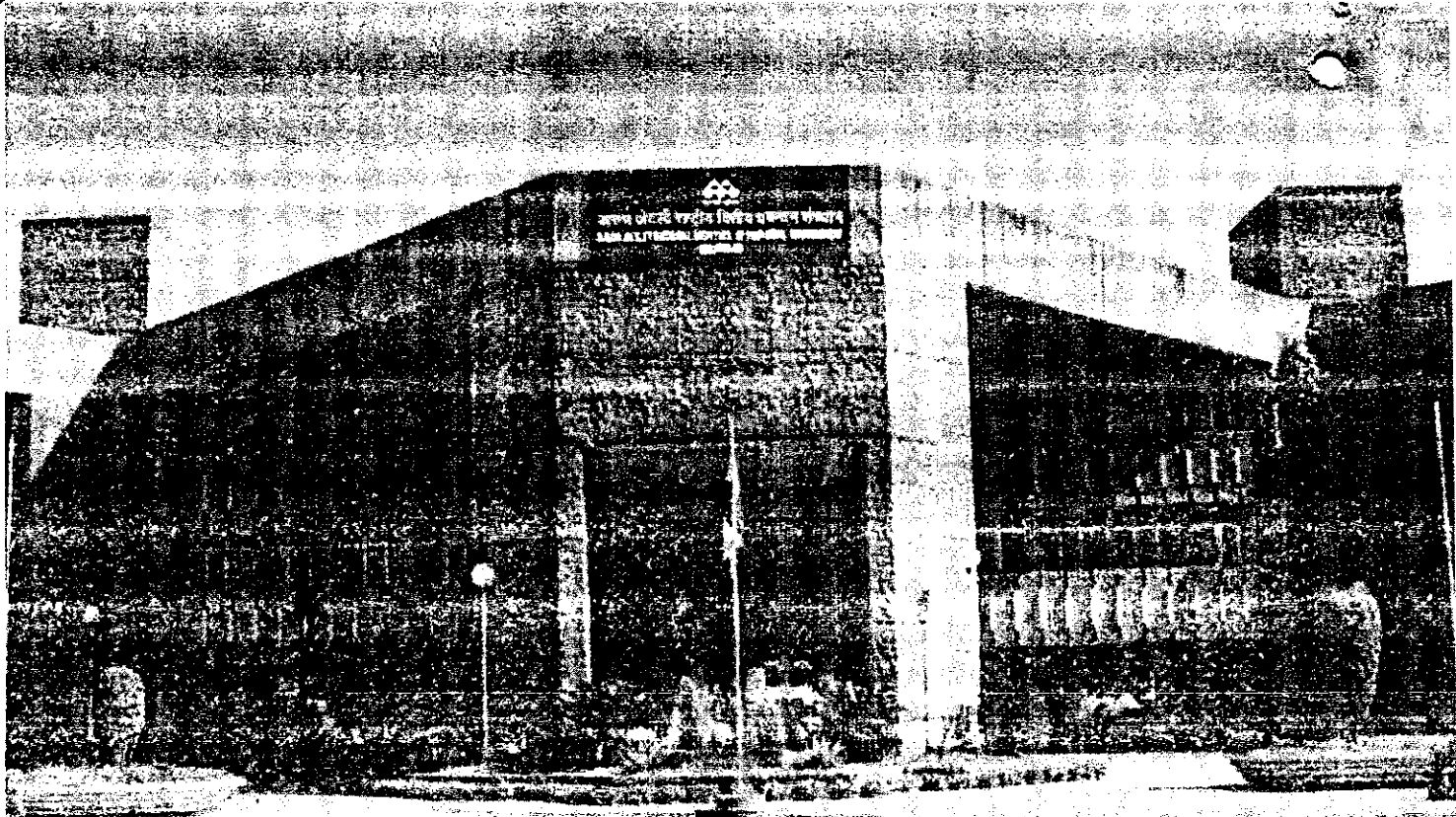
Extended Learning

Considering the experience of the participants, the course has been designed for learning and upgradation of knowledge and skills nationally as well as internationally.

Reading Material

In order to supplement the studies, there is a library consisting of a large collection of books, journals and other materials at AJNIFM. The library is fully automated and has a collection of over 32,000 books. AJNIFM also has access to a large number of electronic databases/journals. These can be accessed from any computer in AJNIFM. These journals contain high quality material from national as well international sources. Participants are encouraged to make maximum use of the library facilities. AJNIFM also has two computer labs with 100 mbps internet leased line connectivity on 24*7 basis. Out of two labs, one is plug and play for laptops.

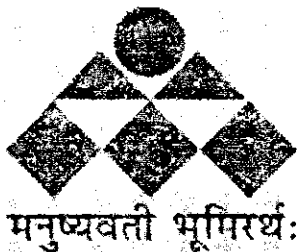
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 Shri Praveen Kumar,
 Director
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 Fax: No. : + 91 129 2418867
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Programme Director
 Dr Sanjeev Mishra, POP
 Programme Director
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अरुण जेटली राष्ट्रीय वित्तीय प्रबन्धन संस्थान Arun Jaitley National Institute of Financial Management

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Sector-48, Pali Road, Near Badkhal Lake,
 National Capital Region
 Faridabad, India-121001

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E-MAIL

Executive Development Program - Call for Nominations

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

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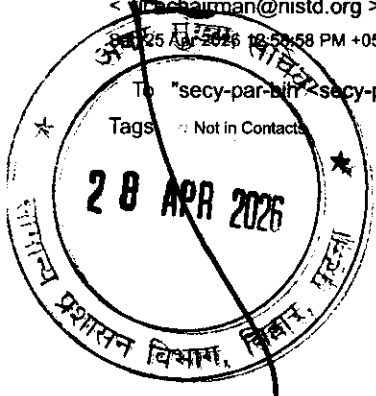
<chairman@nistd.org >

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

Tags : Not in Contacts

28 APR 2026



National Institute Of Secretariat Training & Development

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

D50-18

To,
The Secretary
General Administration Government of Bihar

Subject: Executive Development Program – Call for Nominations

Dear Sir/Madam,

The National Institute Of Secretariat Training & Development (NISTD) 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)

Program	Dates	Venue	Fee
Stress Management & Behavioral Skills	25-26 May 2026	Manali	₹48,900
Leadership & Team Building	25-26 May 2026	Manali	₹48,900
Emotional Intelligence & Work-Life Balance	08-09 June 2026	Mount Abu	₹48,900
Public Procurement & Contracts	08-09 June 2026	Mount Abu	₹48,900
Negotiation & Conflict Resolution	22-23 June 2026	Jim Corbett	₹48,900

Program Includes:

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

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श्री निवालय

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 11140
दिनांक 27.4.26

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✦ **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

NISTD

1 Attachment(s)

Executive Development Progra...
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National Institute of Secretariat Training & Development (An ISO 9001:2015 Institute)

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E-Mail: -info@nistd.in, infonistd@gmail.com, Website: -www.nistd.in

Ref No:-EDP/M/93-63-6393

New Delhi, Dated 25th April, 2026

To,

The Secretary
General Administration
Government of Bihar

E-mail

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), is autonomous Institute (registered with Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & registered Under the Societies Registration Act XXI of 1860 and representative of the various segments of Indian Industry. The primary objective of NISTD 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, NISTD 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 programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NISTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NISTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Institute is committed to enhancing organizational profitability, efficiency, and global competitiveness.

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 th -26 th May,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
2.	Quality Control and Quality Assurance in Concrete Construction including Extreme Weather Concreting	25 th -26 th May,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (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 th -26 th May,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
4.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery	25 th -26 th May,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST	25 th -26 th May,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)

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	Under Capacity Building program in Govt. departments, autonomous bodies & PSUs				
6.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	25 th -26 th May, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
7.	Modern Survey Technique sc Including GIS/GPS & Total Station and Stress Management	08th-09th June, 2026	Mount Abu (Rajasthan)	48,900.00 (INR)	56,900.00 (INR)
8.	e-governance & Advyance IT Tools Transforming Government Sector" & GST Under Capacity Building	08th-09th June, 2026	Mount Abu (Rajasthan)	48,900.00 (INR)	56,900.00 (INR)
9.	Systematic Problem Solving, Conflict resolution and change Management	08th-09th June, 2026	Mount Abu (Rajasthan)	48,900.00 (INR)	56,900.00 (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)	48,900.00 (INR)	56,900.00 (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)	48,900.00 (INR)	56,900.00 (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)	48,900.00 (INR)	56,900.00 (INR)
13.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th-09th June, 2026	Mount Abu (Rajasthan)	48,900.00 (INR)	56,900.00 (INR)
14.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
15.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (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 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
17.	GFR 2017, Government e-Market & Latest Procurement Manual	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
18.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
20.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to Improve service delivery.	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
21.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	22 nd -23 rd June, 2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
22.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	13th & 14th July, 2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)

23.	Modern Survey Technique SC Including GIS/GPS & Total Station and Stress Management	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
24.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
25.	Advance Course on RTI Act, 2005 and Modern HR Practices	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
26.	Preventive Vigilance, E-Procurement and Key to Good Governance	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
27.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	13th & 14th July,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
28.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
29.	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
30.	Green Building Technologies: Training on Low-Carbon Buildings (LCB), rainwater harvesting, and energy-efficient building materials	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
31.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
32.	Systematic Problem Solving, Conflict Resolution and Change Management	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
33.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	27th & 28th July,2026	OOTY (Tamil Nadu)	48,900.00 (INR)	56,900.00 (INR)
34.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to goal-based approaches (Mission Karmayogi)	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
35.	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST" Under Capacity Building program	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
36.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
37.	"Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations."	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
38.	Modern Survey Technique sc Including GIS/GPS & Total Station and Stress Management	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
39.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	10th-11th August,2026	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)

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40.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
41.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
42.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
43.	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
44.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
45.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	24th-25th August, 2026	Darjeeling, West Bengal	48,900.00 (INR)	56,900.00 (INR)
46.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
47.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
48.	Modern Survey Techniques including GIS/GPS & Total Station and Stress Management	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
49.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
50.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karma Yogi).	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
51.	Human Rights, Anti-Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	07th-08th September, 2026	Leh (Leh & Ladakh)	48,900.00 (INR)	56,900.00 (INR)
52.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	21st-22nd September, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
53.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	21st-22nd September, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
54.	Advance course on eProcurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	21st-22nd September, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
55.	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	21st-22nd September, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
56.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	21st-22nd September, 2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)

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57.	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	21st-22nd September,2026	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
58.	"Stress & Stress Management & Staff Development: Improving Enhancing Efficiency and Behavioral Skills"	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
59.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
60.	Modern Survey Technique sc including GIS/GPS & Total Station and Stress Management	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
61.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
62.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to rule-based approaches (Mission Karmayogi)	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
63.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	12th-13th October,2026	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
64.	Office Management, Team Building, Leadership & Performance Management	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
65.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
66.	Systematic Problem Solving, Conflict Resolution and change Management	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
67.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
68.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
69.	Preventive Vigilance, E- Procurement and Key to Good Governance	09th-10th November,2026	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
70.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	23rd-24th November,2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
71.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	23rd-24th November,2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
72.	Modern Survey Technique sc including GIS/GPS & Total Station and Stress Management	23rd-24th November,2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
73.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of	23rd-24th November,2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)

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	Accounting in Government Departments Autonomous Bodies & PSUs.				
74.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	23rd-24th November, 2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
75.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	23rd-24th November, 2026	Shimla (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
76.	"Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation"	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
77.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
78.	Advance course on eProcurement through GEM (Cost Optimization Techniques & Contract Management) based on GFR	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
79.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
80.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
81.	Preventive Vigilance, E- Procurement and Key to Good Governance	07th-08th December, 2026	Goa, India	48,900.00 (INR)	56,900.00 (INR)
82.	Artificial Intelligence (AI), Machine Learning (ML) and Block chain in Agriculture: The future of Smart Farming	21st-22nd December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
83.	GFR 2017, Government e-Market & Latest Procurement Manual	21st-22nd, December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
84.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	21st-22nd, December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
85.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st-22nd, December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
86.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	21st-22nd, December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
87.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	21st-22nd, December, 2026	Dalhousie (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
88.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	11th-12th January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
89.	Office Management, Team Building, Leadership & Performance Management	11th-12th, January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
90.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	11th-12th, January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
91.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS)	11th-12th, January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)

	guidelines, risk management, and lending opportunities for green housing.				
92.	"Evolution of Green Hydrogen: A Revolution in Clean Energy Focusing on Conservation"	11th-12th, January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
93.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	11th-12th, January, 2027	Cochin (Kerala)	48,900.00 (INR)	56,900.00 (INR)
94.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
95.	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
96.	Government e-Market place (Portal) Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
97.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
98.	Modern Survey Techniques including GIS/GPS & Total Station and Stress Management	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
99.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	25th-26th January, 2027	Port Blair Andaman & Nicobar	48,900.00 (INR)	56,900.00 (INR)
100.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
101.	Advance course on eProcurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
102.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
103.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
104.	"Stress & Stress Management & Staff Development: Improving Enhancing Efficiency and Behavioral Skills"	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
105.	Human Rights, Anticorruption, and AntiBribery: Strengthening Transparent Governance in ESG	08th-09th February, 2027	Manali (Himachal Pradesh)	48,900.00 (INR)	56,900.00 (INR)
106.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/GIS) guidelines, risk management, and lending opportunities for green housing.	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
107.	Preventive Vigilance, E-Procurement and Key to Good Governance	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
108.	Modern Survey Techniques including GIS/GPS & Total Station and Stress Management	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)

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109.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
110.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
111.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	22nd-23rd February, 2027	Jim Corbett (Uttarakhand)	48,900.00 (INR)	56,900.00 (INR)
112.	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs.	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
113.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
114.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
115.	Human Rights, AntiCorruption, and AntiBribery: Strengthening Transparent Governance in ESG	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
116.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
117.	Office Management, Team Building, Leadership & Performance Management	08th-09th March, 2027	Srinagar (Jammu & Kashmir)	48,900.00 (INR)	56,900.00 (INR)
118.	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)
119.	Advance course on eProcurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)
120.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/GSS) guidelines, risk management, and lending opportunities for green housing.	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)
121.	"Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation"	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)
122.	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)
123.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	22nd-23rd March, 2027	Darjeeling (West Bengal)	48,900.00 (INR)	56,900.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

GUIDELINES FOR NOMINATION OF PARTICIPANTS

1. Programme Coverage - All training programmes are designed to provide a comprehensive understanding of the subject and are suitable for officials at all levels.
2. Submission of Nominations - Nominations must be submitted at least one week prior to the

scheduled commencement of the programme.

3. Group Discount - A 5% concession on the participation fee will be extended to organizations nominating more than 10 participants for a single programme.
4. Certification - Participants will receive a Certificate of Participation upon successful completion of the programme. Full attendance is mandatory to qualify for certification.
5. Residential Programme – Check-in/Check-out - Participants opting for residential accommodation are required to:
 - o Check-in one day prior to the start of the programme
 - o Check-out one day after the completion of the programme
6. Duration of Stay - Residential participants will be accommodated for 4 Days / 3 Nights.
7. Accommodation & Facilities - Accommodation will be arranged in a comfortable 4-star hotel, inclusive of:
 - o Stay charges
 - o Daily Breakfast, Lunch & Dinner

PAYMENT TERMS

- Payment must be made in advance or before the commencement of the programme via RTGS/NEFT.
- Accommodation will be confirmed only after receipt of advance payment.

ADMISSION PROCESS

- Admissions will be granted on a first-come, first-served basis.
- Confirmation of nomination will be communicated promptly upon receipt and approval.

TRANSPORTATION

- Participants are required to make their own travel arrangements to the venue.
- Residential participants should proceed directly to the designated hotel for check-in.

IMPORTANT NOTE

You are requested to take necessary action and share your nominations/confirmation at the earliest. We look forward to your participation and continued association.

Yours faithfully,

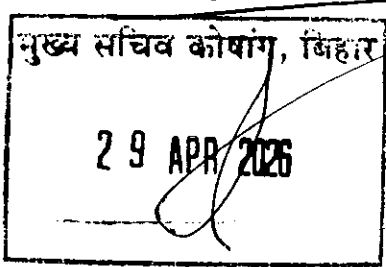
National Institute Of Secretariat Training & Development



Proposal For Conducting Third-Party Audit of Proactive Disclosure Package Under RTI

To,
The Chief Secretary
Agriculture Department, Vikas Bhawan,
Bailey Road, Patna-800 015 (Bihar)

अ.क. वि. नं. ए.ए. ५२१६७
प्र. लखन, कृषि

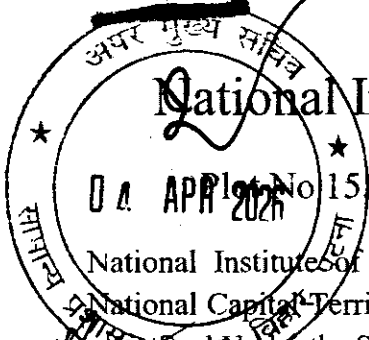


SUBMITTED BY



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National Institute of Secretariat Training & Development

(An ISO 9001:2015 Institute)

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India

National Institute of Secretariat Training & Development (NISTD), an autonomous body, Govt. of National Capital Territory of Delhi & registered with Ministry of Micro, Small and Medium Enterprises, Government of India. NISTD mandate is to impart training to officers of Central Secretariat Service (CSS) and officers of other organized/subsidiary services functioning in the Central Secretariat.

1. Background

05 MAY 2026

Government has formulated guidelines to provide for a third party audit by the Public Authorities of the proactive disclosures to assess their level of compliance with these guidelines. The Government earlier issued detailed guidelines to Central Ministries / Departments for Proactive Disclosure under section 4 of the RTI Act on April 15, 2013. State Governments have also been requested to consider issuing similar guidelines, along with templates for disclosure at various levels, for better implementation of suo moto disclosure.

The Act casts an obligation on public authorities for suo-moto disclosure/publication of large amount of information. It shall be a constant endeavor of every public authority to take steps for providing as much information suo moto to the public at regular intervals through various means of communications, including internet, so that the public have to minimally resort to the use of this Act to obtain information. It also requires the public authorities to supply information called for by any citizen and to permit him to inspect the documents and collect samples of various works.

The Centre has issued guidelines providing for a third party audit to assess compliance of a provision of the RTI Act, which mandates a public authority to put governance related information in the public domain. The departments have been asked to comply with these guidelines within six months as per Sec 4 of the RTI Act to ensure maximum transparency.

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विशाल
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2. Methodology & Faculty

NISTD would conduct the audit based on the self-appraisal report of Public Authority on ~~EC~~ website under the link: www.dsscic.nic.in/users/pn-login for submission of report to the Auditor (NISTD).

3. Fee and Other Terms & Conditions

- NISTD will undertake the above project under the following terms and conditions:
- Total amount of Rs. 69,000/- (Rupees Sixty Nine Thousand only) for conduct of the audit.
- NISTD will raise the tax-invoice before starting of the audit and payment shall be made within 15 days from the date of tax-invoice.
- NISTD will start audit after receiving the payment.

4. For all correspondence please contact:

Sh. Rajesh Jha
Addl Director (Cordination)
National Institute Of Secretariat Training & Development
Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India
Phone/WhatsAppNo +91-8375073598,
E Mail:-info@nistd.in, infonyistd@gmail.com

Kindly do the needful & expecting for confirmation and further response at the earliest.

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

Yours Truly,

For National Institute Of Secretariat Training & Development


Addl. Director General (Trg.)

258

< deputydirector@nistd.org >

Tue, 28 Apr 2026 8:20:43 PM +0530

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

Tags Not in Contacts

National Institute of Secretariat Training & Development

Ref No: NISTD/RTI/399/2026

To,

The Chief Secretary

Agriculture Department, Vikas Bhawan, Bailey Road, Patna-800 015 (Bihar)

Subject: Proposal for Third-Party Audit of Proactive Disclosure under RTI Act, 2005

Dear Sir/Madam,

The **National Institute of Secretariat Training & Development (NISTD)**, an autonomous body under the Government of NCT of Delhi, is mandated to impart training to officers of Central Secretariat Service and other organized services.

1. Background

The Government has issued guidelines mandating third-party audits of proactive disclosures by Public Authorities under Section 4 of the RTI Act, 2005. These guidelines require Ministries and Departments to ensure transparency through systematic disclosure of information in the public domain.

Public Authorities are required to proactively publish information at regular intervals through digital and other communication channels, ensuring accessibility, transparency, and accountability in governance.

Objective of Audit:

- Assess compliance with RTI Section 4 provisions
- Evaluate quality and completeness of disclosures
- Identify gaps and recommend corrective measures
- Strengthen transparency and governance standards

2. Methodology & Approach

The audit shall be conducted based on self-appraisal reports submitted by the Public Authority through the CIC portal. The evaluation will include a structured review of disclosure practices, compliance

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benchmarks, and documentation.

A detailed audit report shall be provided with actionable recommendations for improving compliance and transparency standards.

3. Fee & Terms of Engagement

- Professional Fee: Rs. 69,000/- (Rupees Sixty-Nine Thousand only)
- Invoice to be raised prior to commencement
- Payment within 15 days of invoice issuance
- Audit to commence upon receipt of payment

4. Contact Details

Sh. Rajesh Jha

Additional Director (Coordination)

National Institute of Secretariat Training & Development

Plot No B-11, Inderprastha, NCR, New Delhi, Ghaziabad – 201102

Phone/WhatsApp: +91-8375073598

Email: info@nistd.in / infonistd@gmail.com

Kindly do the needful and provide your confirmation at the earliest.

Thanking you in anticipation.

Yours sincerely,

For National Institute of Secretariat Training & Development

Additional Director General (Training)

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India

WhatsApp: +91-8375073598

Email: info@nistd.in / infonistd@gmail.com

1 Attachment(s)

Proposal for Third-Party Audit ...

437.2 KB

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No.T-13017/4/2026 -LTOP
E-Mail

Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 27th April, 2026

ACS, GIAD/Name/for

मुख्य सचिव कोषाग, बिहार

To

28 APR 2026

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Chief Secretary, Bihar

Sub: 11th One-year Advanced Management Programme in Public Policy (AMPPP) during 2026-27 at Indian School of Business, Hyderabad/ Mohali- Regarding.

Sir/Madam,

It is hereby informed that one year 'Advanced Management Programme in Public Policy' (AMPPP) is being conducted by Indian School of Business (ISB), the 11th Batch of which is scheduled to commence from July 1, 2026. AMPPP is designed as a one-year hybrid programme and will be carried out at ISB's Mohali & Hyderabad campuses.

Course pedagogy:

2. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

3. The programme structure is as under:

a. **Duration:** AMPPP is designed as a 1 year hybrid programme.

- > **Core Policy Courses** – Evidence in Public Policy, Economics for Public Policy, Public Finance, Policy Design and Implementation, Policy Analysis and Decision Making, Ethics in Public Policy, Gender and Development, Monitoring and Evaluation of Policies.
- > **Policy Skills** – Leadership for Policy Professionals, Reading and Writing Analytically, Data for Policy, Negotiations, Policy Communication.
- > **India and the World** – Foreign Policy and Geopolitics, International Trade and Regulations.
- > **Future of Policy** – Technology and Society, Climate Policy and Sustainability.
- > **Economic Growth and Public Policy** – Behavioral Science, Financial Policy and Regulations in India, Digital Economy, Political Economy.
- > **Social Development and Public Policy** – Rural Development, Urban Governance, Infrastructure Policy, Social Policy, Environmental Policy

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b. **Design elements:**

- Inauguration
- In-person Residencies
- Live Virtual Sessions
- Asynchronous Content
- Guest Lectures
- Capstone Project
- Policy Walk
- Assessments
- Graduation

c. **Typical term structure**

- Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.
- Term structure: 3 weeks of Pre-Residency Reading and Assignments + Residency (9 days) + 5 weeks of Post Residency course work.
- The programme is spread across 15 credits. Each full credit course is 20 hours of teaching (in-class, live virtual, and asynchronous) .
- Hybrid programme will have a combination of In-person classes, live virtual sessions and self-paced asynchronous content. 30-40% of the content will be online and a variable proportion is asynchronous. In particular, this applies to core policy courses and policy skills that need prior work before discussion in class. The asynchronous content will also be available on the I-GOT platform for government officials.
- Capstone Project: Each student will work on a capstone project leading to a white paper on a relevant topic or issue in Public Policy and can include media products to communicate policy insights effectively.
- Policy Walk: The students will be taken for a policy walk over three days in order to meet leaders in Public Policy Formulations, public intellectuals, leaders of industry and civil society, as well as elected representatives to understand the Public Policy environment in a real-world setting.
- There will be at least two guest lectures and a workshop in each residency. And a field trip during the programme to provide diverse perspective to Public Policy students. The workshop planned for 2026-27 include Project Management, Writing Case Studies, Stress Management & Emerging Technologies.
- ISB programmes emphasize high academic rigour and "no exception" policy. The participant must attempt all credits and obtain an overall passing grade for 14 out of 15 credits during the course.
- A participants missing out any component or a significant part thereof will have to complete the

programme with the next batch seeking a leave of absence after mandatorily attending the first term. (2024)

- The graduation ceremony will be held in the second half of the year after passing the course at the Hyderabad or Mohali Campuses of ISB.

d. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.

4. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

5. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Mr Vikas Chawla, Manager, Advanced Management Programme in Public Policy, Mobile: +91 9889228354, e-mail: amppp@isb.edu or vikas_chawla@isb.edu and websites of Indian School of Business- Hyderabad/Mohali (ISB-H/M) <http://www.isb.edu/ampppandDoP&T>, Training Division's website <http://dopttrg.nic.in/Programmes> AMPPPatISB-H/M.

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6. The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with ISB- H/M in the matter.

7. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **May 31, 2026**. Nominations received after this date will not be considered. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an 'Advance Copy' of their applications directly to this office and ISB-H/M [For ISB- through the link: <https://amppp.isb.edu/> on its website]. The officers will also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

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8. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,

Uma Magesh

(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, N.Delhi
13. Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business(ISB), Gachibowli, ISB Road, Hyderabad - 500032 with request to consider applications received on or before May 31, 2026 .
14. Prof Saumya Sindhvani, Associate Dean-RCI-led Advanced Management Programmes, Indian School of Business, Hyderabad/ Mohali.
15. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's (<http://dopttrg.nic.in/>) webpage.

Uma Magesh

(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706310

E-Mail

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No.T-13017/4/2026 -LTDP

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 30th April, 2026

ACB, GAD

मुख्य सचिव कोयांग, बिहार
To
310 180 2026

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities

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अपर मुख्य सचिव
सामान्य प्रशासन विभाग
05 MAY 2026
06 MAY 2026

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OSD 18

Sub: 23rd Post Graduate Programme in Public Policy and Management (PGPPM) during
the Centre for Public Policy, Indian Institute of Management, Bangalore—
Regarding
Madam, Bihar

The 23rd Post Graduate Programme in Public Policy and Management (PGPPM) is
scheduled to commence at the Centre for Public Policy (CPP), Indian Institute of Management,
Bangalore (IIMB) from 13 August 2026 for which reporting and registration at IIM-B campus
will also be held on same day.

2. The programme is meant for officers of All India Services, Central Services—organized
& non-organized, technical & non-technical, faculty members of State Administrative Training
Institutes and also for officers of the State Civil Services (SCS) & Non-State Civil Services
(Non-SCS). The PGPPM has been redesigned. The redesigned **PGPPM is a 14-month
hybrid PG programme** offered by IIMB which is aimed at enhancing efficiency, leadership
and management skills among policy makers and administrators.

3. Details of the 'Terms and Conditions' of the programme, application form and other
documents are enclosed to this letter. Details of the programme are also available at IIMB's
website <https://www.iimb.ac.in/programmes/pgppm> and DoP&T, Training Division's website
<https://trgdiv.dopt.gov.in/> → Domestic Training Programmes → Long Term Domestic
Programme+ → PGPPM at IIM Bangalore.

The nominated Officers will be required to develop a Policy Paper on the issue to be
identified in consultation with the Ministries/ Departments/ State Governments etc. where they
are currently working. This Policy Paper will have to be submitted by the officer to their

मुख्य सचिव कोयांग
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22) respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Departments/ State Governments will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-ordinating with IIM-B in the matter.

5. Nominations of suitable officers in the prescribed pro-forma may please be sent to this Department [Shri Manoj Kataria, Section Officer (LTDP), Room No. 403, Block-4, JNU Old Campus, New Mehrauli Road, New Delhi-110067; E-mail- manoj.kataria14@nic.in] through their Cadre Controlling Authorities so as to reach us on or before 15th June, 2026. Nominations received after this date will not be considered. The nominations would be scrutinized and officers fulfilling the conditions of eligibility will be called for interview by IIM-B. The Case writing and Interviews to be scheduled in **July 2026**. In order to save time, the officers are permitted to send an Advance Copy of their applications directly to this office & IIM-B. The officers will also be called for interview based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. Further details with regard to this programme may be ascertained from Ms. Archana Srivastava, Assistant Manager, PGPPM Office, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Phone No. 080-26993326/3265, E-Mail: pgppmoffice@iimb.ac.in) and website of IIMB.

7. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,

Uma Magesh

(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

23rd Post Graduate Programme in Public Policy and Management (PGPPM) during 2026-27 at the Centre for Public Policy, Indian Institute of Management, Bangalore- Regarding.

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

Mukesh Kumar < mukesh.kr07@gov.in >

Thu, 30 Apr 2026 4:55:44 PM +0530

To "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>,"Chief Secretary Bihar"<cs-bihar@nic.in>,"Chief Secretary Office"<csoffice.cg@gov.in>,"Puneet Kumar Goel IAS Chief Secretary"<cs-goa@nic.in>,"Dharmendra"<cs-arunachal@nic.in>,"Jishnu Barua IAS"<cs-assam@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Mr R D Dhiman"<cs-hp@nic.in>,"Sanjeev Kaushal, IAS"<cs@hry.nic.in>,"branchtrg"<branchtrg@gmail.com>,"Shri Sukhdev Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"cheifsecy"<cheifsecy@kerala.gov.in>,"Iqbal Singh Bains"<cs@mp.nic.in>,"chiefsecy"<chiefsecy@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Jan e Alam, Chief Secretary Nagaland"<csngl@nic.in>,"Suresh Chandra Mahapatra"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Mr S.C Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF SECRETARY OFFCE GOVT OF UP"<csup@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri H K Dwivedi"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"adm-chandigarh"<adm-chandigarh@nic.in>,"administrator-dd-dnh"<administrator-dd-dnh@nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-admin"<lk-admin@nic.in>,"cspn"<cs.pn@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>,"directordhti"<directordhti@caomod.nic.in>

Cc "Manoj Kataria"<manoj.kataria14@nic.in>,"UMA MAGESH"<uma.magesh@nic.in>,"Vijay S"<vijays@cag.gov.in>

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular of 23rd PGPP...
482.2 KB

No. T-28/27/2025-iGOT
Government of India

ACS, GAD/Home/Forest
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training
(Training Wing)

मुख्य सचिव काशी, बिहार

28 APR 2026

Block-IV, 3rd Floor,
Old JNU Campus, New Delhi-110067

Dated: 27th April, 2026

OFFICE MEMORANDUM

Subject: Further extension of last date for Completion of Mandatory Courses and Comprehensive Assessment on iGOT Karmayogi platform – reg.

Chief Secretary, Bihar

The undersigned is directed to refer to this Department's O.M. of even number dated 18.03.2026 on the subject mentioned above, vide which the last date for mandatory completion of at least 50% of the prescribed courses and the Comprehensive Assessment for Central Government employees and officers of the All-India Services (AIS) was extended up to 30.04.2026.

In this regard, it is stated that this Department is in receipt of requests from various State Governments and stakeholder Ministries/Departments/Organizations (MDOs) for subsequent extension citing administrative exigencies on account of large-scale deployment of personnel for ongoing/upcoming election-related duties which have impeded the timely completion of the prescribed digital modules.

Accordingly with the approval of the competent authority, it has been decided to extend the last date for completion of the prescribed mandatory courses and comprehensive assessment for the Reporting Year 2025- 26, up to 31st May, 2026 or before the due date of submission of self-appraisal in the Annual Performance Appraisal Report (APAR), whichever is earlier. The employees may complete the mandatory courses and comprehensive assessment before 31.05.2026 or before sending their APAR to their Reporting Authority, whichever is earlier.

Digitally signed by
Gaurav Anand
Date: 28-04-2026
14:48:50

(GauravAnand)

Under Secretary to the Government of India

Tele: 26706377

Email: gaurav.anand84@gov.in

- To:
1. The Secretaries to all the Ministries/Departments of the Government of India
 2. All Cadre Controlling Authorities

Copy to:

1. The Chief Secretaries of all State Governments/UT Administrations
2. PSO to Secretary (P), DoPT
3. The Chief Executive Officer, Karmayogi Bharat
4. The Secretary, Capacity Building Commission

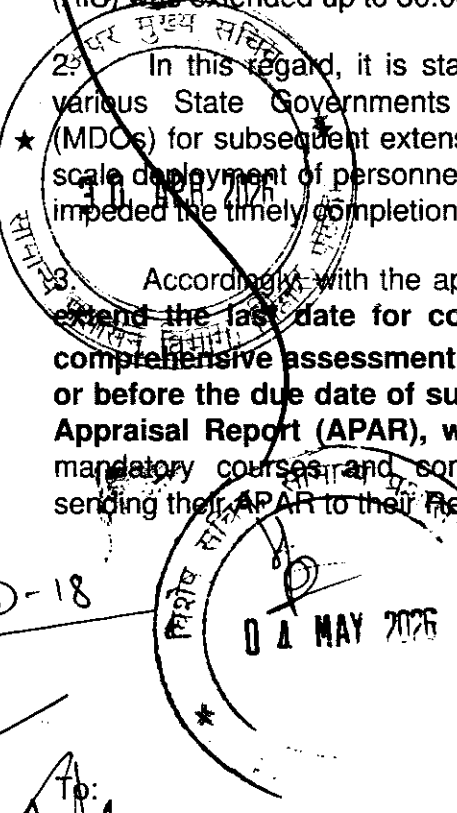
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दिनांक 30-4-2026

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विनाय
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5. The Deputy Secretary/Director, AIS Division, DoPT
6. The Deputy Secretary/Director, PP Division, DoPT
7. The Director (IT), NIC with request to upload the circular in DoPT's website

**11th One-year Advanced Management Programme in Public Policy at Indian School of Business -
Hyderabad/ Mohali**

11th One-year Advanced Management Programme in Public Policy at Indian School of Business (ISB) - Hyderabad/ Mohali will commence from July 1, 2026. Unlike the existing Long Term Domestic Programmes of this Department, which have full time components of institutional attachment, the AMPPP has been conceptualized as an officer friendly domestic training programme on public policy without any international component. The advantage being that unlike other long term programmes, this programme is structured with minimal dislocation of officers from their work places, thereby allowing them to continue with their current assignment/posting during the duration of the course. The course shall consist of four terms, to be delivered via a hybrid model with domestic residencies involving intensive classroom sessions, distance and e-learning module, online preparatory and follow up sessions. The programme uses latest communication technology to bridge the distance and reduce the need for face-to-face classroom-based course delivery.

The nominated Officers will be required to develop a Policy Paper on the issue to be identified in consultation with the Ministries/ Department/ State Government etc. where they are currently working. This Policy Paper will have to be submitted by the officer to their respective Ministries/ Departments/ State Governments etc. at the end of the programme. The Ministries/ Department/ State Government will also nominate a Nodal Officer of the rank of Joint Secretary or above to the Government of India for mentoring and guidance to the sponsored officer for developing the Policy document and co-coordinating with ISB-H/M in the matter.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers shall not be more than 50 years on the date of commencement of the programme (53 years in case of officers belonging to SC/ST).
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme.

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3. Course Fees:

(a) The course fee for the programme is Rs. 13.86 Lakh (Rs. Thirteen Lakh Eighty Six Thousand Only) + Goods & Service Tax (GST) as per applicable rates per participant. The fee is inclusive of classroom and online sessions, study material, boarding and lodging for the duration of residency. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The pay & allowances as well as cost of travel to and fro from the place of posting to the place of domestic residencies shall be payable by the office where the officer is posted during the currency of the training programme. A one-time grant of Rs.5000/- (Rupees Five Thousand Only) towards books/stationery shall also be paid to the selected officer by the office, where the officer is posted during the currency of the training programme.

(c) The Programme fee [Rs. 13.86 Lakh (Rs. Thirteen Lakh Eighty Six Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the programme or/and in any case within 30 days of commencement of programme.

4. Programme structure

- a. Duration: AMPPP is designed as a 1 year hybrid programme.
- b. The programme encompasses the following baskets of learning:
 - **Core Policy Courses** - Evidence in Public Policy, Economics for Public Policy, Public Finance, Policy Design and Implementation (the last mile), Policy Analysis and Decision Making, Ethics in Public Policy, Gender and Development, Monitoring and Evaluation of Policies.
 - **Policy Skills** - Leadership for Policy Profession, Reading and Writing Analytically, Data for Policy, Negotiations, Policy Communication.
 - **India and the World** - Foreign Policy and Geopolitics, International Trade and Regulations.
 - **Future of Policy** - Technology and Society, Climate Policy and Sustainability.
 - **Economic Growth and Public Policy** - Behavioral Science, Financial Policy and Regulations in India, Digital Economy, Political Economy.
 - **Social Development and Public Policy** - Rural Development, Urban Governance, Infrastructure Policy, Social Policy, Environmental Policy

c. **Design elements:**

- Inauguration
- In-person Residencies
- Live Virtual Sessions
- Asynchronous Content
- Guest Lectures
- Capstone Project
- Policy Walk
- Assessments
- Graduation

d. **Typical term structure**

- Duration of the programme is one year. The AMPPP course consists of 4 terms, and each term will have one residency.
- Term structure: 3 weeks of Pre-Residency Reading and Assignments + Residency (9 days) + 5 weeks of Post Residency course work.
- The programme is spread across 15 credits. Each full credit course is 20 hours of teaching (in-class, live virtual, and asynchronous).
- Hybrid programme will have a combination of In-person classes, live virtual sessions and self-paced asynchronous content. 30-40% of the content will be online and a variable proportion is asynchronous. In particular, this applies to core policy courses and policy skills that need prior work before discussion in class. The asynchronous content will also be available on the I-GOT platform for government officials.
- Capstone Project: Each student will work on a capstone project leading to a white paper on a relevant topic or issue in Public Policy and can include media products to communicate policy insights effectively.
- Policy Walk: The students will be taken for a policy walk over three days in order to meet leaders in Public Policy Formulations, public intellectuals, leaders of industry and civil society, as well as elected representatives to understand the Public Policy environment in a real-worldsetting.
- There will be at least two guest lectures and a workshop in each residency. And a field trip during the programme to provide diverse perspective to Public Policy students. The workshop planned for 2026-27 include Project Management, Writing Case Studies, Stress Management &

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Emerging Technologies.

- ISB programmes emphasize high academic rigour and "no exception" policy. The participant must attempt all credits and obtain an overall passing grade for 14 out of 15 credits during the course.
- A participants missing out any component or a significant part thereof will have to complete the programme with the next batch seeking a leave of absence after mandatorily attending the first term.
- The graduation ceremony will be held in the second half of the year after passing the course at the Hyderabad or Mohali Campuses of ISB.
- e. Policy Paper: Officers will be required to submit a Policy Paper on a policy issue concerning the Ministry / Department where they are currently posted. The issue for this paper will have to be identified in consultation with the Ministries / Departments / State Governments / UTs etc. where they are currently working.

5. Programme Schedule(Tentative)

Residency	Start Date	End Date	Module/Location
Digital Jumpstart Module	July 01, 2026	-	Online
Residency 1	August 12, 2026	August 23, 2026	Mohali
Residency 2	October 23, 2026	November 01, 2026	Hyderabad
Residency 3	February 05, 20	February 14, 2027	Mohali
Residency 4	May 07, 2027	May 16, 2027	Mohali
Policy Walk	March 11, 2027	March 13, 2027	Policy Walk

6. Hostel Facilities

ISB will provide rent-free furnished residential accommodation in the Institute to the participants and will arrange boarding facility, which is included in the course fee.

7. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

8. Selection procedure and forwarding of nominations

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

9. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by logging on to ISB's website <http://www.isb.edu/amppp> and DoP&T, Training Division's website <http://dopttrg.nic.in/Programmes> ~~AMPPP~~, ISB-H/M. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in Part- B of the Application Pro-formaso as to reach us on or before **May 31, 2026**.
- (iii) Nominations received after the due date will not be considered.
- (iv) In order to save time, the officers are permitted to send an Advance Copy of the application to Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business (ISB), Gachibowli, Hyderabad-500032 through the link: <https://amppp.isb.edu/> on its website.
- (v) The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be called for interview/discussion by ISB-H/M. The discussion will be on a virtual platform and the date and time will be intimated to the officers by ISB-H/M. In order to save time, the officers are permitted to send an **Advance Copy** of the application directly to this office. The officers will

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also be called for discussion based on their advance applications. However, final selection will be subject to receipt of his/her formal application, duly recommended by their Cadre Controlling Authorities and approval of the Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

10. Bond to be executed by the officer:

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".

Indian School of Business, Hyderabad/ Mohali Phone No: + 91 40 2318 7516 / 2300 7041/42, E-mail Id: amppp@isb.edu , Website: http://www.isb.edu/amppp	Government of India Department of Personnel & Training Block- IV, 3 rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26706310, Fax No: 011-26106314, Website: http://dopttrg.gov.in/
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APPLICATION FOR ADMISSION IN 11th ONE YEAR ADVANCED MANAGEMENT PROGRAMME IN PUBLIC POLICY

(Programme Commences on 1st July, 2026 : Last date of receiving application is 31st May, 2026)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS						Paste a recent passport sized photograph
Title (Mr./Ms/Dr.)						
Full name in block letters (First name, Middle name, Surname)						
Father's full name						
Mother's full name						
Gender (Put √)	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	DD MM Year
Date of Superannuation	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	Age as on 01-07-2026	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	DD MM Year Year Month
Nationality			Religion			
Caste category (Put √)	<input type="checkbox"/> General	<input type="checkbox"/> OBC	<input type="checkbox"/> SC	<input type="checkbox"/> ST		
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band			
2. MINISTRY/DEPARTMENT DETAILS						
Name of the Ministry/ Department						
Designation of Applicant						
Office Address						
			State			PIN
Telephone No.			Fax			
Service cadre with year of allotment						
Length of service in Group-A						
Are you presently on deputation to the Govt. of India (Put √)			<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, from which date:	
Date of completion of tenure?						

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3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State		PIN	
Telephone No				Fax No	
Mobile No					
Email ID <small>(In Capital Letters) (Main and alternate)</small>					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE						
Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- Statement of Purpose: Why are you interested in pursuing this programme?
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- > The application form is to be sent through the Cadre Controlling Authority.
- > However, you may kindly send the advance copy directly to Shri Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Delhi-110067[E-mail: manoj.kataria14@nic.in] as well as to Dr. Aarushi Jain, Policy Director, Advanced Management Programme in Public Policy, Bharati Institute of Public Policy, Indian School of Business (ISB), Gachibowli, Hyderabad-500032.
- > Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by May 31, 2026.
- > The application envelop should be superscripted as "Application for admission in 11th AMPPP at ISB-Hyderabad/Mohali".

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PART - B

(For the use of the Cadre Controlling Authority only)

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

2. Is there any standing adverse entry against the officer? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, please give details:		
<hr/> <hr/>		

3. Is the applicant's overall ACR grading "Very Good"? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<hr/> <hr/>		

4. Whether cadre clearance has been obtained? (put ✓)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(For officers, who would be completing their deputation tenures prior to joining the AMPPP? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If selected, will the candidate be released for the Programme?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

5. Topic for Policy paper to be selected by the officer with the approval of the Ministry/Department/State Government etc. where the officer is currently working.

6. Details of Nodal Officer (of the rank of JS or above to the Government of India) nominated by the Ministry/Department/State Government etc. where the officer is currently working for mentoring and guidance to the Sponsored Officer for developing the policy documents.

Name: _____

Designation: _____

Office address: _____

Telephone No. : _____

Fax No. : _____

E-mail Id: _____

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			PIN
Telephone No.			
Fax No.			
E-mail ID			

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. _____

_____ Office Seal (Compulsory)

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Format of Bond to be executed by a Government Servant before proceeding for 11th Advanced Management programme in Public Policy (AMPPP) of Indian School of Business- Hyderabad/ Mohali (ISB-H/M)

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my AMPPP programme by ISB-H/M i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by ISB- H/M together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for AMPPP programme by ISB- H/M.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the AMPPP programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2026 .

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnesses: 1. _____

2. _____

ACCEPTED
On behalf of the President of India by the Cadre Controlling Authority
(Authorized Signatory) [Office Seal Compulsory]

11th One-year Advanced Management Programme in Public Policy
(MPPP) during 2026-27 at Indian School of Business,
Hyderabad/Mohali - Regarding.

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

205

Mukesh Kumar < mukesh.kr07@gov.in >

Tue, 28 Apr 2026 3:08:12 PM +0530

To "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>,"Chief Secretary Bihar"<cs-bihar@nic.in>,"Chief Secretary Office"<csoffice.cg@gov.in>,"Puneet Kumar Goel IAS Chief Secretary"<cs-go@nic.in>,"Dharmendra"<cs-arunachal@nic.in>,"Jishnu Barua IAS"<cs-assam@nic.in>,"csguj"<csguj@gujarat.gov.in>,"Mr R D Dhiman"<cs-hp@nic.in>,"Sanjeev Kaushal, IAS"<cs@hry.nic.in>,"branchtrg"<branchtrg@gmail.com>,"Shri Sukhdev Singh"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"cheifsecy"<cheifsecy@kerala.gov.in>,"Iqbal Singh Bains"<cs@mp.nic.in>,"chiefsecy"<chiefsecy@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Jan e Alam, Chief Secretary Nagaland"<csngl@nic.in>,"Suresh Chandra Mahapatra"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"Mr S.C Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF SECRETARY OFFCE GOVT OF UP"<csup@nic.in>,"chief secretary"<cs-uttaranchal@nic.in>,"Shri H K Dwivedi"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"admn-chandigarh"<admn-chandigarh@nic.in>,"administrator-dd-dnh"<administrator-dd-dnh@nic.in>,"csdelhi"<csdelhi@nic.in>,"lk-admin"<lk-admin@nic.in>,"cspn"<cs.pn@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>,"directordhti"<directordhti@caomod.nic.in>

Cc "Manoj Kataria"<manoj.kataria14@nic.in>,"UMA MAGESH"<uma.magesh@nic.in>,"Vijay S"<vijays@cag.gov.in>

Respected Ma'am/Sir,

Kindly find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular ISB 11th AMP...

517 KB

Fwd: Seminar on Right to Information by ISTM

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

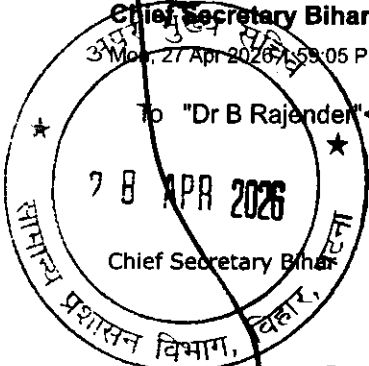
E-MAIL

S:5 (18)

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

Mon, 27 Apr 2026 7:59:05 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@dppmod.gov.in>

Date: Mon, 27 Apr 2026 09:52:49 +0530

Subject: Seminar on Right to Information by ISTM

==== Forwarded message =====



OSD 78

Sir/Madam,

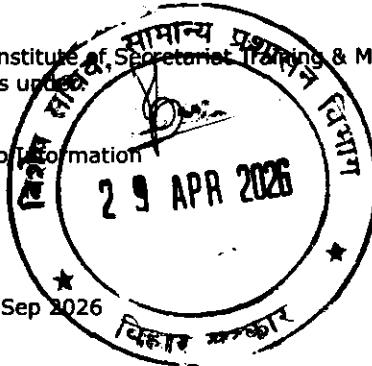
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under.

Course Name : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline



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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

2086 / 2110-18
30.4.26

S-0-18

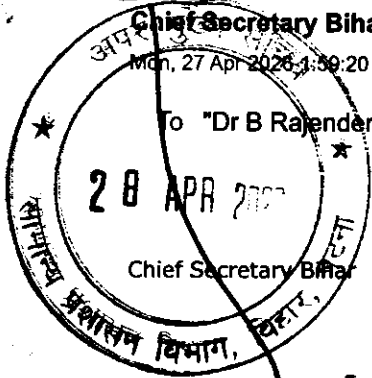
Handwritten signature and text: श्री निशाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11211
दिनांक.....27.4.26

203

E-MAIL

53482



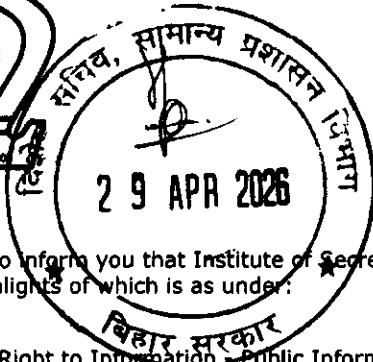
Chief Secretary Bihar < cs-bihar@nic.in >

Mon, 27 Apr 2026 1:39:20 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, 27 Apr 2026 09:56:57 +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.

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

2081 / 2110-18
30.4.26

S.O-18

[Handwritten signature]

श्री निश्चाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11.2.13
दिनांक.....28.4.26

Fwd: Use of Artificial Intelligence in Governance by ISTM

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

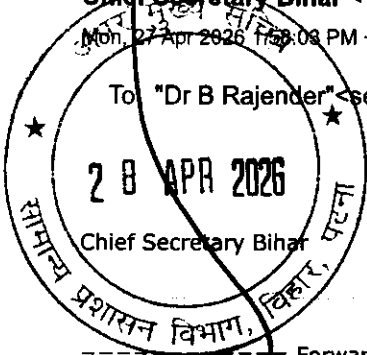
202

55(18)

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

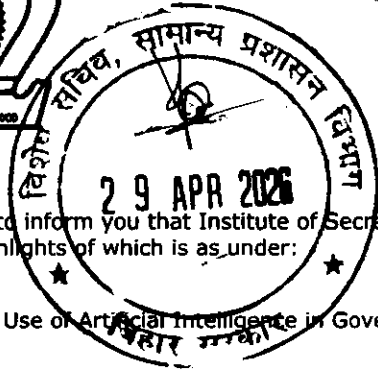
Mon, 27 Apr 2026 1:58:03 PM +0530

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, 27 Apr 2026 09:46:05 +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.

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- 11209
दिनांक..... 28.4.26

S.O-18

[Handwritten signature]
श्री निश्चाल

2083/शा०-18
30.4.26

Fwd: 05 days Workshop on Administrative Vigilance - Role of IO/PO by ISTM

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

201

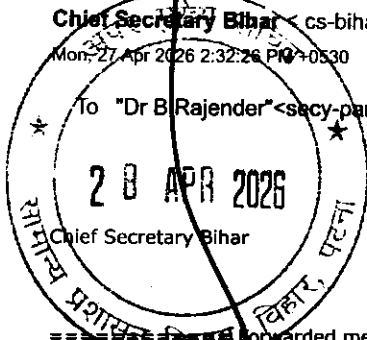
S.S (18)

E-MAIL

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

Mon: 27 Apr 2026 2:32:26 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: <jns@ddpmod.gov.in>
Date: Mon, 27 Apr 2026 11:38:42 +0530
Subject: 05 days Workshop on Administrative Vigilance - Role of IO/PO 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 : Administrative Vigilance Role of IO/PO

Course Code : AV1-28

Date : 17 Aug 2026 to 21 Aug 2026

Mode : Offline



For more details, click here for "COURSE CIRCULAR" and please visit our website at 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

S.O-18

Handwritten signature and initials.

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11.20.7
दिनांक.....28.4.26

2084/2018
30.4.26

200

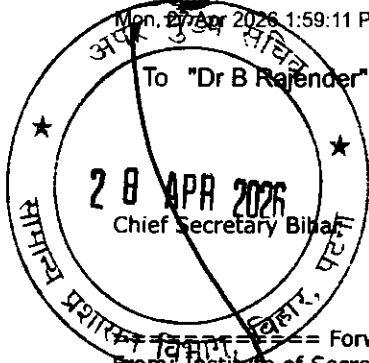
S.S (18)

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

E-MAIL

Mon, 27 Apr 2026 1:59:11 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.tg@gov.in>
Date: Mon, 27 Apr 2026 09:53:18 +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.

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
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 112/2
दिनांक- 28.4.26

2082/210-18
30.4.26

S.O-18
[Handwritten signature and initials]

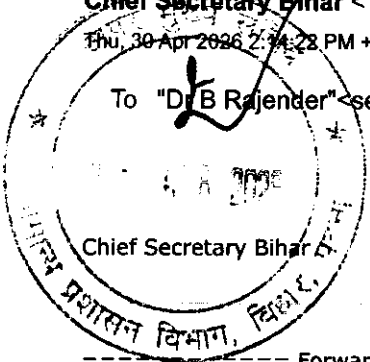
Fwd: Use of Artificial Intelligence in Governance by ISTM

JS (18)

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

Thu, 30 Apr 2026 2:14:23 PM +0530

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



==== Forwarded message =====

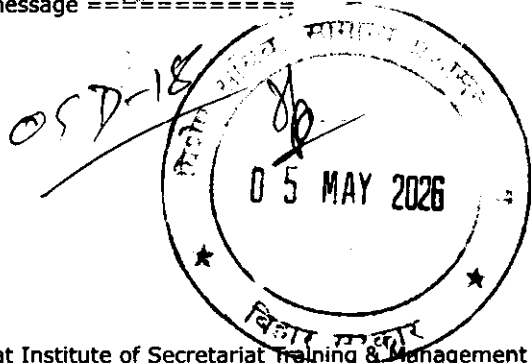
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>

To: <jsns@ddpmod.gov.in>

Date: Thu, 30 Apr 2026 14:06:28 +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-2

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.

Regards

Sarika Soin

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18
[Signature]

श्री विद्याल
किता
5.5.2026

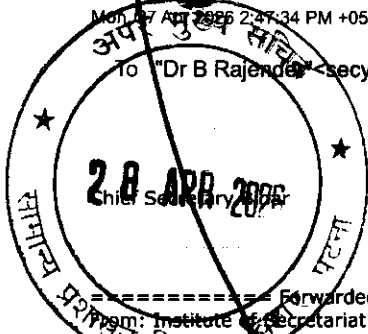
बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या- 11354
दिनांक 04-5-26

2151 / शा 0-18
6.5.26

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

Mon, 27 Apr 2026 2:47:34 PM +0530

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

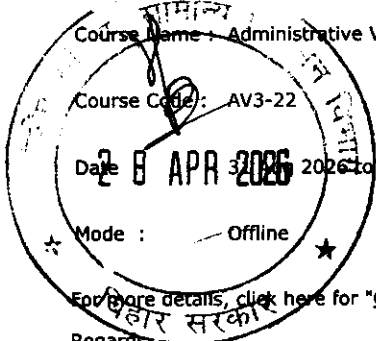


==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsm@doptm.gov.in>
Date: Mon, 27 Apr 2026 12:52:52 +0530
Subject: 04 days Training Programme on Administrative Vigilance - Role of IO/PO by ISTM
==== Forwarded message =====



O.S.O-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 : Administrative Vigilance - Role of IO/PO

Course Code : AV3-22

Date : 28 APR 2026 2026 to 03 Sep 2026

Mode : Offline

For more details, click here for "COURSE CIRCULAR" and please visit our website at 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

S.O-18
[Signature]
श्री विशाल

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-1/143
दिनांक-27-4-26

2090/110-18
30.4.26

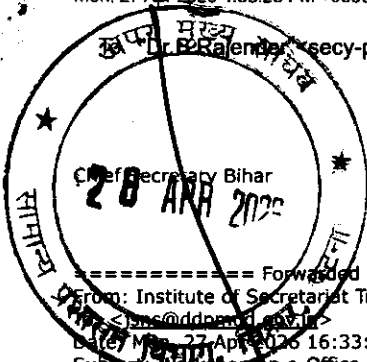
Fwd: Workshop on e-Office by ISTM

S.O-18

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

Mon, 27 Apr 2026 4:38:28 PM +0530

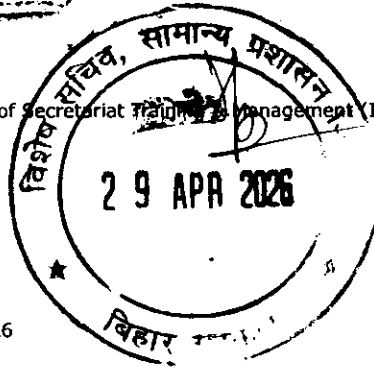
Dr. Rajendra Prasad <secy-par-bih@nic.in>



Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
Date: Mon, 27 Apr 2026 16:33:38 +0530
Subject: Workshop on e-Office by ISTM



O.S.D-18



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-25

Date : 03 Aug 2026 to 04 Aug 2026

Mode : Offline

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

Regards

Sarika Soln

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-...11.15.0
दिनांक.....1.4.26

S.O-18

श्री किशाल

2079/2710-18
30.4.26

Fwd: Leveraging AI Tools in Power Point by ISTM

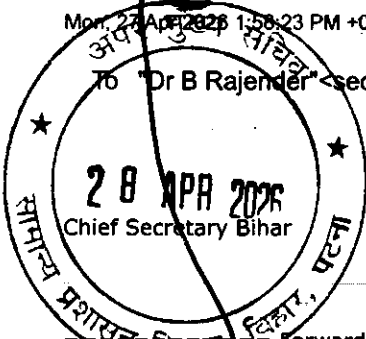
secy-par-bih < secy-par-bih@nic.in >

S.O (182)

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

Mon, 27 Apr 2026 1:56:23 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: Mon, 27 Apr 2026 09:47:47 +0530
Subject: Leveraging AI Tools in Power Point by ISTM
Forwarded message



OSD-18

Sir/Madam,

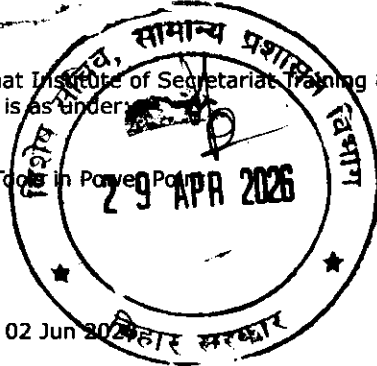
We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Leveraging AI Tools in PowerPoint

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.

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

2085/पा०-18
30.4.26

विहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-.../12/10
दिनांक... 28.4.26

S.O-18
[Signature]
श्री विशाल

Fwd: Level-A DAKSHTA by ISTM

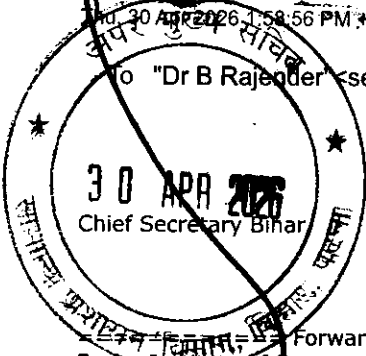
E MA (18)
secy-par-bih < secy-par-bih@nic.in >

55 (18)

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

Thu, 30 Apr 2026 1:58:56 PM +0530

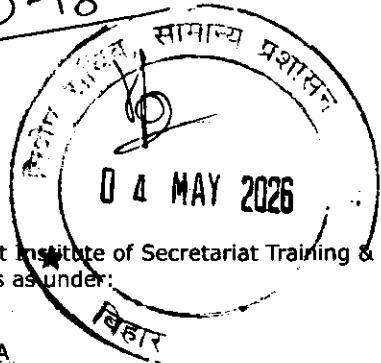
To "Dr B Rajender" <secy-par-bih@nic.in>



Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 30 Apr 2026 13:45:15 +0530
Subject: Level-A DAKSHTA 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 : Level-A DAKSHTA

Course Code : L-A-DAKSHTA-02

Date : 31 Aug 2026 to 04 Sep 2026

Mode : Offline

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

Regards

Sarika Soin

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

अपर मुख्य सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या-...11296

दिनांक.....30.4.26

श्री विद्याल
विनीता
4.5.26

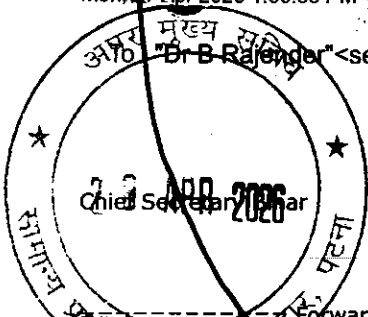
2135 / शा. - 18
5.5.26

E-MAIL

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

Mon, 27 Apr 2026 1:56:33 PM +0530

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



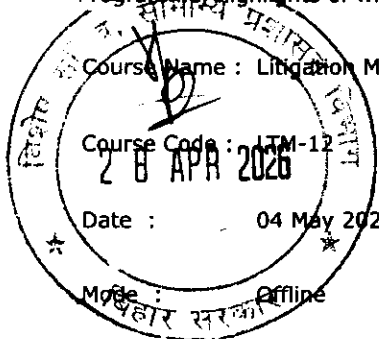
==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csb@nic.gov.in>
Date: Mon, 27 Apr 2026 09:42:56 +0530
Subject: Litigation Management by ISTM
==== Forwarded message =====



DSD

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 : ISTM-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.

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
जयपुर मुख्य वरिष्ठ कोषागार
साधन्य प्रशासन विभाग
ई-मेल संख्या-.....11155
दिनांक.....28.4.26

S.O-18

[Handwritten signature]
श्री किशोर म

2089/2110-18
30.4.26

Fwd: Leveraging AI Tools in Power Point by ISTM

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

193

S.S (18)

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

Tue, 28 Apr 2026 12:40:27 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, 28 Apr 2026 12:36:38 +0530

Subject: Leveraging AI Tools in Power Point by ISTM

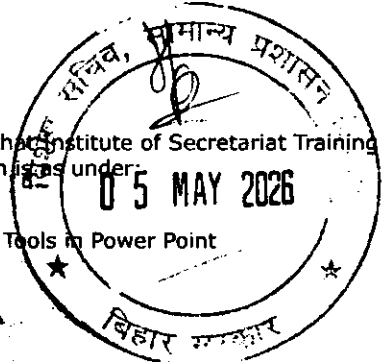
==== Forwarded message =====



S.D-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 : 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.

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

S.O-18
[Signature]

2172 / 2110-18
7.5.26

श्री विद्याल
विनीत
7.5.26

बिहार सरकार
आ.स.स. विभाग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11278
दिनांक...5.5.26

Fwd: Workshop on e-Office by ISTM

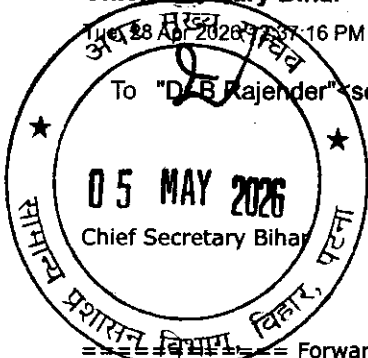
E-MAIL (92)
secy-par-bih < secy-par-bih@nic.in >

S.S. (18)

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

Tue, 28 Apr 2026 12:37:16 PM +0530

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



05 MAY 2026

Chief Secretary Bihar

==== Forwarded message =====

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

To: < csoffice.cg@gov.in >

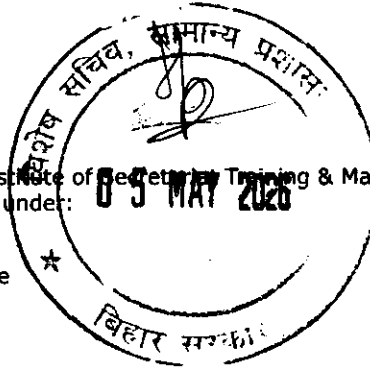
Date: Tue, 28 Apr 2026 12:34:24 +0530

Subject: Workshop on e-Office by ISTM

==== Forwarded message =====



OSD-18



Sir/Madam,

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

Course Name : Workshop on 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.

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

2177/2110-18

7.5.26

S.O-18

श्री विशाल
7.5.2026

बिहार सरकार

अपना मुख्य व्यक्ति कोषांग

सामान्य प्रशासन विभाग

ई-मेल नंबर- 11368

दिनांक..... 5.5.26

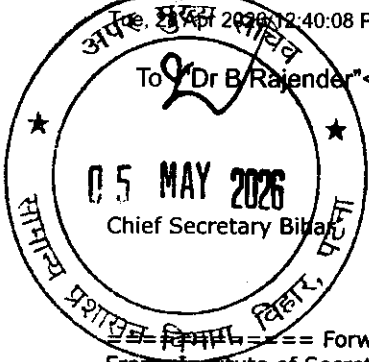


Fwd: Use of Artificial Intelligence in Governance by ISTM

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

551181

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



Time: 2026/05/05 12:40:08 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, 28 Apr 2026 12:35:39 +0530
Subject: Use of Artificial Intelligence in Governance by ISTM
===== Forwarded message =====



OSD-18

Sir/Madam,

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

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

2174 / 2116-18
7.5.26

S.O-18
7/5/26
श्री विशाल
विनीता
7.5.26

बिहार सरकार
अपर मुख्य अधिकारी कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11375
दिनांक.....5.5.26

Fwd: Leveraging AI Tools in Power Point by ISTM

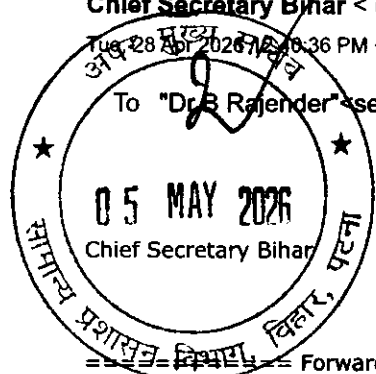
secy-par-bih < secy-par-bih@nic.in >

SJ (18)

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

Tue, 28 Apr 2026 12:36 PM +0530

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



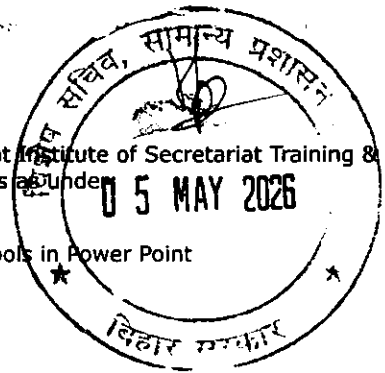
05 MAY 2026

Chief Secretary Bihar

Forwarded message
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Tue, 28 Apr 2026 12:36:38 +0530
Subject: Leveraging AI Tools in Power Point by ISTM
Forwarded message



S.D-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 : 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.

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

2175 / 2116-18
7.5.26

S.O-18
A. V. Nishad
विनीता
7.5.26

बिहार सरकार
अपर मुख्य सचिव कोषागम
सामान्य प्रशासन विभाग
ई-मेल संख्या-...11376
दिनांक.....5.5.26

Fwd: Stress Management by ISTM

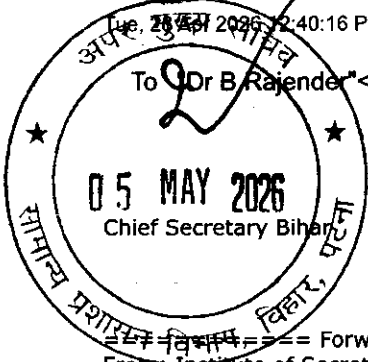
E-MAIL (189)
secy-par-bih < secy-par-bih@nic.in >

55(18)

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

Tue, 28 Apr 2026 12:40:16 PM +0530

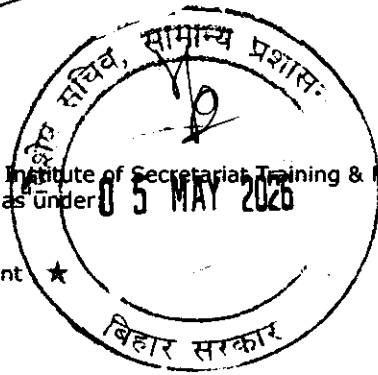
To: Dr B Rajender < secy-par-bih@nic.in >



==== Forwarded message =====
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To: < jsns@ddpmod.gov.in >
Date: Tue, 28 Apr 2026 12:36:11 +0530
Subject: Stress 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 : Stress Management ★

Course Code : SM-19

Date : 10 Aug 2026 to 10 Aug 2026

Mode : Offline

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

Regards

Bhagaban Padhy

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-11374

दिनांक..... 5.5.26

S.O-18

Handwritten signature

श्री विशाल
चिकीटा
7.5.26

2179/शा-18
7.5.26

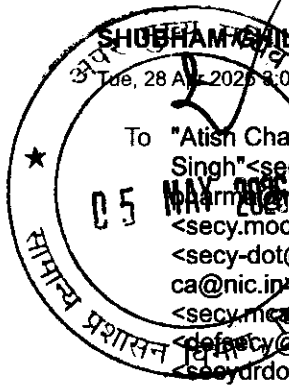
Re: Extension of last date for Completion of Mandatory Courses and Comprehensive Assessment on IGOT Karmayogi platform.

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

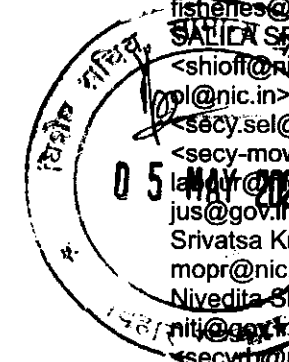
S.S (18)

2178/2110-18

7.5.26



OSD



SHUBHAM GHILDYAL <shubham.ghildiyal@gov.in >
Tue, 28 Apr 2026 3:06:20 PM +0530

To "Atish Chandra" <secy-agri@nic.in>,"M L Jat Jat" <dg.icar@nic.in>,"secy-ayush" <secy-ayush@nic.in>,"Tejveer Singh" <sec.opc@nic.in>,"fertsec" <fertsec@nic.in>,"Secretary Department of Pharmaceuticals" <secy-pharm@nic.in>,"Samir Kumar Sinha" <secy.moca@nic.in>,"Mr Vikram Dev Dutt" <secy.moc@nic.in>,"Commerce Office" <csoffice@nic.in>,"Secretary DPIIT" <secy-ipp@nic.in>,"secy-dot" <secy-dot@nic.in>,"VANDITA KAUL" <secretary-posts@indiapost.gov.in>,"Nidhi Khare" <secy-ca@nic.in>,"secy-food" <secy-food@nic.in>,"Dr. Ashish Kumar Bhutani" <secy-coop@gov.in>,"secymca" <secy.mca@nic.in>,"VIVEK AGGARWAL" <secy-culture@nic.in>,"Mr Rajesh Kumar Singh Singh" <secy.def@nic.in>,"cdssectt" <cds.sectt@gov.in>,"sdpns" <sdpns@nic.in>,"Dr. Samir Kamat" <secy.drdo@gov.in>,"secyesw" <secyesw@nic.in>,"Sanjay Jaju" <secydoner@nic.in>,"Dr M Ravichandran" <secretary@moes.gov.in>,"Secretary MeitY" <secretary@meity.gov.in>,"Mr Tanmay Kumar" <secy-moef@nic.in>,"Vikram Misri" <psfs@mea.gov.in>,"Ms Anuradha Thakur" <secy-dea@nic.in>,"V Vualnam" <secyexp@nic.in>,"Revenue Secretary" <rsecy@nic.in>,"Arunish Chawla" <secydivest@nic.in>,"Secretary DFS" <secy-fs@nic.in>,"Shri K. Moses Chalai" <secy-dpe@nic.in>,"Dr Abhilaksh Likhi" <secy-fisheries@gov.in>,"Mr Naresh Pal Gangwar" <secyahd@nic.in>,"Secretary FPI" <secy.mofpi@nic.in>,"PUNYA SATIKA SRIVASTAVA" <secyhfw@nic.in>,"Office of Secretary DHR" <secy-dhr@gov.in>,"Shri Kamran Rizvi" <shioff@nic.in>,"O/o SS-IS" <sois-mha@nic.in>,"Govind Mohan" <hshso@nic.in>,"Secretary OL" <secy-ol@nic.in>,"RAVENDRA KUMAR" <secybm@nic.in>,"Srinivas Katikithala" <secyurban@nic.in>,"Sanjay Kumar" <secy.sel@nic.in>,"Vineet Joshi" <secy.dhe@nic.in>,"Chanchal Kumar" <secy.inb@nic.in>,"V.L Kantha Rao" <secy-mowr@nic.in>,"Ashok Kumar K Meena" <secydws@nic.in>,"Secretary Labour Employment" <secy-law@nic.in>,"Dr. Rajiv Mani" <secylaw-dla@nic.in>,"Dr Rajiv Mani" <secyoffice-ld@gov.in>,"secy-jus" <secy-jus@gov.in>,"Shri S C L Das Secy MSME" <secretary-msme@nic.in>,"Piyush Goyal" <secy-mines@nic.in>,"Dr. Srivatsa Krishna" <secy-mma@nic.in>,"secy-mnre" <secy-mnre@nic.in>,"Vivek Bharadwaj" <secy-mopr@nic.in>,"secympa" <secympa@nic.in>,"Office of Secretary Personnel" <secy_mop@nic.in>,"Ms. Nivedita Shukla Verma" <secy-arp@nic.in>,"Secy PNG" <sec.png@nic.in>,"CEO NITI AAYOG" <ceo-niti@gov.in>,"secyship" <secyship@nic.in>,"Pankaj Agarwal" <secy-power@nic.in>,"Devendra Kumar" <secyrb@rb.railnet.gov.in>,"Secretary MoRTH" <secy-road@nic.in>,"Rohit Kansal" <secyrd@nic.in>,"Secretary DoLR" <secy-dolr@nic.in>,"Abhay Karandikar" <dstsec@nic.in>,"Secretary DSIR" <secy-dsir@nic.in>,"Director General CSIR" <dgcsir@csir.res.in>,"Dr Rajesh S Gokhale" <secy@dbt.nic.in>,"Debashree Mukherjee" <secy-msde@nic.in>,"Sudhansh Pant" <secywel@nic.in>,"V. VIDYAVATHI" <secretaryda-msje@nic.in>,"secretary" <secretary@mospi.gov.in>,"secy-steel" <secy-steel@nic.in>,"Neelam Rao" <secy-textiles@nic.in>,"Bhuvnesh Kumar" <sectour@nic.in>,"Ranjana Chopra" <secy-tribal@nic.in>,"secywcd" <secy.wcd@nic.in>,"Pallavi Jain Govil" <secy-ya@nic.in>,"Hari Ranjan Rao" <secy-sports@nic.in>,"chairman" <chairman@dae.gov.in>,"chairman" <chairman@isro.gov.in>,"Cabinet Secretariat" <cabinet@nic.in>,"Secy to the President" <secy.president@rb.nic.in>,"Amit Khare" <secyvp@nic.in>,"Secretary General Rajya Sabha" <secygen.rs@sansad.nic.in>,"SG Lok Sabha" <sg-loksabha@sansad.nic.in>,"Sh. Chandra Shekhar Singh" <us-admin@pmo.gov.in>,"DG ICMR" <secy-dg@icmr.gov.in>,"SH Ravi Agrawal" <chairmancbdt@nic.in>,"Santosh Gupta" <santoshkr.gupta@nic.in>,"Office of the CGPDTM" <cgoffice.in@gov.in>,"pdgittraining" <pdgit.training@incometax.gov.in>,"DDG NSSTA" <ddg.nssta@mospi.gov.in>,"Office of Secretary Coordination" <secycoord@gov.in>,"Satendra Singh" <js.cabinet@nic.in>,"Shri Vivek Chaturvedi" <chmn-cbic@gov.in>,"CAG Office" <cagoffice@cag.gov.in>,"Chairman Railway Board" <crb@rb.railnet.gov.in>,"sectt-cga" <sectt-cga@gov.in>,"SD Sharma" <js.admn-dopt@nic.in>,"Office of Secretary Personnel" <secy_mop@gov.in>

इ-मेल संख्या- 5-5-26

बिहार सरकार
अपर मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
11/287

Cc "G. Sai Prasad IAS" <cs@ap.gov.in>,"cs-arunachal" <cs-arunachal@nic.in>,"cs-bihar" <cs-bihar@nic.in>,"cs-go" <cs-go@nic.in>,"Chief Secretary" <cs-hp@nic.in>,"cs" <cs@jharkhand.gov.in>,"Avinash Kumar" <cs-jharkhand@nic.in>,"DR A JAYATHILAK IAS" <chiefsecy@kerala.gov.in>,"cs" <cs@maharashtra.gov.in>,"cso-meg" <cso-meg@nic.in>,"Sentiyaner Imchen" <csnlg@nic.in>,"Chief Secretary, Punjab Chief Secretary, Punjab" <cs@punjabmail.gov.in>,"cs" <cs@punjab.gov.in>,"cs-skm" <cs-skm@hub.nic.in>,"cs-tripura" <cs-tripura@nic.in>,"Chief Secretary Uttar Pradesh" <csup@nic.in>,"Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>,"csdelhi" <csdelhi@nic.in>,"Pratul Patel" <lk-admin@nic.in>,"lk-advisor" <lk-advisor@gov.in>,"Administrator DNH DD" <administrator-dd-dnh@nic.in>,"Advisor to Administrator DNHDD" <devcom-dd@nic.in>,"advisor-dnhdd" <advisor-dnhdd@daman.nic.in>,"Dr Ravi Kota" <cs-assam@nic.in>,"csoffice.cg" <csoffice.cg@gov.in>,"chiefsecretary" <chiefsecretary@gujarat.gov.in>,"Anurag Rastogi" <cs@hry.nic.in>,"cs-haryana" <cs-haryana@nic.in>,"cs-jandk" <cs-jandk@nic.in>,"cs" <cs@karnataka.gov.in>,"cs-madhyapradesh" <cs-madhyapradesh@nic.in>,"cs" <cs@mp.nic.in>,"cs-manipur" <cs-manipur@nic.in>,"cs-mizoram" <cs-mizoram@nic.in>,"csmizoram" <csmizoram@gmail.com>,"cs-ori" <cs-ori@nic.in>,"csori" <csori@nic.in>,"Chief Secretary, Rajasthan" <cs-rajasthan@nic.in>,"csraj"

S.O-18
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<csraj@rajasthan.gov.in>,"cs"<cs@tn.gov.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csuttaranchal"<csuttaranchal@nic.in>,"chiefsecy"<chiefsecy@gmail.com>,"chiefsec"<chiefsec@wb.gov.in>,"Chief Secretary - Shri Dushyant Nariyala"<cs-westbengal@nic.in>,"cspn"<cs.pon@nic.in>,"admr-chandigarh"<admr-chandigarh@nic.in>,"cs-chd"<cs-chd@chd.gov.in>,"adviser-chd"<adviser-chd@nic.in>,"cs"<cs@telangana.gov.in>,"chiefsecretary"<chiefsecretary@ladakh.gov.in>,"cs"<cs@py.gov.in>,"J. Syamala Rao, IAS"<secy-political@ap.gov.in>,"soscagoap"<sosca.goap@gmail.com>,"secretarygada"<secretarygada@gmail.com>,"gargyp"<gargyp@gmail.com>,"commrsecyper"<commrsecy.per@assam.gov.in>,"commrsecygd"<commrsecy.gad@gmail.com>,"secy-par-bih"<secy-par-bih@nic.in>,"Shri Rajat kumar"<rajat.kr@ias.nic.in>,"secy-commindcg"<secy-commind.cg@gov.in>,"sec-wrd"<sec-wrd@goa.gov.in>,"secretary-protocol"<secretary-protocol@goa.gov.in>,"Ganesh Arora"<gad-hcs.cse@hry.gov.in>,"secpers"<secpers@gujarat.gov.in>,"SPS Haryana"<ssps@hry.nic.in>,"gadsecy-hp"<gadsecy-hp@nic.in>,"dopjharkhand"<dopjharkhand@gmail.com>,"prs-dpar"<prs-dpar@karnataka.gov.in>,"BIJU K IAS"<secy.gad@kerala.gov.in>,"secypwdkerala"<secypwdkerala@gmail.com>,"M Selvendran"<secygd1@mp.gov.in>,"js-gad-mah"<js-gad-mah@nic.in>,"acsgadservices"<acs.gadservices@maharashtra.gov.in>,"dpmanipur"<dpmanipur@gmail.com>,"Cyril Diengdoh IAS"<cyril.diengdoh@gov.in>,"secydparmiz"<secydparmiz@gmail.com>,"kukomero"<kukomero@gmail.com>,"gadminor"<gadmin.or@od.gov.in>,"Gurpreet Kaur Sapra IAS"<secy.pers@punjab.gov.in>,"secy-dop"<secy-dop@rajasthan.gov.in>,"psgad"<psgad@rajasthan.gov.in>,"gosedpart"<gos.dopart@gmail.com>,"rinzingchewang"<rinzingchewang@gmail.com>,"pubsec"<pubsec@tn.gov.in>,"Rahul Bojja IAS"<prlsecy_poll_gad@telangana.gov.in>,"secretaryagrigot"<secretary.agri.got@gmail.com>,"gapntgov"<gapnt.gov@gmail.com>,"secyappoint"<secyappoint@nic.in>,"secy-per-ua"<secy-per-ua@nic.in>,"secypar-wb"<secy.par-wb@nic.in>,"Satnam Singh"<secretary208-ani@and.nic.in>,"hs-chd"<hs-chd@nic.in>,"dc-chd"<dc-chd@nic.in>,"pers-dd"<pers-dd@nic.in>,"sgad"<sgad@nic.in>,"gad-jk"<gad-jk@nic.in>,"establishmentgad"<establishment.gad@jk.gov.in>,"administrationgad"<administration.gad@jk.gov.in>,"pstocomsecuti"<pstocomsecuti@gmail.com>,"gadutladakh"<gad.utladakh@ladakh.gov.in>,"Avinash Singh DANICS"<lak-gap@utl.gov.in>,"secyper"<secyper@py.gov.in>,"secygd"<secygd@py.gov.in>,"usgd"<usgd@py.gov.in>,"S.M. KHALIKAR"<khalikar.sm@gov.in>,"cherukumalli2011"<cherukumalli2011@gmail.com>,"Sushma Chauhan"<jsp2@mha.gov.in>,"titikshakashyap98"<titiksha.kashyap98@gmail.com>,"JS DOL Official Language"<jsol@nic.in>,"Anand Kumar Jha"<js-coopn@gov.in>,"Mona K. Khandhar"<as2-msje@gov.in>,"shiprasinghcbc"<shiprasingh.cbc@gmail.com>,"JS Admn Hanish Chhabra"<jsadmn.fpd@nic.in>,"Surat Singh"<surats.edu@nic.in>,"JITENDRA KUMAR"<jitendra.kumar3@gov.in>,"gauravpandey0198"<gauravpandey.0198@gmail.com>,"R. ANAND"<anand.r@nic.in>,"T K Anil Kumar AS RD"<as-mord@gov.in>,"Dr. Rajiv Mani"<secylaw-dla@nic.in>,"Training Division"<trg-dla@gov.in>,"cbcmayanka"<cbc.mayanka@gmail.com>,"Masaldan Gaurav"<masaldan.gaurav@nic.in>,"Dr Manoj Kumar"<as-ld-molj@gov.in>,"Samir Kumar"<samirkumar@gov.in>,"cbczainab"<cbc.zainab@gmail.com>,"Sh.Karan Singh"<js-mowr@nic.in>,"Nitesh Mishra"<js-youth@gov.in>,"Mr Nitesh Mishra"<nk.mishra@nic.in>,"JS Policy"<jsdevelop-sports@gov.in>,"jscdn-mma"<js.cdn-mma@gov.in>,"Rina Sonowal"<rinasonowal.edu@nic.in>,"cbcakanksham"<cbc.akanksha.m@gmail.com>,"Amarpreet Duggal"<jsad-moe@gov.in>,"JS-DP"<jsdd-msje@nic.in>,"Satyajit Paul"<satyajit.paul@nic.in>,"cbcsfreshtha"<cbc.shreshtha@gmail.com>,"Arun Kumar Singh"<arun.kumar66@nic.in>,"Anu Nagar"<anu.nagar1@gov.in>,"Singhp7 Singhp7"<singhp7@nic.in>,"indiabnav"<indiabnav@gmail.com>,"Joint Secretary"<js.gen-png@gov.in>,"Vinay Kumar"<kumarv4@nic.in>,"Addl Secy"<as-highways@nic.in>,"Vir Vikram Yadav"<vv.yadav@nic.in>,"vishwaja26"<vishwaja26@gmail.com>,"Meera Mohanty"<jscoord-ddp@nic.in>,"Mr Gopal Prasad"<prasad.g@nic.in>,"Dr(Mr) ARUN TRIPATHI"<aktripathi@nic.in>,"urvashimeena96"<urvashimeena96@gmail.com>,"M Subramanian"<ms.maniyan69@nic.in>,"Pradeep Singh"<jsecoord-doe@gov.in>,"priyanair.10 priyanair.10"<priyanair.10@gov.in>,"cbcvedika"<cbc.vedika@gmail.com>,"Naresh Kumar Wadhwa"<naresh.wadhwa@nic.in>,"Shalini Pandit"<jsbo@nic.in>,"JS MT Sectt"<jsmt-dod@gov.in>,"cbcvikasupadhyay"<cbc.vikasupadhyay@gmail.com>,"Mehbuba Begum"<mehbuba.hqr@gov.in>,"Smt JAIN"<ddg-msme@gov.in>,"Lalithambigai Kalidass"<lalithambigai.k@ias.nic.in>,"nidhishcbc"<nidhish.cbc@gmail.com>,"Ajoy Sharma"<jsajoy-mole@gov.in>,"Sandeep Gupta"<jsadmin-psw@gov.in>,"Dr Puran Prakash Sharma"<osd-weic@desw.gov.in>,"pralaycbcofficial"<pralaycbcofficial@gmail.com>,"Mr Bhabani Pati"<bppati@ifs.nic.in>,"uzairsimnani"<uzairsimnani@gmail.com>,"CBU STEEL"<cbu-mosteel@gov.in>,"Ms Farida M Naik"<fm.naik@nic.in>,"KS REJIMON"<ks.rejimon@nic.in>,"Siddhartha Nath"<jsad@mea.gov.in>,"maibamwarish1995"<maibam.warish1995@gmail.com>,"divya parmar"<divya.parmar@gov.in>,"bharatjassal"<bharat.jassal@gov.in>,"Vijay Srivastava"<vijayk.srivastava25@nic.in>,"Arumugam Dhanalakshmi"<a.dhanalakshmi@nic.in>,"ridhimaconnects"<ridhimaconnects@gmail.com>,"Ram Vishwakarma"<ram.vishwakarma@csir.res.in>,"Sanjay Kumar Mishra"<sanjaykr.mishra@nic.in>,"Mahes Kumar"<mahesh.rs@gov.in>,"Dr(Mr) Sumantra Pal"<sumantra.pal@nic.in>,"cbcsabina"<cbc.sabina@gmail.com>,"Dr(Mr) Alok Pande"<pande.alok@nic.in>,"Dhrubajyoti Sengupta"<js-doppw@nic.in>,"perindevi"<perin.devi@nic.in>,"cbccpragyanpkar"<cbc.pragyanpkar@gmail.com>,"ShantiKumar Sharma"<shanti.sharma1@icar.org.in>,"Rajinderkumar"<Rajinder.kumar@nic.in>,"DDG NSSTA"<ddg.nssta@mospi.gov.in>,"aniketbasucbc"<aniketbasu.cbc@gmail.com>,"Bhuvnesh Kumar Kumar"

5. DETAILS OF WORK EXPERIENCE

Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

Sr. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- i. Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the training period.
- ii. Briefly describe your job responsibilities and your achievements at your work place.
- iii. What are your career goals and how does this program fit in with your plans.
- iv. Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- v. Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- *The application form is to be sent through the Cadre Controlling Authority.*
 - *However, you may kindly send the advance copy directly to Shri Manoj Kataria, Section Officer (LTDP), Training Division, Department of Personnel and Training, Government of India, Room No- 403, 4th Floor, Block-4, Old JNU Campus, New Mehrauli Road, New Delhi-110067 [E-mail: manoj.kataria14@nic.in] as well as to Chairperson, PGPPM, Indian Institute of Management, Bannerghatta Road, Bangalore-560076 (Karnataka).*
 - *Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoP&T (Training Division) latest by 15th June, 2026.*
 - *The application envelop should be superscripted as "Application for admission in 23rd PGPPM (2026 -27) at IIM, Bangalore".*
-

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Fw: Litigation Management by ISTM

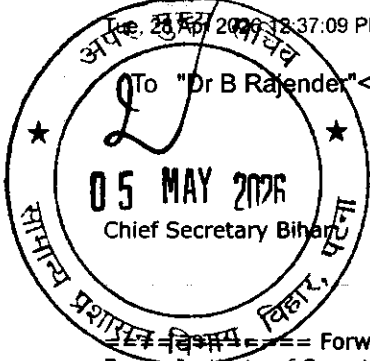
secy-par-bih < secy-par-bih@nic.in >

55 (18)

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

Tue, 28 Apr 2026 12:37:09 PM +0530

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



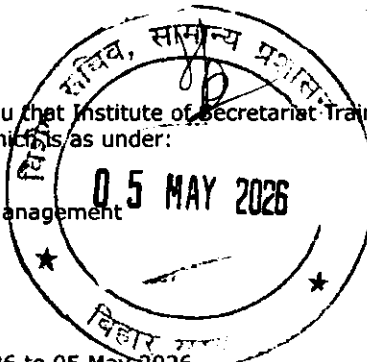
==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
To: < csoffice.cg@gov.in >
Date: Tue, 28 Apr 2026 12:33:26 +0530
Subject: Litigation Management by ISTM
==== Forwarded message =====



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 : Litigation Management

Course Code : LTM-12

Date : 04 May 2026 to 05 May 2026

Mode : Offline

S.O-18
[Signature]

For more details, click here for "COURSE CIRCULAR" and please visit our website at 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

2187 / 2110-18
7.5.26

श्री विशाल
विनीता
7.5.26

बिहार सरकार
अपना मुख्य सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल पता.....11.2.69
दिनांक.....7.5.26