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मुख्य सचिव कोषागार विभाग

15 SEP 2026

TRAINING CIRCULAR

Kartavya Bhavan-I, New Delhi,
Dated the 14th September, 2026.

5041/21-9-16

Subject:- In-person Singapore-Oman Regional Institute of Infrastructure Development (RIID) Training Programme on "Innovations in Governance" from 17th January to 21st January, 2027 in Muscat, Oman.

The Republic of Singapore has invited nominations for In-person Singapore-Oman Regional Institute of Infrastructure Development (RIID) Training Programme on "Innovations in Governance" from 17th January to 21st January, 2027 in Muscat, Oman under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in leading and overseeing public sector reforms. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is Three.

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

3. The course is sponsored by Government of Singapore and the Government of Oman under the Singapore-Oman Regional Institute of Infrastructure Development (RIID) Training Programme, who will provide round-trip economy class airfare, course fees, including trainers' fees, course materials and training venue. The nominated candidate or his/her nominating authority shall have to bear the cost of accommodation and other local and incidental expenses.

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

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

5. Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 01-11-2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 18051, Kartavya Bhavan -1, New Delhi-110001.
Ph: 011-2491 2871,
Email- vs.upadhyay@gov.in
chourasiaanil@nic.in

18 SEP 2026

Contd.....2/-

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


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Deptt. Of Administrative Reforms & Public Grievances, Sardar Patel Bhavan, New Delhi.
2. Joint Secretary (Admn.), Ministry of Statistics & Programme implementation, 1 Tyag Raj Marg, New Delhi.
3. Joint Secretary (Admn.), NITI Aayog, Sansad Marg, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

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

INNOVATIONS IN GOVERNANCE

17 TO 21 JANUARY 2027

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

SULTAN QABOOS UNIVERSITY, OMAN

under the

**SINGAPORE – OMAN
REGIONAL INSTITUTE OF INFRASTRUCTURE DEVELOPMENT (RIID)**

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on technical assistance. As a country whose only resource is its people, Singapore believes that human resource development is vital for sustained economic and social progress.

To date, over 165,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in SCP courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Regional Institute of Infrastructure Development (RIID), Muscat

The Regional Institute of Infrastructure Development (RIID), in the Sultan Qaboos University (SQU) was established in 2012. Located in Sultan Qaboos University (SQU), the RIID has trained over 700 government officials in areas such as Civil Aviation, Environment and Urban Development, and Information and Communication Technology.

Course Objectives

This course will share Singapore's experience in public policy and service delivery innovation, as well as the capabilities the public service needs to stay relevant.

Synopsis

Topics to be covered include:

- Singapore's approach to governance and public service transformation
- Building a digital economy and fostering digital inclusion
- Enabling design-driven innovation in the public service
- Leading organisational transformation
- The public service as convener for citizen engagement and participation

Methodology

This course will be conducted through lectures and discussions and will include group discussions, sharing sessions, Q&A, case studies, evaluation sessions, experiential activities, and other learning methodologies, using suitable education technology tools to enhance interactivity during the sessions.

Course Duration and Venue

This course will be conducted from 17 to 21 January 2027 at the Regional Institute of Infrastructure Development (RIID) in Muscat, Oman.

Address: Regional Institute of Infrastructure Development (RIID), Sultan Qaboos University
Al Seeb Al Khoudh SQU SEPS
Muscat OM, 123, Oman

Invited Countries

Africa, Asia and the Middle East.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in leading and overseeing public sector reforms;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore and Oman.

The Governments of Singapore and Oman will bear the following expenses for successful applicants, thereafter, known as "participants", during the course in Muscat, Oman.

These expenses include:

- Economy class round-trip airfare (Only for participants based outside of Oman); and
- Course fees, including trainers' fees, course materials, and training venue.

Note:

- The nominating government will be responsible for its participants' accommodation, and other local and incidental costs. Applicants are encouraged to verify the availability of funding for their accommodation and other local and incidental costs with their respective nominating government;
- Participants are to bear their personal expenses; and
- As insurance will not be covered, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage for medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government, Government of Singapore and Government of Oman, and its appointed trainer, with respect to the course.

Note:

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

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

Application Procedure

(Closing date for nomination: **8 November 2026**)

The Government of Singapore and Oman is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate up to **three (3)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore and Oman seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/sqomaniig> by **8 November 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

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

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

4. **Nominations:-**

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

5. **Clearance:-**

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

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ANNEX-IV

CHECK LIST

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

In-person Singapore-Oman Regional Institute of Infrastructure Development (RIID) Training Programme on "Innovations in Governance" from 17th January to 21st January, 2027 in Muscat, Oman

ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance < chourasia.anil@nic.in >

Mon, 14 Sep 2026 2:47:23 PM +0530

To "Satish Jadhav"<satish.kj@nic.in>,"Arindam Modak"<arindam.modak@gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"Syed Rizwi"<syed.rizwi@gov.in>,"jsad-moe"<jsad-moe@gov.in>,"Sanjay Kumar Agarwal"<agarwal.sanjay@nic.in>,"js1tourism"<js1.tourism@gov.in>,"VENKATESAPATHY S"<js-shipping@gov.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"Jai Prakash Shivahare"<js-jps@gov.in>,"Vinamra Mishra"<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"ANUPAM KUMAR"<jsadmin-mnre@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"SAJEESH KUMAR N"<jsadmin-dosje@gov.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"JS DT"<jsdt-moca@gov.in>,"jsnavy-dma"<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"<sagar.mehra@nic.in>,"Awadhesh Kumar"<srea-dop@gov.in>,"sthakur"<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"Mohd Muqeem"<mohd.muqeem@gov.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"AGARWAL NAVIN"<navin.agarwal71@gov.in>,"LUCAS KAMSUAN"<js.admn-dpe@gov.in>,"js-establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"Praveen D"<d.praveen@nic.in>,"information"<information@cbi.gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"<jsfilms.inb@nic.in>,"Dr. Muthukumarasamy B"<js-nlm@dahd.nic.in>,"jsaa"<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-goat@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csnsl"<csnsl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-

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Cc "Vijay Upadhyaya"<vs.upadhyay@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore-Oman Regional Institute of Infrastructure Development (RIID) Training Programme on **"Innovations in Governance"** from **17th January to 21st January, 2027 in Muscat, Oman**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-45-26-final.pdf

1.9 MB

Sey, GAD/Health

मुख्य सचिव कोषाग बिहार

09 SEP 2026

Kartavya Bhavan-I, New Delhi,
Dated the 3rd September, 2026.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Health Informatics and Healthcare Logistics" from 1st March to 5th March, 2027 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Health Informatics and Healthcare Logistics" from 1st March to 5th March, 2027 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in digitalisation of public health and healthcare logistics. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

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

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

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

- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/health-info-mar27>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 04.12.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15021, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011- 24012886,
Email: vs.upadhyay@gov.in
choprasia.anil@nic.in

Contd.....2/-

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


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Ministry of Health & Family Welfare, Kartavya Bhavan-1, New Delhi.
2. Joint Secretary (Admn.), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

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

HEALTH INFORMATICS AND HEALTHCARE LOGISTICS

01 TO 05 MARCH 2027

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on technical assistance. As a country whose only resource is its people, Singapore believes that human resource development is vital for sustained economic and social progress.

To date, over 165,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in SCP courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Civil Service College

Civil Service College (CSC) is the central learning institution for the Singapore Public Service. It plays a pivotal role in nurturing and developing people for a first-class Public Service. As a Statutory Board under the Prime Minister's Office, we endeavour to be the heart of learning excellence and development for the Singapore Public Service.

CSC offers a comprehensive suite of programmes that build strategic capability in the public service, focusing particularly on core areas in public governance, leadership, public administration and management. We work closely with central government and public sector agencies to embed values, communicate public sector directions, and manage change in individuals and organisations.

CSC partners public and private sector organisations as well as academia and international government agencies to exchange best practices and experiences in leadership, policy development, public administration and public reforms. By sharing the Singapore government's experience and best practices, CSC hopes to promote good governance and develop goodwill, co-operation and understanding between different governments across the world.

Course Objectives

This course will equip participants with competencies in health informatics and healthcare logistics. It will examine the significance of health informatics, explore the critical need for its support, and identify resources crucial for effective communication between healthcare and Information Technology professionals.

Synopsis

Topics to be covered include:

- Digitalisation in public health
- Healthcare management
- Telehealth applications
- Open data / Big data
- Supply chain management

Methodology

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

Course Duration and Venue

The course will be held over 5 days from **01 to 05 March 2027** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in digitalisation of public health and healthcare logistics;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

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

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

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

Note:

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

Regulations

Participants are required to comply with the following:

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

Application Procedure

(Closing date for nomination: **11 December 2026**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (01)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/health-info-mar27> by **11 December 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

Note:

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

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

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SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY3. **Filling up of application forms:-**

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

4. **Nominations:-**

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

5. **Clearance:-**

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

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ANNEX-IV

CHECK LIST

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

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

PART-A

UNDERTAKING

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

Signature of Competent Authority

Name

Designation

(SEAL)

OR

PART- B

UNDERTAKING FOR SELF FINANCING

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

This issues with the approval of the Competent Authority.

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

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

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In-person Singapore Cooperation Programme on "Health Informatics and Healthcare Logistics" from 1st March to 5th March, 2027 in Singapore

**CS-
bihar**

< cs-bihar@nic.in >



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

<
chourasia.anil@nic.in
>

Mon, 07 Sep 2026 11:33:08 AM +0530

To "Arti Ahuja"<ash-mohfw@nic.in>,"Bhuvnesh Kumar Kumar"
<bhuvnesh.k@meity.gov.in>,"RAJEEV KUMAR"<jsadmin-
mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-
cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"jssk-dst"<jssk-
dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-
mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"Syed Rizwi"
<syed.rizwi@gov.in>,"jsad-moe"<jsad-moe@gov.in>,"Sanjay Kumar Agarwal"
<agarwal.sanjay@nic.in>,"js1tourism"
<js1.tourism@gov.in>,"VENKATESAPATHY S"<js-
shipping@gov.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"Jai Prakash
Shivahare"<js-jps@gov.in>,"Vinamra Mishra"
<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"
<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"
<crb@rb.railnet.gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal"
<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"
<samirkumar@nic.in>,"ANUPAM KUMAR"<jsadmin-mnre@gov.in>,"Vijay Kumar
Sinha"<sinha.vijay@nic.in>,"SAJEESH KUMAR N"<jsadmin-
dosje@gov.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-
dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-
dfs@nic.in>,"jse"<jse@nic.in>,"JS DT"<jsdt-moca@gov.in>,"jsnavy-dma"
<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"
<sagar.mehra@nic.in>,"Awadhesh Kumar"<srea-dop@gov.in>,"sthakur"
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"
<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-
ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"mohdmuqeem"
<mohd.muqeem@gov.in>,"nkmishra"<nk.mishra@nic.in>,"js2-mopr"<js2-
mopr@gov.in>,"jslr-dolr"<jslr-dolr@nic.in>,"AGARWAL NAVIN"
<navin.agarwal71@gov.in>,"LUCAS KAMSUAN"<js.admn-dpe@gov.in>,"js-
establishmentmoc"<js-establishment.moc@gov.in>,"vijaymittal"
<vijay.mittal@nic.in>,"rpthakur25"<rp.thakur25@nic.in>,"ara-hccg"<ara-
hc.cg@gov.in>,"masaldangaurav"<masaldan.gaurav@nic.in>,"Praveen D"
<d.praveen@nic.in>,"information"<information@cbi.gov.in>,"arindammodak"
<arindam.modak@gov.in>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"
<jsfilms.inb@nic.in>,"Dr. Muthukumarasamy B"<js-nlm@dahd.nic.in>,"jsaa"
<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"
<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"
<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"
<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-
goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-
jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"
<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"
<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-
manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-
mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"

ES3
<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"cspon"<cs.pon@nic.in>,"cs"<cs@tn.gov.in>

Cc "Vijay Upadhyaya"<vs.upadhyay@gov.in>,"SWEETI GARG"<sweeti.garg@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Health Informatics and Healthcare Logistics**" from **1st March to 5th March, 2027 in Singapore**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-44-26-final.pdf

2.3 MB

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सामान्य प्रशासन विभाग

J.S-18

285-18

संयुक्त सचिव, सामाजिक प्रशासन विभाग
18 SEP 2028
P. A. N. NO. IS AAOFN 3

P.A. N. NO. IS AAOFN 3215 E

4987/2A-18
21.9.96

Dated:- 25-08-2026

Dated:- 25-08-2026

AT GANGTOK (SIKKIM)

श्री अरबाह जी
विनीता
21.9.2024

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18.09.16

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169-26



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Details of Our Coming Training Programs AT GANGTOK

Respected Sir,

In this highly competitive environment there is a greater need for promoting performance excellence on a continuous basis. Emotions and Human values play an important role in building a work culture necessary for achieving peak performance. It is therefore, necessary that emotional quotient (EQ) be combined with spiritual quotient (SQ). Values are ideals that influence the quality of personal behavior and long term performance. Intelligent use of emotions and positive values play an important role in promoting performance excellence. This Workshops will help the Executives to Sharpen their Skills which will contribute for Managerial Excellence through Effective Leadership & will also enable the Participants to Evolve Strategies & Skills for Promoting Dynamics Leadership in the organizations.

" DIMENSIONS FOR PERFORMANCE EXCELLANCE "

(EMOTIONAL AND SPIRITUAL DIMENSIONS)

- Executives / Officers / Managers engaged in any Department in an Organization/Office (Such as Administration , Finance/Accounts,

Technical, Safety , Medical , Personnel ,HR, Staff etc.etc).

Personnels engaged in Office : Senior Executives, Administrative Stores & Field Officers, Section Officers, Superintendents,

Office Managers, PS / PA'S , Stenos, Typists Assistants, Secretarial & Clerical Staff.(U D C / LDC), Receptionist.

- Leaders / Activists of Employees Unions, Supervisors & Officers Associations & SC/ST & OBC Employees Welfare Associations & JCM Committee Members.

TOPICS TO BE COVERED

- Characteristics of an Effective Employees (Positive Values) – Team Building for Orgn Growth – Productivity — Role of Union/ Asson/ Employees in increasing Productivity – Management of Stress – Human Relations / Good Interpersonnel Relations/ Good Union Management Relations for smooth functioning –Importance of Effective Communication \ Good Relations \ Less Stress \ Effective Team \ Better Performance \ More Productivity \ Orgn Growth * Managerial Leadership

FACULTY :

The Training Programme will be Conducted by our Sr. Faculty , in mix of Hindi & English Through lectures , Group Discussions, Case Study & Quiz.

DATE & VENUE

AT HOTEL TIBET, GANGTOK (SIKKIM)

FROM SEPT 23rd A/N - 26th F/N, 2026

PARTICIPATION FEES WILL BE

Rs. 35,900/- +18% GST Per Residential Participant per Programme in Double Occupancy.

Rs. 24,900/- +18% GST Per Non Residential Participant per Programme.

Rs. 44,900/- +18% GST Per Resident Participant in Single occupancy

(in this spouse stay will be complimentary)

We are sure you will find these above said Workshop need based , Educative , Informative & highly useful for your Organisation / Employees. We, therefore request you to kindly take advantage of the same by nominating more n more your Officers / Officials for this Workshop.

Kindly favour us, with Your nominations along with the Course fees drawn in favour of "NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT " (Payable at New Delhi) at the earliest, as seats are limited.

With warm regards,

(AJAY SHARMA)

Executive Director

(SSO)

REGD. OFFICE : B-18, GROUND FLOOR, COMMUNITY CENTRE, JANAK PURI, NEW DELHI: 110058.

TELE. NO:- 011- 25511419, 40050334, 9811153108, 9891654500

FAX : 011-25511419

Email ID: nimmatrg@gmail.com, immt16@yahoo.in

WEB: www.nimma.org



CENTRE FOR
HUMANITARIAN
LEADERSHIP

E-Mail



DEAKIN
UNIVERSITY

549

Resilience and Recovery Leadership

PS, DMD / Secy, GAO

Reference: IITR/DEAKIN/RRL-1/2026

Date: 16.09.2026

To: मुख्य सचिव कोषागार विहार

Shri Pratyaya Amrit (IAS)

Chief Secretary

Bihar State Disaster Management Authority

Government of Bihar

Subject: Inviting Nomination for the Three-Day Training Workshop on "Leadership for Crisis Managers", 27-29 October 2026, at ICARS, IIT-Roorkee - Greater Noida Campus, jointly organized by Deakin University Australia and IIT Roorkee.

Respected Sir,

Following meetings from IIT Roorkee and the Centre for Humanitarian Leadership (CHL), Deakin University, Australia

India's disaster and crisis landscape is becoming increasingly complex due to climate-related hazards, rapid urbanisation, infrastructure disruptions, pandemics and cascading risks. Strengthening leadership and decision-making capacities is essential for effective disaster risk management, emergency response and resilience planning.

2. In this context, IIT Roorkee (India) and the Centre for Humanitarian Leadership (CHL), Deakin University, Australia are jointly organising a three-day training workshop on "Leadership for Crisis Managers" from 27-29 October 2026 at the Integrated Centre for Adaptation to Climate Change, Disaster Risk Resilience and Sustainability (ICARS), IIT Roorkee- Greater Noida Campus, Uttar Pradesh. A brochure providing detailed information is enclosed herewith for your kind reference and consideration.

3. You are therefore requested to nominate one suitable senior to mid-level officials/professionals/experts from SDMA/Relief Department who are engaged in disaster management, emergency response, climate resilience, risk reduction, governance or related areas.

4. The Nomination Form is enclosed herewith for your kind reference and necessary action. The nominated individuals are requested to duly fill in the enclosed Nomination Form and submit the completed form via email to crri.iitrdeakin@gmail.com by 29th September. Dr. Aditi Singh, Project Lead (Resilience & Recovery Leadership), Deakin University, would be available for any further details in this regard (Mobile No: +91 9650047055).

Thanking you,

With warm regards,

Anil Gupta

Prof. (Dr.) Anil K. Gupta

Dept. of WRDM

Principal Investigator- ICARS (CoE of DST)

Project Director - AdaptDMIR

(MOEFCC/UNDP/NDMA)

Professor Mary Ana McGlasson

Director - Centre for Humanitarian Leadership

Deakin University

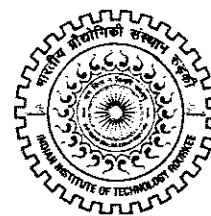
Australia

मुख्य सचिव कोषागार
हाथी सं० २१७६
दिनांक २१-९-२६

श्री अरशद जी
रफीकी
23.9.2026

S.O-18
22.09.26

5096/21-0-18
23-9-26



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Leadership for Crisis Managers

*Strengthening Decision-Making, Collaboration
and Disaster Resilience*

**Three-Day Training Workshop
27-29 October, 2026**

**IIT Roorkee
Greater Noida Campus (NCR)**

Jointly Organised by:

**DEAKIN UNIVERSITY, AUSTRALIA
CENTRE FOR HUMANITARIAN LEADERSHIP
and IIT ROORKEE, INDIA**

India's disaster and crisis landscape is becoming increasingly complex, from climate-driven disasters and pandemics to conflict, rapid urbanisation, infrastructure disruptions and cascading risks. These challenges demand leaders who can navigate uncertainty, make sound decisions under pressure, communicate effectively and coordinate across institutions and stakeholders.

Leadership for Crisis Managers is a three-day experiential workshop for mid- to senior-level officials across India's disaster risk management system. It combines crisis leadership frameworks, reflective tools, collaborative learning, practical exercises, expert perspectives and real-world scenarios to strengthen leadership in high-stakes and rapidly evolving situations.

Drawing on the expertise of IIT Roorkee and the Centre for Humanitarian Leadership-Deakin University, the programme brings together international expertise and India's experience in disaster resilience and governance to strengthen leadership, institutional capacity and innovation.

The partnership aims to build stronger and more adaptive communities, advance resilience leadership, promote inclusive growth, and reduce disaster risks and vulnerabilities through proactive planning, collaboration and action.

Overarching Learning Objectives

- Apply adaptive leadership principles and structured decision-making approaches when leading under operational pressure and uncertainty.
- Exercise effective coordination and communication strategies to support multi-agency crisis response and collective action.
- Analyse emerging risks using systems thinking and develop scenarios to strengthen institutional preparedness and resilience.
- Evaluate their own leadership practice and identify specific actions to strengthen personal and institutional crisis leadership capacity.

Training Approach

The workshop adopts an experiential and practice-oriented learning approach, enabling participants to connect leadership concepts with real-world crisis challenges. The programme combines:

- **Crisis Leadership Frameworks**

Understanding crisis leadership behaviours, adaptive leadership and collaborative approaches relevant to crisis environments.

- **Experiential Learning**

Participatory exercises, team activities, reflection and peer learning to translate concepts into practice.

- **Scenario-Based Learning**

Exploring realistic leadership and communication challenges, including competing priorities, coordination gaps and high-pressure decision-making.

- **Expert Perspectives**

Learning from experienced practitioners and leaders through keynote sessions, guest speakers and panel discussions.

- **Reflection & Action Planning**

Connecting learning with participants' own leadership practice and identifying actionable institutional and individual commitments.

Key Themes

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Crisis Leadership

Leading effectively amid uncertainty, complexity and rapidly changing circumstances.



Adaptive Decision-Making

Making informed and timely decisions when information is incomplete and pressures are high



Collaborative Leadership

Building trust, shared accountability and collective action across organisational boundaries.



Psychological Safety & Team Effectiveness

Creating environments that support openness, resilience, learning and effective teamwork.



Innovation & Future Resilience

Harnessing technology, data, AI and knowledge to strengthen risk-informed decision-making.

Participant Takeaways

Participants will leave the programme with:

- Practical frameworks for leading in crisis and uncertainty
- Practice using effective leadership tools
- Enhanced self-awareness of their leadership behaviours and strengths
- Tools for effective communication, teamwork and stakeholder engagement
- Approaches to strengthen multi-agency coordination and collaborative governance
- Insights into resilience, wellbeing and sustainable team performance
- Practical experience through scenario-based and group exercises
- Individual leadership commitments and actionable priorities for institutional application

The programme is designed not simply to build knowledge, but to enable crisis managers to translate leadership learning into practical action—strengthening their ability to lead people, navigate uncertainty, coordinate across systems and build more resilient institutions.

Participation & Logistics

Participation Fee:

As this is the inaugural joint programme of IIT Roorkee, India, and Deakin University, Australia, the participation fee is waived-off for nominated and selected candidates.

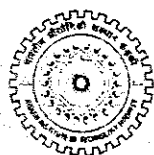
Nomination & Confirmation:

- Based on the nominations received, the Organising Team will finalise the list of selected participants, who will subsequently receive an official confirmation letter, with a copy to the respective nominating organisation.
- Participants are advised to carry the confirmation letter while reporting at the workshop venue.
- Travel expenses to and from the venue shall be borne by the nominating organisation/agency or the participant.
- Accommodation & meals will be provided to the nominated and selected participants at ICARS, IIT Roorkee – Greater Noida Campus, from the evening of 26 October 2026 to the morning of 30 October 2026.

Venue:

IIT Roorkee – Greater Noida Campus (NCR)
Plot No. 20, Knowledge Park II
Greater Noida, Uttar Pradesh – 201310

About the Institutes



IIT Roorkee, India

Established in 1847, IIT Roorkee is India's first technical institution of national importance. Renowned globally for excellence in education, research and innovation, IIT Roorkee is a leader in engineering, technology, and applied science with a strong focus on solving real-world challenges for a sustainable future.



Deakin University, Australia

Deakin University is a globally ranked, research-intensive university known for its strong industry partnerships, impactful research and innovative teaching. With a commitment to social impact and sustainability, Deakin drives positive change through education and collaboration worldwide.



ICARS (Integrated Centre for Adaptation to Climate Change, Disaster Risk Resilience and Sustainability)

A unique establishment of Govt. of India DST with IIT Roorkee at Greater Noida Campus. ICARS's mandate is focused around policy linked research, action research, research to support capacity building, and research integration into policy and operational processes.



Centre For Humanitarian Leadership (CHL)

A globally recognised leadership development, research, and convening Centre based at Deakin University in Australia. CHL works to strengthen the leadership capabilities of individuals, organisations, and systems responding to complex crises, disasters, and humanitarian challenges.



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NOMINATION FORM

Three-Day Training Workshop on Leadership for Crisis Managers (27–29 October 2026)

1. NOMINEE DETAILS:

Name: _____

Designation: _____

Organisation/Institution: _____

Department/Division: _____

Organisation Type: _____

☐ Government ☐ PSU ☐ NGO/Humanitarian ☐ Private Sector ☐ Academic/Research ☐ Other

Email: _____

Mobile: _____

City & State: _____

Accommodation Required (Yes /No): _____

2. PROFESSIONAL EXPERIENCE:

Total Years of Experience: _____

☐ 5–10 ☐ 11–15 ☐ 16–20 ☐ 20+

Years of experience in disaster/crisis/resilience-related work: _____

☐ <2 ☐ 2–5 ☐ 6–10 ☐ 11–15 ☐ 15+

Primary area(s) of work:

☐ Disaster Risk Reduction/Management

☐ Crisis/Emergency Management

☐ Humanitarian Response

☐ Climate Resilience

☐ Risk Governance/Public Administration

☐ Critical Infrastructure

☐ Recovery/Reconstruction

☐ Other: _____

3. LEADERSHIP & CRISIS MANAGEMENT EXPERIENCE:

Current level of responsibility: _____

☐ Team/Unit ☐ Department/Programme ☐ Institutional/Strategic

☐ Multi-agency/Inter-agency Coordination

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4. LEARNING PRIORITIES:

Please select up to THREE areas you would most like to strengthen:

- ☐ Crisis Leadership
- ☐ Adaptive Decision-Making
- ☐ Collaborative Leadership
- ☐ Crisis Communication
- ☐ Team Effectiveness & Psychological Safety
- ☐ Strategic Foresight & Systems Thinking
- ☐ Multi-agency Coordination & Collaborative Governance
- ☐ Inclusive Crisis Response
- ☐ Innovation, Technology, AI & Data
- ☐ Personal Leadership & Self-awareness

5. PARTICIPATION COMMITMENT:

I confirm that, if selected, I will participate in the workshop for the **full three days (27–29 October 2026)** and actively engage in discussions, exercises, simulations and peer-learning activities.

Nominee Name: _____

Signature: _____

Date: _____

6. ORGANISATIONAL NOMINATION / ENDORSEMENT:

Nominating Officer /Department: _____

Designation: _____

Email: _____

Contact No.: _____

Signature & Official Seal: _____

*Kindly email the duly completed nomination form to crri.iitrdeakin@gmail.com and upload the same completed form through the link below to complete the nomination process:

<https://docs.google.com/forms/d/e/1FAIpQLSfkG3aUY8LdcB9Uu41ti94DHZlftjWMgOLOly6NvsummluBkg/viewform?usp=publish-editor>

542

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

Inviting Nomination for the Three-Day Training Workshop on "Leadership for Crisis Managers", 27–29 October 2026, at ICARS, IIT Roorkee - Greater Noida Campus, jointly organized by Deakin University Australia and IIT Roorkee.

< head.icarsindia@gmail.com >

Wed, 16 Sep 2026 1:54:24 PM +0530

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

Cc "secy-disastermgmt-bih"<secy-disastermgmt-bih@nic.in>,"crrl.iitrdeakin"<crrl.iitrdeakin@gmail.com>

Tags  Not in Contacts

Respected Sir,

Greetings from IIT Roorkee and the Centre for Humanitarian Leadership (CHL), Deakin University, Australia.

India's disaster and crisis landscape is becoming increasingly complex due to climate-related hazards, rapid urbanisation, infrastructure disruptions, pandemics and cascading risks. Strengthening leadership and decision-making capacities is essential for effective disaster risk management, emergency response and resilience planning.

In this context, IIT Roorkee (India) and the Centre for Humanitarian Leadership (CHL), Deakin University, Australia are jointly organising a three-day training workshop on "Leadership for Crisis Managers" from 27–29 October 2026 at the Integrated Centre for Adaptation to Climate Change, Disaster Risk Resilience and Sustainability (ICARS), IIT Roorkee- Greater Noida Campus, Uttar Pradesh. A brochure providing detailed information is enclosed herewith for your kind reference and consideration.

You are therefore requested to nominate one suitable senior to mid-level officials/professionals/experts from SDMA/Relief Department who are engaged in disaster management, emergency response, climate resilience, risk reduction, crisis governance or related areas.

The **Nomination Form** is enclosed herewith for your kind reference and necessary action. The nominated individuals are requested to duly fill in the enclosed Nomination Form and submit the completed form via email to crrl.iitrdeakin@gmail.com by 29th September. Dr. Aditi Singh, Project Lead (Resilience & Recovery Leadership), Deakin University, would be available for any further details in this regard (Mobile No: +91 9650047055).

Thanking you with warm regards,

--

Anil Gupta, Ph.D., L.L.B., FSEB, PDW CSIR-NEERI

Full Professor, IIT Roorkee - Dept. of WRDM

PI, ICARS (CoE of DST) | PI, AdaptDMIR Project (UNDP/MoEFCC/NDMA)

(541) Senior ICIMOD Fellow - DRR | President, AOEH

Address: IIT Roorkee – NCR Campus, Plot 20, Knowledge Park – II, Greater Noida, 201310, UP, India

Email: profdsticars.iitr@gmail.com | anilg.icars@wr.iitr.ac.in

Connect: [Linkedin](#) | [Researchgate](#) | [Google Scholar](#) | [Facebook](#) | [Profile](#)

Previously - Head, NIDM (MHA) - Policy Planning & Environment, Internat. & Nat. Coop.

3 Attachment(s)

Nomination Letter-BSDMA.pdf

261.3 KB

Brochure_03 Day Workshop (2...

2 MB

Nomination Form.pdf

286.1 KB

E-6257332 (540)

No. 11/18/2026-IR-I
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Kartavya Bhavan-3, New Delhi

Date: 07 September, 2026

Secy, GAD

मुख्य सचिव, कार्यालय

To

The Chief Secretary of all States
15 SEP 2026 (as per list attached)

Subject: Availability of RTI e-learning courses on igotkarmayogi portal for PIOs/FAAs/Nodal Officers and others- reg.

Sir/ Madam,

Chief Secretary, Bihar

55(18) I am directed to refer to the subject cited above and to state that effective implementation of the Right to Information Act, 2005 requires continuous capacity building of Public Information Officers and other officials dealing with RTI matters.

In this regard, the courses/training programmes related to RTI available on IGOT Karmayogi Platform as specified in enclosed **Annexure** have been identified for capacity building of PIOs/ FAAs/Nodal Officers. The training courses shall cover, *inter alia*, the statutory provisions of the RTI Act, processing and disposal of RTI applications, exemptions and disclosures, transfer of applications, handling of third party information, appeals, maintenance of records and other relevant aspects of RTI implementation.

3. The undersigned is directed to request to apprise various Government functionaries of the State such as PIOs/FAAs/ Nodal Officers and other officers/staff about the availability of abovementioned RTI e-learning Courses on the **igotkarmayogi** portal and encourage the officers/staff to complete the courses on priority with a view to build their capacity and better serve the citizens.

Encl: As above

Yours faithfully,

Swati

(Swati)

Under Secretary to the Govt. of India

Tel No. 2401 0403

E-mail: swati.moib@nic.in

J.S-18

Copy to

The Chief Information Commissioners and Secretaries of all SICs (as per list attached)★

Secretaries of all ATIs (as per list attached).

मुख्य सचिव, कार्यालय
आवृत्ति सं० 1031
दिनांक 16/09/26

U.S.-18

संयुक्त सचिव, सामान्य प्रशासन
21 SEP 2026
बिहार, पटना

श्री अरवि जी
रविनी
22.9.2026

S.O-18
22-09-26

5056/शा 618
22.9.26

Annexure

S. No.	Course Name	Provider Name	Duration	Language
1	Right to Information (RTI)	Department of Personnel and Training DoPT	02:15:00	English
2	Right to Information Act - Part 1	Institute of Secretariat Training and Management	00:55:00	English
3	Right to Information Act - Part 2	Institute of Secretariat Training and Management	01:22:00	English
4	Landmark Judgments- RTI Act, 2005	Institute of Secretariat Training and Management	01:10:00	English
5	Third Party Information	National Academy of Defence Production (NADP) Nagpur	01:18:00	English
6	Right to Information and Personal Data: Transparency and Privacy	Department of Telecommunications	00:52:11	English
7	Proactive Disclosures Under Rti Act 2005	National Academy of Defence Production (NADP) Nagpur	01:56:00	English
8	RTI and Good Governance	National Academy of Defence Production (NADP) Nagpur	01:44:00	English
9	सूचना का अधिकार अधिनियम, 2005: सूचना अधिकारी की भूमिका एवं उत्तरदायित्व	RCVP Noronha Academy of Administration and Management (RCVPNAAM) Bhopal	01:03:00	Hindi
10	Right to Information-RTI	Bharat Sanchar Nigam Limited (BSNL)	00:29:36	English
11	సమాచార హక్కు చట్టం - 2005	Dr Marri Chenna Reddy Human Resource Development Institute of Telangana	01:15:00	Telugu
12	Understanding Right to Information Act	Indian Oil Corporation Limited (IOCL)	00:32:00	English
13	Right to Information (Prarambh)	Department of Posts	00:35:10	English
14	सूचना का अधिकार अधिनियम, 2005- भाग 1	Institute of Secretariat Training and Management	01:42:00	Hindi
15	Right to Information Act 2005	Defence Accounts Department (DAD)	00:48:30	English
16	सूचना का अधिकार अधिनियम, 2005- भाग 2	Institute of Secretariat Training and Management	01:36:00	Hindi
17	ಮಾಹಿತಿ ಹಕ್ಕು ಕಾಯ್ದೆ - 2005	Karnataka Government Secretariat Training Institute	02:02:03	Kannada
18	Proactive Disclosure and Compliance Under the RTI Act 2025	Mahatma Gandhi State Institute of Public Administration Punjab	00:42:31	English

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

Fwd: Work Life Balance & Anger Management by ISTM

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

Mon, 14 Sep 2026 9:59:54 AM +0530

सचिव
To: "Dr B Rajender" <secy-par-bih@nic.in>17 SEP 2026
Chief Secretary Bihar===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <secy-par-bih@nic.in>

Date: Mon, 14 Sep 2026 09:43:04 +0530

Subject: Work Life Balance & Anger Management by ISTM

===== Forwarded message =====



Sir/Madam,

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

Course Name: Work Life Balance & Anger Management

Course Code: WLBAM-07

Date: 21 Dec 2026 to 22 Dec 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

बिहार सरकार
सचिव कोषागारसाधारण प्रशासन विभाग
लि-मेल संख्या 27.924

दिनांक 16.9.26

श्री विशाल
विनीता
21.9.2026

(53)

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

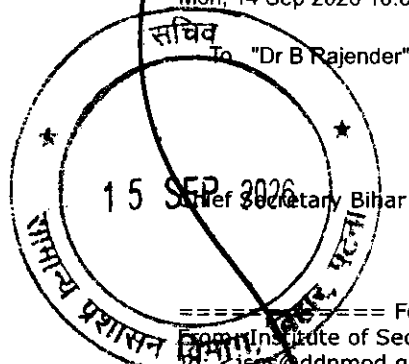
Fwd: Seminar on Right to Information by ISTM

55(18)

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

Mon, 14 Sep 2026 10:00:12 AM +0530

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



===== Forwarded message =====

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

Date: Mon, 14 Sep 2026 09:40:11 +0530

Subject: Seminar on Right to Information 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 : 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 S. Jaiswal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

Campus (OLD), Olof Palme Marg,

New Delhi - 110067

मी निदेशात/मी अरबादगी
विनीत
17.9.2026

बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या... 277778
दिनांक... 15.9.26

5.9.18
17.9.26

4946/का-18

18.9.26

(536)

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

Fwd: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM

5.0-18

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

Mon, 14 Sep 2026 9:59:45 AM +0530

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

Chief Secretary Bihar

15 SEP 2026

===== Forwarded message =====

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

To: < jnsn@dpptd.gov.in >

Date: Mon, 14 Sep 2026 09:45:13 +0530

Subject: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM

===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Unified Pension Scheme/New Pension Scheme

Course Code : NPS/NPS-11

Date : 28 Dec.2026 to 28 Dec 2026

Mode : Online

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

Regards

Anil Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Old Rajme Marg,

New Delhi - 110016

16 SEP 2026

विशेष सचिव

सामान्य प्रशासन विभाग

ई-मेल संख्या: 26.09.26

दिनांक: 15.9.26

बिहार, पटना

श्री विद्यालक्ष्मी

विशेष

17.9.2026

4947/बि-18

18.9.26



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

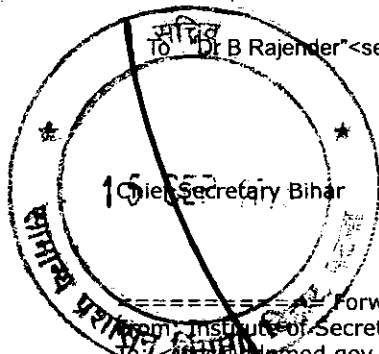
Fwd: Workshop on Advanced Presentation Skills for Trainers and Administrators by ISTM

5/118)

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

Mon, 14 Sep 2026 3:23:33 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: <istm@nic.in>

Date: Mon, 14 Sep 2026 11:27:44 +0530

Subject: Workshop on Advanced Presentation Skills for Trainers and Administrators 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:

Workshop on Advanced Presentation Skills for Trainers and Administrators

Course Code : WAPSTA-11

16 SEP 2026

05 Oct 2026 to 06 Oct 2026

Mode : Online

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

Regards

Priyanka Dhutta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (Old), Olof Palme Marg,

New Delhi - 110067

बिहार, पट-11

श्री अरशदजी
 विनीत
 17.9.2026

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 17.09.26

27795
 15-9-26

534

9/15/26, 12:40 PM

Fwd: Workshop on Advanced Presentation Skills for Trainers and Administrators by ISTM

533

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

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-11)" to be conducted in ISTM from 09.11.2026 to 10.11.2026.

55181

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

Tue, 15 Sep 2026 2:31:59 PM +0530

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

5034/21-9-18

21.9.26

Chief Secretary Bihar

===== Forwarded message =====

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

To: <jens@doomod.gov.in>

Date: Tue, 15 Sep 2026 09:23:01 +0530

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-11)" to be conducted in ISTM from 09.11.2026 to 10.11.2026.

===== Forwarded message =====

FILE NO: Y- 21011/13/2026 -ISTM

Date: 13th July,

2026

To

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

Subject: Two Days Workshop on "Handling RTI Matters (H-RTIM-11)" to be conducted in ISTM from 09.11.2026 to 10.11.2026.

Madam,

I am directed to say that a two days Workshop on "Handling RTI Matters (H-RTIM-11)" will be conducted in ISTM from 09.11.2026 to 10.11.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at Annexure.

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by 23rd October, 2026.

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

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1/3

S.O. 18

18.09.26

श्री अरवि कुमार
किरीट
21.9.2026

28045
12.9.26

532

9/15/26, 6:01 PM

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-11)" to be conducted in ISTM from 09.11.2026 to 10.11.2026.

Encl: Annexure-I

Yours faithfully

Sd/-
(Kavita Sharma)
Assistant Director & Course Coordinator
E-mail: kavita.s@nic.in
Tel: 011-26732076

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE** : Handling RTI Matters
2. **COURSE CODE** : H-RTIM-11
3. **DURATION** : Two days (09.11.2026 to 10.11.2026)
4. **TIME** : 09:00 AM to 5:30 PM
5. **OBJECTIVES:**

Overview of the RTI Act, 2005

- Salient features of RTI Act & Obligation of the Public Authorities
- Duties of CPIOs/ APIOs
- Exemptions under RTI Act, 2005
- Discloseable / Non-Discloseable to information & case discussion
- RTI-MIS
- Action of Appeals & Role of FAA
- Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Record Management of RTI

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

7. PARTICIPANTS (Eligibility Conditions)

The programme is for all employees of Govt. of India, PSUs/ Autonomous Bodies etc.

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30-35.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **23rd October, 2026**.

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

11. COURSE FEE:

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

- (iii) This course fee should be paid only after confirmation of nomination from ISTM.
- (iv) Course fee is required to be paid through Online Payment Mode as per details given below.

531

Website – Bharatkosh.gov.in
Ministry – Personnel. P.G & P
Course Fee - ISTM
OR

Click on Link:- <https://bharatkosh.gov.in/MinistryInfo/SwachhBharatKosh>

(v) Please share the copy of payment receipt on email kavita.s@nic.in

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.9971835322. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-11

Date : 09 Nov 2026 to 10 Nov 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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

Fwd: e-Record Management by ISTM

53 (18)

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

16 Sep 2026 4:50:46 PM +0530

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

16 SEP 2026

Chief Secretary Bihar

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@ddpmod.gov.in>
 Date: Tue, 15 Sep 2026 16:38:00 +0530
 Subject: e-Record Management by ISTM
 ===== Forwarded message =====

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

Course Name : e-Record Management

Course Code : e-RM-28

Date : 09 Nov 2026 to 09 Nov 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4962/21.08.18

18.9.26

बिहार सरकार

सचिव कोषाग

आवश्यक प्रशासन विभाग
 ई-गेल संख्या... 22946
 दिनांक... 16.9.26

S.O-18
 18.09.26

Fwd: Effective Cabinet Notes by ISTM

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

58481

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

Thu, 03 Sep 2026 12:26:10 PM +0530

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

सचिव

Chief Secretary Bihar

15 SEP 2026

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <isns@ddp.gov.in>
 Date: 03 Sep 2026 12:21:46 +0530
 Subject: Effective Cabinet Notes 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 : Effective Cabinet Notes

Course Code : ECN-07

Date : 25 Nov 2026 to 25 Nov 2026

Mode : Offline

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JMI Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 27748

दिनांक... 15.9.26

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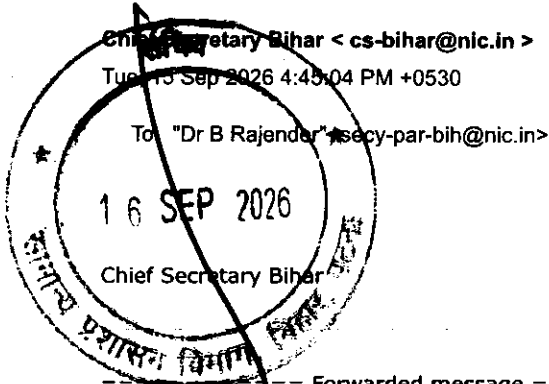
श्री अरबाद जी
 विनीता
 17.9.2026

(578)

J.S (18)

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

Fwd: Workshop on e-Procurement & GeM by ISTM



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

Tue, 15 Sep 2026 4:45:04 PM +0530

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

16 SEP 2026

Chief Secretary Bihar

===== Forwarded message =====

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

To: < jsns@ddp.mod.gov.in >

Date: Tue, 15 Sep 2026 16:35:01 +0530

Subject: Workshop on e-Procurement & GeM by ISTM

===== Forwarded message =====



J.S-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-Procurement & GeM

Course Code: WEP&GeM-10-A

Date: 02 Nov 2026 to 04 Nov 2026

Mode: Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T) सामान्य प्रशासन विभाग

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

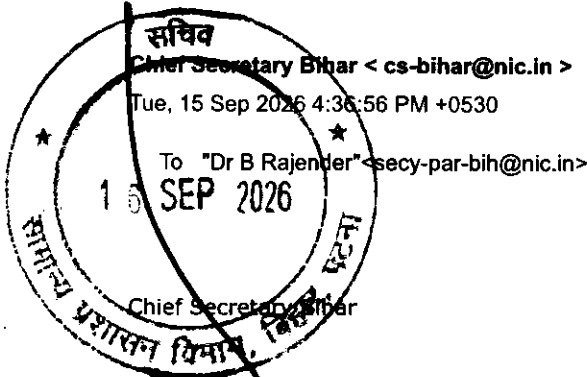
ई-मेल संख्या.. 27.94.3
दिनांक..... 16.9.264973/18.9.18
18.9.26श्री अरशद अली
बिनीता
18.9.26S.D. 18
18.09.26

(528)

55 (18)

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

Fwd: Workshop on e-Procurement & GeM by ISTM



===== Forwarded message =====

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

To: <jns@ddomod.gov.in>

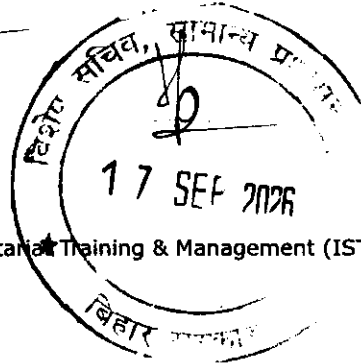
Date: Tue, 15 Sep 2026 16:31:25 +0530

Subject: Workshop on e-Procurement & GeM by ISTM

===== Forwarded message =====



J.S-18



0.8-18

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

Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-10

Date : 05 Oct 2026 to 07 Oct 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4974/ST-18

18.9.26

बिहार सरकार
सचिव कोषांग

सायान्य प्रशासन विभाग
ई-मेल संख्या.....27939
दिनांक.....16.9.26

श्री अरबादजी
चिनीला
18.9.2026

0.8-18

18.09.26

526

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

Fwd: Workshop on Income Tax by ISTM

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

Tue, 15 Sep 2026 4:51:37 PM +0530

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

53 (18)

Chief Secretary Bihar

===== Forwarded message =====

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

To: <jsns@ddp.mod.gov.in>

Date: Tue, 15 Sep 2026 16:40:07 +0530

Subject: Workshop on Income Tax by ISTM

===== Forwarded message =====

Sir/Madam,

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

Course Name : Workshop on Income Tax

Course Code : WITAX-20

Date : 26 Oct 2026 to 26 Oct 2026

Mode : Offline

17 SEP 2026

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

Regards

Anjay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या.....27944

दिनांक.....16.9.26

श्री अरबादजी
विनीता
18.9.2026
S-0-18

18.09.26

528

5117

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

Fwd: Orientation Training Programme for the retiring Government officials by ISTM

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

Tue, 15 Sep 2026 4:33:49 PM +0530

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

Chief Secretary Bihar

===== Forwarded message =====

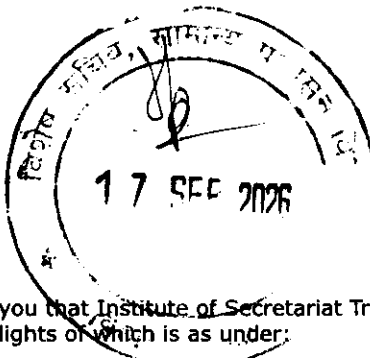
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsn@ddpmod.gov.in >

Date: Tue, 15 Sep 2026 16:17:48 +0530

Subject: Orientation Training Programme for the retiring Government officials by ISTM

===== Forwarded message =====



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

Course Name : Orientation Training Programme for the retiring Government officials

Course Code : OTP-RGO-24

Date : 14 Dec 2026 to 15 Dec 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

विभागीय सरकार

सचिव, लोक सेवा आयोग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 27.938

दिनांक... 16.9.26

श्री अरशदुली
विनीता
18.9.2026

5.9.18
18.9.26

524

52 (18)

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

Fwd: Administrative Vigilance Role of IO/PO by ISTM

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

Tue, 16 Sep 2026 4:51:23 PM +0530

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

16 SEP 2026

Chief Secretary Bihar

===== Forwarded message =====

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

To: < jsns@ddpmo.gov.in >

Date: Tue, 15 Sep 2026 16:38:50 +0530

Subject: Administrative Vigilance Role of IO/PO 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 : Administrative Vigilance Role of IO/PO

Course Code : 29

Date : 09 Nov 2026 to 13 Nov 2026

Mode : Offline

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

Regards

Vijay Kumar Keshari

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग
ई-मेल संख्या... 27945
दिनांक... 6.9.26

श्री अरशदीजी
विनीता
18.9.2026

4976/27-18
18.9.26
52-18
18.9.26

523

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

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

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

Tue, 15 Sep 2026 4:36:22 PM +0530

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

16 SEP 2026

Chief Secretary Bihar

===== Forwarded message =====

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

To: < jsns@dlpmod.gov.in >

Date: Tue, 15 Sep 2026 16:28:22 +0530

Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place

Course Code : WCICRSHW-16

Date : 07 Dec 2026 to 08 Dec 2026

Mode : Offline

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

17 SEP 2026

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

about:blank

1/2

Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

No. LTA/2026/ Workshop/ICC POSH2026

17 September, 2026

Sey, GAD

मुख्य सचिव
Chief Secretary
Bihar18 SEP 2026
Leadership,5110/2110-18
24.9.26

Sub: Two-Day Executive Workshop on POSH - Orientation, Capacity Building & Skill Building for Internal Complaints Committee (ICC) Members | 22-23 September 2026 | Hotel Crowne Plaza, Okhla, New Delhi

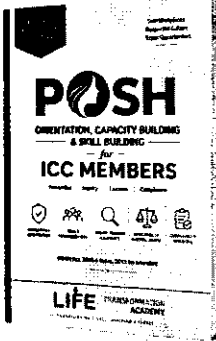
The POSH compliance landscape is moving beyond mere policy and constitution of an Internal Complaints Committee to its effective functioning, competence and procedural preparedness.

The Supreme Court has repeatedly emphasised effective POSH implementation and training of ICC members. More recently, the National Commission for Women, through its Advisory dated 19 June 2026, has reinforced the focus on ICC capacity building, workplace sensitisation, reporting, disclosures and compliance. The POSH framework also envisages orientation on appointment and regular capacity-building and skill-development programmes for ICC members.

Accordingly, we are organising a Two-Day Executive Workshop on Orientation, Capacity Building & Skill Building for Internal Complaints Committee Members, as per details hereunder:

PROGRAMME HIGHLIGHTS AT A GLANCE

Programme	Two-Day Executive Workshop on POSH - Orientation, Capacity Building & Skill Building for Internal Complaints Committee (ICC) Members	
Dates	22-23 September 2026	
Venue	Hotel Crowne Plaza, Okhla, New Delhi	
Core Focus	POSH Compliance ICC Functioning Inquiry Skills Evidence Appreciation Report Writing Audit Readiness	
Methodology	Expert Sessions Case Studies Mock Inquiry Evidence Lab Drafting Exercises POSH Audit Simulation	
Faculty	Senior Government/HR Practitioner with hands-on ICC experience + Advocate & POSH Legal Expert	
Participant Resource	Comprehensive POSH Handbook-cum-Workbook with checklists, formats, templates and practical guidance	



The image shows the cover of a Participant Handbook. At the top, it says 'Participant Handbook' and 'Your Guidebook'. Below that is the POSH logo, which consists of the letters 'POSH' in a bold, sans-serif font, with a stylized figure of a person inside the letter 'O'. Underneath the logo, it reads 'ORIENTATION, CAPACITY BUILDING & SKILL BUILDING for ICC MEMBERS'. There are several icons below this text, including a shield, a magnifying glass, a scale of justice, and a document. At the bottom, it says 'LIFE' in a large, bold font, followed by 'FARUKA CHANDRAKANTH ACADEMY'.

Participant Handbook

मुख्य सचिव कोषागार
5658
22.09.2026
दिनांक

18 SEP 2026

18 SEP 2026

श्री अरुण कुमार
विनीता
23.9.2026

23.9.26



PROGRAMME COVERAGE

1. **POSH Law & Compliance Landscape** - POSH Act & Rules; key definitions; employer and ICC responsibilities; important judicial and regulatory developments.
2. **Understanding Sexual Harassment & 'Unwelcome' Conduct** - Section 2(n) read with Section 3; quid pro quo; hostile work environment; impact versus intent; context, hierarchy and power imbalance.
3. **Jurisdiction & Expanded Workplace** - Branches, field locations, official travel, off-site and virtual settings; contractor/third-party situations; inter-organisational cases; Dr. Sohail Malik v. Union of India.
4. **Constituting & Operating a Legally Compliant ICC** - Composition, Presiding Officer, external member, tenure, disqualification, independence, conflict of interest, reconstitution and compliance records.
5. **Complaint Handling - Receipt to Inquiry** - Complaint and limitation; preliminary scrutiny; conciliation; interim relief; notices, reply, hearings, witnesses and statutory timelines.
6. **Conducting a Fair Inquiry** - Natural justice; reasonable opportunity; questioning and cross-examination in practice; non-cooperation; ex parte proceedings; neutrality and contemporaneous records.
7. **Evidence, Findings & Inquiry Report** - Preponderance of probabilities; oral, documentary, circumstantial and electronic evidence; credibility assessment; reasoned findings; Sections 13, 14 and 18.
8. **Confidentiality, Prevention & Audit Readiness** - Section 16 confidentiality; anti-retaliation; employer obligations; sensitisation; annual reporting; SHe-Box; documentation and POSH audit-readiness.

PRACTICUM-BUILDING ACTUAL ICC SKILLS

- **Mock POSH Inquiry** - simulated roles of complainant, respondent, ICC members and witnesses.
- **Complaint-to-Report Exercise** - complaint, jurisdiction, notice, reply, evidence, hearings, findings, recommendations and report.
- **Evidence Lab** - emails, chats, CCTV circumstances, witness statements, conflicting versions and circumstantial evidence.
- **Inquiry & Questioning Skills** - eliciting relevant facts, testing inconsistencies and maintaining neutrality.
- **Drafting Lab** - notices, proceedings/order sheets, findings, recommendations and reasoned inquiry-report components.
- **POSH Audit Simulation** - gaps in ICC constitution, policy, disclosures, training, annual reports, SHe-Box and compliance documentation.
- **Open Clinic** - participants' institutional and procedural questions without disclosure of confidential case information.

WHO SHOULD ATTEND

Presiding Officers & Members of Internal Complaints Committees | HR/Personnel Heads & Officers | Legal | Vigilance | Compliance | Officers supporting POSH inquiries and statutory reporting | Senior Managers responsible for workplace governance.

PARTICIPANTS' HANDBOOK-CUM-WORKBOOK

Each participant will receive a comprehensive POSH Handbook-cum-Workbook containing the legal framework, key judicial principles, ICC compliance checklist, complaint-to-report process map, statutory timeline tracker, inquiry guidance, evidence-appreciation framework, report-writing guidance, formats/templates and POSH audit-readiness checklist.

FACULTY

HARI KRISHAN - Lead Faculty

Former Civil Servant (IRPS, 1995 Batch) | Former Principal Chief Personnel Officer, Indian Railways | Former GM (HR), DFCCIL | Former ICC Member | Author

Over 28 years' experience in HR, industrial relations, labour administration, disciplinary proceedings and service/labour matters across Government and the public sector. He has served as a Member of the Internal Complaints Committee under the POSH Act in two CPSEs and has conducted executive programmes for officers from 150+ organisations.

MS. SUGANDHA AGARWAL - Legal & POSH Faculty

Advocate | Legal & POSH Compliance Expert

An Advocate with approximately 18 years of professional experience across corporate HR, legal functions and legal practice, with focus on POSH complaint assessment, ICC inquiries, natural justice, evidence appreciation, confidentiality and reasoned findings.

PROGRAMME FEE

Nominations from an Organisation	Fee per Participant
1-2	Rs. 14,500
3-4	Rs. 13,500
5 or more	Rs. 12,500

GST @18% additional, as applicable. Where Government-sponsored training qualifies for exemption under the applicable GST notification, exemption may be extended subject to fulfilment of prescribed conditions and appropriate confirmation/documentation from the sponsoring organisation.

Fee includes: Two-day expert-led workshop, comprehensive Handbook-cum-Workbook, programme/reference material, lunch & refreshments on both days, Certificate of Participation and post-programme resources. Travel, boarding and lodging of participants are not included.

COMPLIMENTARY ORGANISATIONAL SUPPORT

To support participating organisations in strengthening POSH awareness beyond the workshop, we shall also provide:

- **Organisation-wide Online POSH Awareness Session (up to 3 hours)** — complimentary for organisations nominating **2 or more participants**, to facilitate wider employee sensitisation.
- **POSH Awareness & Statutory Display Resource Pack** — ready-to-use awareness posters and display-notice templates for workplace communication and compliance support.

INSTITUTIONAL EXPERIENCE

Trusted by 150+ organisations across Government Ministries, Public Sector Enterprises, Banks, Regulatory Bodies and Academic Institutions. Our programmes consistently receive excellent feedback from both senior leadership and participants.

Sector	Organisations
Government Ministries & Agencies	Railways · Steel · Health · Law & Justice · Science & Technology · Agriculture · C-DOT · NITI Aayog · CDBT · Prasar Bharati · DDA · MCD · DTC · Delhi Police · Kerala Police · Labour Departments (Delhi, Uttar Pradesh)
PSUs & Corporates	Oil India · Bharat Petroleum · GAIL · SAIL · HPCL · NTPC · NALCO · BHEL · HCL · NMDC · WCL · MDSL · CONCOR · RITES · RailTel · RVNL · POWERGRID · Balmer & Lawrie · PTC India · NBCC · WAPCOS · MMTC · SPMCIL · DFCCIL · EIL · CWC · RCF · NEHHDC · NFL · NSIC · SJVN · YANTRA
Banks & Financial Institutions	Punjab National Bank · Bank of Baroda · EXIM Bank · UCO Bank · Canara Bank · Kotak Bank · Bank of India · Indian Bank
Insurance & Regulatory Bodies	LIC · AIC · IIFCL · PFRDA · IFCI
Academic & Training Institutions	IIM Mumbai · IIFT · IRIFM · IRISSET · Baroda Apex Academy · Central Universities: Rajasthan, Haryana, Uttar Pradesh, Manipur, Chhattisgarh

NOMINATION & REGISTRATION

Organisations are invited to forward nominations in the Nomination Form enclosed as Annexure-I to harikrishan@lifetransformationacademy.co.in, along with the sponsoring organisation's GSTIN, billing address and contact details of the nominating authority.

Seats are limited and shall be confirmed in order of receipt of nominations. Early confirmation is recommended.

We look forward to the participation of officers from your organisation in this focused capacity-building initiative for strengthening POSH compliance, Internal Complaints Committee effectiveness and workplace governance.

With warm regards,



Hari Krishan

Former Civil Servant (IRPS, 1995 Batch) | Former Principal Chief Personnel Officer, (Indian Railways)

Founder & Lead Facilitator, Life Transformation Academy

+91 83684 80712 | +91 97176 36975 | harikrishan@lifetransformationacademy.co.in

**ANNEXURE-I
NOMINATION FORM**

**Two-Day Executive Workshop on POSH - Orientation, Capacity Building & Skill Building
for Internal Complaints Committee (ICC) Members**

22-23 September 2026 | Hotel Crowne Plaza, Okhla, New Delhi

SPONSORING ORGANISATION

Organisation	
Complete Billing Address	
GSTIN	
Nominating Authority - Name & Designation	
Official Email	
Mobile / Telephone	

PARTICIPANTS

S. No.	Name	Designation	Department	Email	Mobile
1					
2					
3					
4					
5					

Authorised by: _____

Designation: _____

Date: _____ Signature & Official Seal: _____

Please email the completed Nomination Form to:
harikrishan@lifetransformationacademy.co.in

512

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

Workshop for ICC Members (POSH) | 22-23 September 2026 | Hotel Crowne Plaza, New Delhi

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

Thu, 17 Sep 2026 2:09:31 PM +0530

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

**Chief Secretary
Bihar**

Dear Leadership,

Greetings from Life Transformation Academy.

We are pleased to invite nominations from your organisation for our **Two-Day Executive Workshop on POSH – Orientation, Capacity Building & Skill Building for Internal Complaints Committee (ICC) Members**, scheduled as under:

Dates: 22–23 September 2026

Venue: Hotel Crowne Plaza, Okhla, New Delhi

Recent Supreme Court directions and the National Commission for Women (NCW) Advisory dated 19 June 2026 have further reinforced the importance of effective POSH implementation, capacity building of ICC members, workplace sensitisation and compliance preparedness.

The programme is designed to strengthen the **legal understanding, procedural preparedness and practical inquiry skills of ICC members**, with focused coverage of **POSH compliance, complaint handling, inquiry procedure, evidence appreciation, report writing, confidentiality and audit readiness**.

The workshop will have a strong practical orientation through **case studies, mock inquiry, evidence and drafting exercises, and POSH audit simulation**. Each participant will also receive our comprehensive **POSH Handbook-cum-Workbook**, designed as a practical reference for ICC functioning beyond the workshop.

516

As an additional institutional benefit, organisations nominating 2 or more participants will be offered a complimentary organisation-wide Online POSH Awareness Session (up to 3 hours). Participating organisations will also receive ready-to-use POSH awareness posters and customisable statutory display-notice templates.

FACULTY

HARI KRISHAN - Lead Faculty

Former Civil Servant (IRPS, 1995 Batch) | Former Principal Chief Personnel Officer, Indian Railways | Former ICC Member | Author

MS. SUGANDHA AGARWAL - Legal & POSH Faculty

Advocate | Legal & POSH Compliance Expert

The detailed programme proposal is enclosed for your kind consideration.

We look forward to the participation of officers from your organisation in this focused capacity-building initiative for strengthening POSH compliance, Internal Complaints Committee effectiveness and workplace governance.

With warm regards,

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch)
Former Principal Chief Personnel Officer (Railways)
Founder & Lead Facilitator

Life Transformation Academy

+91 83684 80712 | +91 97176 36975

harikrishan@lifetransformationacademy.co.in

S15

1 Attachment(s)

Workshop for ICC Members (P...

1.8 MB

514



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

Ref No:- NCSTD/EDP/69-63-6969/2026

New Delhi, Dated 3rd September, 2026

To

By Registered & Speed Post

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

Secy, GAD

5093/शा. 18
23.9.26

Subject: Executive Development Program - Call for Nominations

Dear Sir,

The National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD 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, NCSTD 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, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD 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 Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

Sl. No.	Title of Programme	Programme Date (Tue.-Fri.)	Venue	Course Fee Per Participant + 18% GST	
				Residential (Twin Sharing)	Residential (Single Sharing)
1	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22 nd -25 th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17 th -20 th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22 nd -25 th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
2	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22 nd -25 th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
3	Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00

श्री अरसाह जी
विविधा
23.9.2026

5.9.18
22.9.26

22 SEP 2026

21 SEP 2026

4	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
5	Government e-Market place (Portal), Procurement from GeM, e-tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	24 th - 27 th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
		22 nd -25 th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
6	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
7	Local Government, Decentralization & Municipal Administration	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
8	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
9	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22nd -25th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
10	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
11	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
12	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
13	Advance Course on RTI Act, 2005 and Modern HR Practices	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
14	Preventive Vigilance, E-Procurement and Key to Good Governance	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00

15	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
16	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
17	Systematic Problem Solving, Conflict resolution and change Management	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST” Under Capacity Building program	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11 th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
19	Public Procurement, GeM, PFMS & E-Procurement Systems	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20	“Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.”	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21	Digital Governance, E-Governance & Digital Transformation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
22	Artificial Intelligence, Machine Learning & Intelligent Automation	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
23	Cyber Security, Information Protection & Digital Risk Management	17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
24	Leadership & Managerial Skills, Management & Business Administration	17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00
25	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
26	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
27	Office Management, Team Building, Leadership & Performance Management	15 th -18 th December, 2026	Kathmandu (Nepal)	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Tuesday afternoon, training on Wednesday and Thursday, and hotel check-out on Friday Forenoon

1. Programme Overview

- **Audience:** Tailored for government officials across all management levels (Junior, Middle, Senior) in cross-functional domains.
- **Customization:** Bespoke Executive Development Programs can be designed and executed at preferred domestic or international destinations upon request.

2. Nominations & Group Discounts

- **Timeline:** Formal nominations must be submitted at least **one week prior** to the start date. Late entries are subject to seat availability.
- **Strict Non-Refundability:** The participation and registration fees, once remitted, are strictly non-refundable under any circumstances.
- **Group Discount:** A **5% volume concession** on the base fee is available for organizations nominating more than 10 participants for a single programme block (applied collectively to the invoice). Eligible entities include Central/State/UT governments, PSUs, and autonomous bodies.

3. Attendance & Certification

- **Requirement: 100% attendance** across all sessions is mandatory (tracked via manual sign-ins).
- **Certification:** Disqualification from receiving the Certificate of Participation occurs if there are any unauthorized absences or early departures.

4. Fee Framework & Logistics

- **Non-Residential:** ₹36,600 + 18% GST per participant. Covers tuition, course kits, working lunch, and refreshments.
- **Residential:** Organized at premium 4-star hotels for **3 Nights / 4 Days** (Check-in 1 day prior; Check-out 1 day post-programme). Covers stay and all three main daily meals. Personal incidentals (room service, laundry, etc.) must be settled directly with the hotel.
- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

5. Financial Terms & GST Exemption

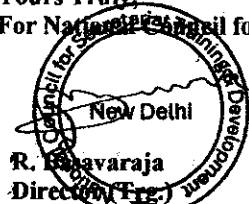
- **Payment:** Advance payment via **RTGS or NEFT** is mandatory before the programme starts. Hotel rooms are only locked and confirmed upon receipt of payment.
- **GST Exemption:** Per GOI Notification No. 9/2017, no GST applies to training programmes for Central, State, or UT administrations, provided the government entity fully funds the expenditure.

6. Admission & Check-in

- **Seat Allocation:** Strictly on a **First-Come, First-Served (FIFO)** basis upon payment receipt. Official confirmation will be sent via email.
- **Travel & Check-in:** Sponsoring organizations handle all travel bookings independently. Residential guests should proceed directly to the hotel front desk with a corporate ID and a valid government photo identity card.

Action Required: *Complete internal approvals and share finalized nominations and payment confirmations early to secure seats.*

Yours Truly,
For National Council for Secretariat Training & Development



R. Bhavaraja
Director (Prg.)
Ex-Director (Projects), MoRD

(510)



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 3rd September, 2026

To,

By Registered & Speed Post

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

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

Dear Sir/Madam,

The National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

In response to the demands of today's rapidly evolving business and governance environment, continuous learning and upskilling have become essential. While experiential knowledge remains valuable, staying updated with emerging technologies, global best practices, and modern methodologies—especially in technical domains—is crucial for improving productivity and organizational performance.

To address these needs, NCSTD is pleased to introduce its specialized programme, the Study Tour for Construction Professionals. This initiative is thoughtfully designed for executives, policymakers, and decision-makers across local, state, and central government bodies, as well as the corporate sector. Through curated international study tours, the programme aims to provide participants with first-hand exposure to advanced construction practices, innovative technologies, and global industry standards. As India continues to strengthen its position on the global stage, this initiative seeks to equip participants with valuable insights and international perspectives, empowering them to contribute more effectively to the nation's infrastructure development and economic growth.

NCSTD Organises the International Study Tours on different topics in below mentioned cities: -

Sl. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST
1	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
2	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
3	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
4	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00

Sl. No.	Title of Programme	Countries / Cities to be Visited	Date & Duration (7 Days)	Course Fee Per Participant + 18% GST
5	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
6	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
7	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
8	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
9	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
10	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
11	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
12	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
13	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
14	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
15	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
16	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
17	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
18	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00
19	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
20	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
21	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	21st – 28th February, 2027	₹ 4,96,000.00

22	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	21st – 28th February, 2027	₹ 4,96,000.00
23	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
24	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
25	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
26	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00
27	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th – 13th April, 2027	₹ 5,96,000.00
28	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13th April, 2027	₹ 4,96,000.00

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

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
- **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.
- **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

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3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Administrative Mandates and Compliance Deadlines

- **The 45-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 45 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

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

For National Council for Secretariat Training & Development

(Addl Director General)





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

Ref No:- NCSTD/OS/69-63-6969/2026

New Delhi, Dated 25th August, 2026

To,

By Registered & Speed Post

The Secretary
General Administration Department
Old Secretariat, Patna
Bihar - 800015

Subject: Proposal for Capacity Building In-house Training Programme for Government Officers and Staff

The National Council for Secretariat Training & Development (NCSTD), is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. Its primary mission is to provide high-quality training to officers from Central and State Government services, as well as personnel from various organized and subsidiary services. By enhancing the skills and competencies of these officials, NCSTD plays a pivotal role in strengthening administrative capabilities and improving overall governance standards.

The proposed Capacity Building Programme is designed for Engineers, Technical Staff, and Non-Technical Staff working in Central Government, State Government, Urban Local Bodies (ULBs), Development Authorities, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards, and other Government Organisations. The training will be conducted on the premises of the concerned department to ensure maximum participation with minimal disruption to official work. Each training batch will comprise 35 to 40 participants, enabling effective interaction, practical learning, and personalized guidance while maintaining an optimal trainer-to-participant ratio.

List of Training Programs:

Government Capacity Building Programmes		Duration	Course Fee/ Batch 35-40 Participants (+18% GST)
1.	Agentic AI & Generative AI for Government Officers: Practical Applications in Governance	2 Days	₹1,98,600
2.	AI-Powered Office Productivity: Automation, Copilot & Smart Workflows for Government Employees	3 Days	₹2,69,600
3.	Data Analytics, Business Intelligence & Evidence-Based Decision Making for Public Administration	3 Days	₹2,69,600
4.	Digital Governance, e-Office, Digital Public Infrastructure (DPI) & Paperless Administration	2 Days	₹1,98,600
5.	Leadership, Strategic Decision-Making & Change Management for Government Executives	2 Days	₹1,98,600
6.	Public Procurement Excellence: GeM, e-Tendering, Contract Management & GFR Compliance	2 Days	₹1,98,600
7.	Government Financial Management: Budgeting, PFMS, Treasury Operations & Internal Controls	2 Days	₹1,98,600
8.	Project Management using AI, MS Project, Primavera & Digital Collaboration Tools	2 Days	₹1,98,600
9.	Future Skills for Government Officers: Innovation, Design Thinking & Digital Leadership	3 Days	₹2,69,600
10.	Human Resource Management, Performance Appraisal & Capacity Building in Government	2 Days	₹1,98,600
11.	Digital Communication, Media Relations & Crisis Communication for Government Organizations	2 Days	₹1,98,600
12.	Financial Fraud Detection, Internal Audit, Risk Management & Vigilance in Public Administration	3 Days	₹2,69,600
13.	Legal Compliance: RTI, Departmental Inquiries, Service Rules & New Criminal Laws	3 Days	₹2,69,600
14.	Digital Records Management, Knowledge Management & Information Governance	2 Days	₹1,98,600

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15.	Workplace Well-being: Emotional Intelligence, Stress Management & High-Performance Teams	2 Days	₹1,98,600
16.	Sustainable Development Goals (SDGs), ESG & Green Governance for Public Institutions	2 Days	₹1,98,600
17.	Future-Ready Government: Emerging Technologies (AI, Blockchain, IoT & Quantum Computing) for Public Administration	3 Days	₹2,69,600
18.	Digital Public Procurement, Vendor Management & Contract Administration in Government	2 Days	₹1,98,600
19.	Administrative Ethics, Integrity, Vigilance & Prevention of Corruption	2 Days	₹1,98,600
20.	AI Applications in Healthcare, Education, Agriculture & Urban Governance	2 Days	₹1,98,600
21.	Behavioural Insights, Citizen-Centric Service Delivery & Public Communication	3 Days	₹2,69,600
22.	Disaster Risk Reduction, Climate Resilience & Emergency Response Planning	3 Days	₹2,69,600
23.	Smart Cities, GIS, Drone Technology & Digital Infrastructure Management	2 Days	₹1,98,600
24.	Smart Urban Governance, Sustainable Cities & Municipal Administration	3 Days	₹2,69,600
25.	Climate Change, Disaster Resilience & Sustainable Infrastructure Planning	3 Days	₹2,69,600
26.	Digital Transformation in Healthcare Administration & Public Health Systems	2 Days	₹1,98,600
27.	Agricultural Policy, Agri-Tech Innovations & Rural Development Administration	2 Days	₹1,98,600
28.	Women Empowerment, Gender Mainstreaming & Inclusive Governance	2 Days	₹1,98,600
29.	Public Policy Analysis, Programme Evaluation & Outcome-Based Governance	3 Days	₹2,69,600
30.	Cyber Security, Digital Fraud Prevention & Data Privacy in Government Offices	3 Days	₹2,69,600

In addition to the above programme other customized programs to the choice can be organized

Overview & Pedagogy

- **Expert-Led Delivery:** Led by industry specialists covering two core topics daily through lectures, practical group exercises, role-playing, and Q&A.
- **Learning Materials:** Participants receive complete course kits, including printed references and digital resources.

NCSTD Responsibilities

- **Faculty Expenses:** Covers all faculty honorariums, travel, and allowances.
- **Content & Resources:** Supplies all training curricula, kits, and digital materials.
- **Program Logistics:** Handles administration, registration, attendance, feedback, testing, certification, and inaugural/valedictory sessions.

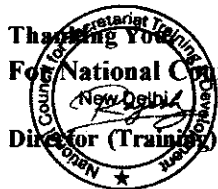
Host Department / PSU Responsibilities

- **Accommodation & Transit:** Provides boarding, lodging, and local transport (including airport/station transfers) for faculty and NCSTD staff.
- **Venue & Catering:** Provides an equipped training hall, daily working lunches, and twice-daily tea/refreshments.

Payment Terms

- **Advance Settlement:** 100% advance payment is required before program commencement and may be made via NEFT, RTGS, IMPS, Demand Draft, or any other approved electronic payment mode.

Thanking You
For National Council for Secretariat Training & Development
Director (Training)



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National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

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

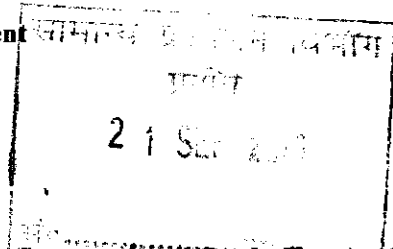
Ref No:- NCSTD/INT/69-63-6969/2026

New Delhi, Dated 25th August, 2026

To,

By Registered & Speed Post

The Secretary
General Administration Department
Old Secretariat, Patna
Bihar - 800015



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

Dear Sir/Madam,

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NCSTD organises the international study tours on different topics in below mentioned cities: -

No.	Topic of Programme	Country to be visited	Duration	Cost (INR) + 18% GST
1	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th - 13th September, 2026	₹ 5,96,000.00
2	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th - 13th September, 2026	₹ 4,96,000.00
3	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd - 30th September, 2026	₹ 4,96,000.00

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S. No.	Title of Programme	to be Visited	(7 Days)	Participant + 18% GST
4	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00
5	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
6	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
7	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
8	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
9	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
10	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
11	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
12	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
13	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
14	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
15	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
16	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
17	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
18	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
19	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
20	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00
21	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00

22	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization, Gender Mainstreaming & Inclusive Governance	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00
23	International Executive Exposure Programme on Water Resources, Irrigation Infrastructure, Urban Water Supply, Water Quality & Sanitation Management	Auckland & Queenstown (New Zealand)	21st – 28th February, 2027	₹ 4,96,000.00
24	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland)	21st – 28th February, 2027	₹ 4,96,000.00
25	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	06th – 13th March, 2027	₹ 4,96,000.00
26	International Executive Exposure Programme on Electric Mobility, E-Charging Infrastructure, Petroleum, Gas & Mining Resource Governance	Dubai & Abu Dhabi (UAE)	06th – 13th March, 2027	₹ 4,96,000.00
27	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	23rd – 30th March, 2027	₹ 4,96,000.00
28	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th March, 2027	₹ 4,96,000.00

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

1. Program Scope & Institutional Scope

- **Target Audience and Eligibility:** Nominations are strictly restricted to mid-to-senior level administrators, including Senior Government Officials from Central, State, and Union Territories, executives from Public Sector Undertakings (PSUs), and officers from Autonomous Bodies, Boards, and Government Corporations.
- **Curriculum Focus:** The program centers on global urban transformation, major infrastructure revitalization, and smart city governance. Learning is achieved via technical on-site inspections, bilateral briefings with city planning officials, and operational case studies of transforming neighborhoods.
- **Certification:** A formal Certificate of Participation will be issued exclusively to officials who successfully complete 100% of the scheduled itinerary, including all technical site briefings and field visits.

2. Direct Program Inclusions

The centralized participation fee paid by the sponsoring department operates as a single-window clearance and covers the following core operational costs:

- **Program Management Charges:** Full administration costs, international faculty honorariums, specialized study tour materials, and institutional venue infrastructure.
- **Aviation and Group Transit:** Standard economy class return airfare, dedicated return airport transfers, and group logistics via luxury AC coaches for all scheduled field visits and project sites.
- **Visa and Clearances:** Processing fees for international visas, embassy coordination, and necessary official administrative clearances.
- **Accommodation:** Lodging expenses for the exact duration of the program at a verified, comfortable 4-star hospitality property.
- **Partial Dietary Arrangements:** Daily buffet breakfast provided directly throughout the entire duration of the study tour at the designated hotel.
- **Comprehensive Risk Insurance:** Premium insurance coverage addressing travel disruptions, emergency medical care, transit delays, and baggage loss.

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3. Explicit Program Exclusions

Any cost outside the predefined operational framework must be handled separately. Sponsoring departments are advised to allocate supplementary budgets for the following items:

- **Primary Daily Meals:** All lunches and dinners throughout the duration of the tour are excluded from the core fee. Participants are expected to utilize the standard Daily Allowance (DA) issued by their parent department to cover these personal dining expenses.
- **Premium Flight Upgrades:** An optional Business Class airfare upgrade is available upon request for an additional fixed cost of INR 3,96,000.00+ GST 18% Extra, per participant. This must be funded as a supplementary allocation by the department based on the official's pay-matrix eligibility.
- **Personal and Incidental Expenses:** Room service, laundry, personal telephone charges, mini-bar usage, and individual out-of-pocket travel outside the official itinerary are strictly excluded.

4. Funding Mechanism and Financial Protocol

- **Sponsorship and Per-Diem Model:** Sponsoring departments must process the primary composite participation fee in advance to secure seat confirmation immediately following nomination approval.
- **Budget Head Allocations:** In compliance with General Financial Rules, sponsoring ministries and organizations should debit these expenses under institutional budget heads such as "Domestic Travel Expenses (DTE)", "Foreign Travel Expenses (FTE)", or "Training & Human Resource Development".
- **Advance Remittance Mandate:** Under no circumstances will a participant be permitted to join the tour without the advance remittance of the full participation fee within the specified institutional deadline.

5. GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Administrative Mandates and Compliance Deadlines

- **The 60-Day Submission Rule:** Clear passport photocopies along with formal, signed nomination letters must be submitted to NCSTD at least 60 days prior to the program's commencement. This timeline is non-negotiable due to international visa processing buffers and group block bookings.
- **Seat Availability Constraints:** Nominations are conditionally registered upon receipt and are formally locked in strictly on a first-come, first-served basis, subject to physical seat availability and successful fee clearance.
- **Fee Non-Refundability Policy:** Once the participation fee is processed, it is strictly non-refundable as funds are immediately committed to international hospitality suppliers and airline inventories.
- **Budget Safeguard and Substitutions:** To protect public and institutional funds against sudden administrative emergencies or legislative duties, departments are permitted to substitute an alternate candidate of equivalent rank at no additional charge. Alternatively, the credit may be carried forward and adjusted against future scheduled NCSTD training programs.

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

For ~~Secretary~~ National Council for Secretariat Training & Development

(Addl. Director General)





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

E-Mail: -info@ncstd.in, infoncstd@gmail.com, Website:-www.ncstd.in

Ref No:- NCSTD/EDP/69-63-6969/2026

New Delhi, Dated 25th August, 2026

To,

By Registered & Speed Post

The Secretary
General Administration Department
Old Secretariat, Patna
Bihar - 800015

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD 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, NCSTD 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, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD 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 Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

Sl. No.	Title of Programme	Programme Date (Tue - Fri)	Venue	Participant Fee (Rs.)	Participant GST Residential (Single Sharing)
1	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	22nd -25th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 58,600.00
2	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd -25th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15th-18th December, 2026	Kathmandu Nepal	₹ 48,600.00	₹ 56,600.00
3	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	06 th -09 th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08 th -11 th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00

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4	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15th-18th December, 2026	Kathmandu Nepal	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
5	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	06th -09th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
6	Local Government, Decentralization & Municipal Administration	06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
7	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	08th -11th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
8	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November,2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
9	Digital Transformation: Training on using digital tools, e-learning modules, and AI in Human Resources to improve service delivery.	06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
10	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		27th -30th October,2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December,2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
11	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
12	Advance Course on RTI Act, 2005 and Modern HR Practices	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		15th-18th September,2026	Goa	₹ 49,600.00	₹ 58,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
13	Preventive Vigilance, E- Procurement and Key to Good Governance	08th -11th September,2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
		15th-18th September,2026	Goa	₹ 49,600.00	₹ 58,600.00
14	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		24th - 27th November, 2026	Shimla (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
15	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	22nd -25th September,2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		17th -20th November,2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		22nd-25th December,2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00

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16	Systematic Problem Solving, Conflict resolution and change Management	22nd -25th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17	“Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST” Under Capacity Building program	06th -09th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
		15th-18th December, 2026	Kathmandu Nepal	₹ 48,600.00	₹ 56,600.00
18	Public Procurement, GeM, PFMS & E-Procurement Systems	15th-18th September, 2026	Goa	₹ 49,600.00	₹ 58,600.00
		27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19	“Affordable Housing Development & High rise building: Strategies for planning and implementing affordable housing projects, including land tenure regulations.”	27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20	Digital Governance, E-Governance & Digital Transformation	15th-18th September, 2026	Goa	₹ 49,600.00	₹ 58,600.00
		17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
21	Artificial Intelligence, Machine Learning & Intelligent Automation	17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
22	Cyber Security, Information Protection & Digital Risk Management	17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
23	Leadership & Managerial Skills, Management & Business Administration	15th-18th September, 2026	Goa	₹ 49,600.00	₹ 58,600.00
		17th -20th November, 2026	Leh (Ladakh)	₹ 48,600.00	₹ 56,600.00
		15th-18th December, 2026	Kathmandu Nepal	₹ 48,600.00	₹ 56,600.00
24	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	27th -30th October, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
		08th-11th December, 2026	Dalhousie (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
25	Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22nd-25th December, 2026	Panji (Goa)	₹ 48,600.00	₹ 56,600.00
26	Office Management, Team Building, Leadership & Performance Management	15th-18th December, 2026	Kathmandu Nepal	₹ 48,600.00	₹ 56,600.00

The dates listed in the table include hotel check-in on Tuesday afternoon, training on Wednesday and Thursday, and hotel check-out on Friday Forenoon

1. Programme Overview

- **Audience:** Tailored for government officials across all management levels (Junior, Middle, Senior) in cross-functional domains.
- **Customization:** Bespoke Executive Development Programs can be designed and executed at preferred domestic or international destinations upon request.

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2. Nominations & Group Discounts

- **Timeline:** Formal nominations must be submitted at least **one week prior** to the start date. Late entries are subject to seat availability.
- **Strict Non-Refundability:** The participation and registration fees, once remitted, are strictly non-refundable under any circumstances.
- **Group Discount:** A **5% volume concession** on the base fee is available for organizations nominating more than 10 participants for a single programme block (applied collectively to the invoice). Eligible entities include Central/State/UT governments, PSUs, and autonomous bodies.

3. Attendance & Certification

- **Requirement:** **100% attendance** across all sessions is mandatory (tracked via manual sign-ins).
- **Certification:** Disqualification from receiving the Certificate of Participation occurs if there are any unauthorized absences or early departures.

4. Fee Framework & Logistics

- **Non-Residential:** ₹36,600 + 18% GST per participant. Covers tuition, course kits, working lunch, and refreshments.
- **Residential:** Organized at premium 4-star hotels for **3 Nights / 4 Days** (Check-in 1 day prior; Check-out 1 day post-programme). Covers stay and all three main daily meals. Personal incidentals (room service, laundry, etc.) must be settled directly with the hotel.
- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

5. Financial Terms & GST Exemption

- **Payment:** Advance payment via **RTGS or NEFT** is mandatory before the programme starts. Hotel rooms are only locked and confirmed upon receipt of payment.
- **GST Exemption:** Per GOI Notification No. 9/2017, no GST applies to training programmes for Central, State, or UT administrations, provided the government entity fully funds the expenditure.

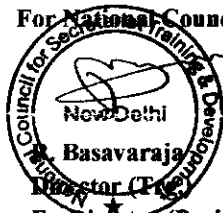
6. Admission & Check-in

- **Seat Allocation:** Strictly on a **First-Come, First-Served (FIFO)** basis upon payment receipt. Official confirmation will be sent via email.
- **Travel & Check-in:** Sponsoring organizations handle all travel bookings independently. Residential guests should proceed directly to the hotel front desk with a corporate ID and a valid government photo identity card.

Action Required: Complete internal approvals and share finalized nominations and payment confirmations early to secure seats.

Yours Truly,

For National Council for Secretariat Training & Development



Ex-Director (Projects), MoRD

Secy, GAD

E-Mail

E-6277520

496

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

Request for Nomination of Participants for Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" at Manali (26-30 October 2026)

Amitava Ray < amitava.ray@npcindia.gov.in >

Thu, 17 Sep 2026 12:53:52 PM +0530

To "Cs"<cs@ap.gov.in>

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

सचिव

आदरणीय,
महोदय / महोदया,

Dear Sir/Madam,

Greetings from the National Productivity Council (NPC)!

National Productivity Council, Kanpur Regional Directorate, is organizing a Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" (Programme Code: T2627KAN02) from 26-30 October 2026 at Manali, Himachal Pradesh.

The programme has been specially designed to enhance the knowledge and competencies of officers and professionals engaged in office administration, governance, executive support, human resource management, records management, and organizational process improvement. The programme will cover contemporary office administration practices, process optimization, smart governance, Artificial Intelligence (AI) in office administration, lean office practices, digital transformation, office automation, communication, performance management, and administrative excellence through interactive lectures, case studies, management games, and practical exercises.

The programme will be highly beneficial for Administrative Officers, Office Superintendents, Executive Assistants, Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, HR and General Administration personnel, officers of Central and State Government Departments, PSUs, Autonomous Bodies, Educational Institutions, Banks, Corporate Organizations, and other professionals involved in office management and administration.

You are requested to kindly nominate a few participants/officials from your organization to participate in this programme.

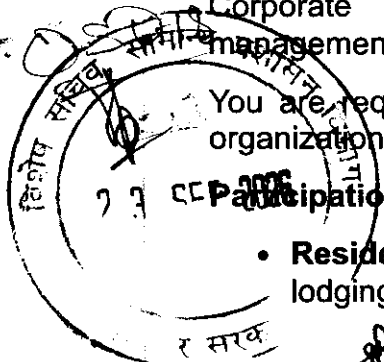
Participation Fee:

- **Residential:** ₹70,000 + 18% GST per participant (includes boarding, lodging, training kit, and experiential learning visit).

श्री अरवि कुमार
वित्तिय
23.9.2026

23-9-2026

मुख्य सचिव कार्यालय
हाथी सं. 5660
22.09.2026
विशेष



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- **Non-Residential:** ₹55,000 + 18% GST per participant (includes training kit, lunch, tea/refreshments, and experiential learning visit).

The covering letter **No. TRG/KNP/02/KT-392/54 dated 10.07.2026**, along with the detailed programme brochure and nomination form, is enclosed for your kind reference. The brochure and nomination form may also be accessed online at the following link:

https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/Brochure%20Trg_Programme_Manali%2026-30%20Oct%20202644735.pdf

Kindly forward your nominations at the earliest. The **last date for receipt of nominations is 20 October 2026**, subject to availability of seats.

We look forward to your esteemed organization's participation.

With regards,

Amitava Ray

Regional Director

National Productivity Council, Kanpur

Mobile: +91 91404 27217

Email: amitava.ray@npcindia.gov.in | kanpur@npcindia.gov.in
amitav1npc@yahoo.com

सादर धन्यवाद

अमिताव राय / Amitava Ray

क्षेत्रीय निदेशक / Regional Director

क्षेत्रीय निदेशालय, कानपुर / Regional Directorate, Kanpur,

राष्ट्रीय उत्पादकता परिषद / National Productivity Council,

आंतरिक व्यापार एवं उद्योग संवर्द्धन विभाग / Department for promotion of Industry & Internal Trade

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

चतुर्थ तल, कबीर भवन, जी.टी. रोड / 4th Floor, Kabir Bhawan, G.T. Road,

कानपुर / Kanpur-208005

दूरभाष:-0512-2224176; 9140427217

kanpur@npcindia.gov.in ; वेबसाइट:- www.npcindia.gov.in

विकसित भारत
अभियान

2 Attachment(s)

1.1-Brochure Trg_Programme...

1 MB

1-Covering Letter KT-392 54 D...

329.7 KB

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

घनूर्य तल, कबीर भवन, उद्योग निदेशालय परिसर,
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

ई-मेल : kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

REGIONAL DIRECTORATE

4th Floor, Kabir Bhawan, Directorate of Industries Campus,
G.T. Road, Kanpur-208005

Phones : 0512-2224176

E-mail : kanpur@npcindia.gov.in

Website : www.npcindia.gov.in

No. TRG/KNP/02/KT-392/ 54

Dt: 10.7.2026

Sub: Nomination of Participants for Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" at Manali (26-30 October 2026)

Dear Sir/Madam,

National Productivity Council (NPC), Kanpur, is pleased to announce a five-day Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" scheduled to be held at Manali, Himachal Pradesh during 26-30 October 2026.

The programme has been designed to equip officers and executives with contemporary tools and techniques in office administration, process optimization, digital transformation, smart governance, artificial intelligence (AI) applications, workflow automation, lean office practices, and productivity enhancement. The programme will provide practical insights through expert lectures, case studies, group discussions, management games, and experiential learning sessions.

The programme is particularly useful for Administrative Officers, Office Superintendents, Executive Assistants, Private Secretaries, Personal Assistants, HR, Accounts and General Administration personnel, as well as officers involved in office management, governance, records management and process improvement initiatives.

We request your good office to kindly nominate few personnels/officials for participation in the programme. Since the number of seats is limited, nominations may please be forwarded at the earliest.

A detailed brochure containing programme contents, participation fee, registration procedure and other relevant information is enclosed for your kind perusal. Please refer:

https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/Brochure%20Trg_Programme_Manali%2026-30%20Oct%20202644735.pdf

We shall be grateful for your support and look forward to receiving nominations from your esteemed organization. For any clarification, please feel free to contact the undersigned.

With regards,

Yours faithfully,

(Amitava Ray)

Programme Coordinator

National Productivity Council, Kanpur

Mobile: 91404 27217

Email: amitava.ray@npcindia.gov.in

kanpur@npcindia.gov.in

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलूरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गांधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneswar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

Residential Training Programme

On

**Contemporary Office Administration:
Process Optimization, Smart Governance and Lean Practices**

(Programme Code: T2627KAN02)

During

26–30 October 2026

At

Manali, Himachal Pradesh



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, DPIIT, Govt. of India)

4th Floor, Kabir Bhawan, Directorate of Industries Campus

Kanpur-208005; Ph: 0512-2224176; Website: <https://www.npcindia.gov.in/>

492

1. [REDACTED]

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In today's dynamic and technology-driven business environment, office administration has evolved from routine clerical functions to a strategic role that supports organizational effectiveness, governance, and service excellence. Modern offices are expected to deliver greater efficiency, transparency, responsiveness, and value through optimized processes, digital transformation, lean management practices and AI applications. This programme is designed to equip participants with contemporary tools, techniques, and best practices for managing office operations efficiently. It focuses on process optimization, smart governance, digital office management, workflow automation, and lean practices that enhance productivity while ensuring accountability and compliance.

3. [REDACTED]

- Develop an understanding of contemporary office administration practices and emerging trends like Digital Transformation of Offices, Artificial Intelligence (AI), Automation, Smart Governance and E-Office Systems & Hybrid and Remote Work Management
- Enhance participants' ability to optimize office processes and workflows.
- Familiarize participants with smart governance frameworks and digital office systems.
- Introduce lean management principles for improving efficiency and reducing waste.
- Strengthen skills in information management, documentation, communication, and decision support.
- Promote a culture of continuous improvement, transparency, and service excellence.
- Enable participants to leverage technology for effective office management and administrative innovation.

4.

- Evolution of Contemporary Office Administration.
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- Digital Transformation and Office Automation
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- Action Planning for Administrative Excellence
- Problem solving and conflict management in office situations.

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The programme will be delivered by experienced faculty members, industry practitioners, management experts, and professionals with extensive experience in administration, governance, process improvement, and organizational development. The methodology will be participative in nature. Sessions will include conceptual deliberations, case studies, problem-solving exercises, success stories, management games, and group discussions to facilitate effective learning and practical understanding.

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The programme is designed for professionals engaged in office administration, executive support, governance, records management, and organizational process improvement. It is suitable for Administrative Officers and Managers, Office Superintendents, Executive Assistants, Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, as well as personnel working in Human Resources, Accounts, General Administration, and other office management functions. The programme will also benefit professionals responsible for office operations, process optimization, records management, governance practices, and administrative coordination.

Officials and staff from Central and State Government Ministries and Departments, their Attached and Subordinate Offices, Constitutional Bodies, Regulatory Authorities, Boards, Commissions, Statutory and Autonomous Organizations, Public Sector Undertakings (PSUs Central & State)), Public Sector Enterprises (Central & State), Government Corporations, Central, State and District administration, Banks, Cooperative Institutions, Corporate Bodies, Educational Institutions, Universities, Hospitals, Training and Research Organizations, Agriculture and Rural Development Departments, Infrastructure and Project-Based Organizations, Regional and Field Offices, as well as private sector and service sector organizations, will find the programme highly beneficial.

The programme is particularly relevant for officers, executives, supervisors, section officers, PS, PA and support staff seeking to enhance administrative efficiency, strengthen governance mechanisms, adopt contemporary office management practices, and improve organizational effectiveness through process optimization, smart governance, lean management practices & Artificial Intelligence (AI).

7. [REDACTED]

Venue: Manali (Any Hotel/Resort), Himachal Pradesh

Programme Duration: 26–30 October 2026 (Four Nights Only)

For Residential Participants :- Hotel-Check in : 26 October 2026 (12: 00 Noon)

Check Out from Hotel: 30 October 2026 (11: 00 AM)

8. [REDACTED]

Residential Participants:

Rs. 70,000 + 18% GST per participant.

(The fee includes boarding, lodging, training kit, and visit for experiential learning)

Non-Residential Participants:

Rs. 55,000 + 18% GST per participant.

(The fee includes training kit, lunch, tea/refreshments during breaks, and visit for experiential learning)

Accompanying Spouse & Children:

Delegates accompanied by spouse and/or children shall bear all expenses towards accommodation, meals, and other incidental charges for their accompanying family members, which shall be settled directly with the hotel.

9. [REDACTED]

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

ECS Payment Details:

Bank Name : State Bank of India
Branch : 117/469 Pandu Nagar, Kanpur
SBI A/c No : 40318394189 (Saving A/c)
IFSC Code : SBIN0001397
PAN No : AAATN0402F
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

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

10. [REDACTED]
- Please apply in prescribed application format enclosed with this brochure.
 - Last date for receiving of nominations is 20th October, 2026.
 - Nominations may be sent to the following address / Programme Coordinators-

Shri Amitava Ray Regional Director NPC, 4th Floor, Kabir Bhawan UP Handloom Building, Directorate of Industries Campus G.T. Road, Kanpur -208005 Mobile & WhatsApp No: 91404 27217 Email: amitava.ray@npcindia.gov.in ; <u>kanpur@npcindia.gov.in</u>	Ms. Preeti Gangwar Dy. Director Mobile- 7052966875 Email: preeti.g@npcindia.gov.in
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11. [REDACTED]
- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
 - The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
 - Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
 - The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
 - NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
 - Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
 - NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
 - Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
 - The participants shall be awarded Certificate of Participation on successful completion of programme.
 - Any other terms and conditions apply as may be notified by NPC at any point of time.
 - Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
 - Participants are required to follow the necessary COVID protocols during training.
- Note:** Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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NATIONAL PRODUCTIVITY COUNCIL

4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)

APPLICATION FOR NOMINATION

Title of Programme: "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices"

Duration : 26-30 October 2026 at Manali, Himanchal Pradesh

Programme Code: T2627KAN02

Select (Please Mark Tick) : Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

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

Details of Nominating Authority:

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

Select, if Organization is GST Exempted ☐ OR

Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

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

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

***I certify that the above information is correct**

For Organisation who are Not Exempted and having GST registration, please provide GST No. (Mandatory): _____

(Please note: - Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

***I certify that the above information is correct**

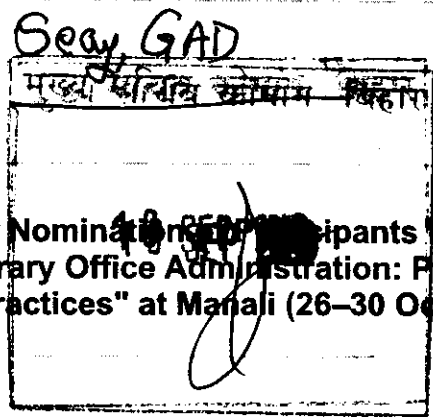
Signature: _____

Date: _____

Place: _____

E-Mail

E-6233141 (A36)



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

Request for Nomination of Participants for Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" at Manali (26-30 October 2026)

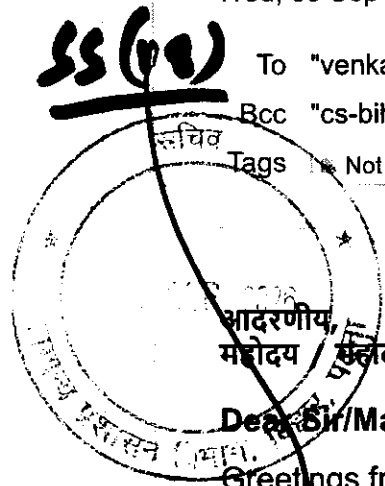
< amitava.ray@npcindia.gov.in >

Wed, 09 Sep 2026 8:01:36 PM +0530

To "venkatadayaalprasadgoli" < venkatadayaalprasadgoli@job.bank.in >

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

Tags Not in Contacts



5031 / का-18
21.9.26

Dear Sir/Madam,

Greetings from the National Productivity Council (NPC)!

National Productivity Council, Kanpur Regional Directorate, is organizing a Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" (Programme Code: T2627KAN02) from 26-30 October 2026 at Manali, Himachal Pradesh.

The programme has been specially designed to enhance the knowledge and competencies of officers and professionals engaged in office administration, governance, executive support, human resource management, records management, and organizational process improvement. The programme will cover contemporary office administration practices, process optimization, smart governance, Artificial Intelligence (AI) in office administration, lean office practices, digital transformation, office automation, communication, performance management, and administrative excellence through interactive lectures, case studies, management games, and practical exercises.

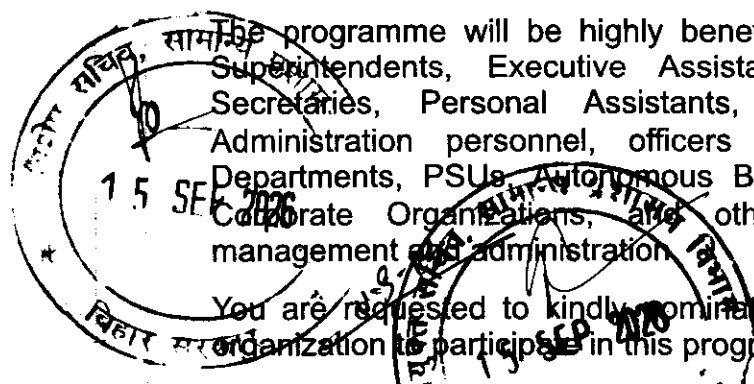
The programme will be highly beneficial for Administrative Officers, Office Superintendents, Executive Assistants, Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, HR and General Administration personnel, officers of Central and State Government Departments, PSUs, Autonomous Bodies, Educational Institutions, Banks, Corporate Organizations, and other professionals involved in office management and administration.

You are requested to kindly nominate a few participants/officials from your organization to participate in this programme.

Participation Fee:

मुख्य सचिव कार्यालय
5466
आयरी सं० 14, 09.2026
दिनांक

J-5-18



श्री अरबाह जी
विनीत
21.9.2026
5.9.18
18.9.26

485

- **Residential:** ₹70,000 + 18% GST per participant (includes boarding, lodging, training kit, and experiential learning visit).
- **Non-Residential:** ₹55,000 + 18% GST per participant (includes training kit, lunch, tea/refreshments, and experiential learning visit).

The covering letter **No. TRG/KNP/02/KT-392/54 dated 10.07.2026**, along with the detailed programme brochure and nomination form, is enclosed for your kind reference. The brochure and nomination form may also be accessed online at the following link:

https://www.npcindia.gov.in/NPC/Uploads/training_head/Headquater/Brochure%20Trg_Programme_Manali%2026-30%20Oct%20202644735.pdf

Kindly forward your nominations at the earliest. The **last date for receipt of nominations is 20 October 2026**, subject to availability of seats.

We look forward to your esteemed organization's participation.

With regards,

Amitava Ray

Regional Director

National Productivity Council, Kanpur

Mobile: +91 91404 27217

Email: amitava.ray@npcindia.gov.in | kanpur@npcindia.gov.in
amitav1npc@yahoo.com

सादर धन्यवाद

अमिताव राय/Amitava Ray

क्षेत्रीय निदेशक /Regional Director

क्षेत्रीय निदेशालय, कानपुर / Regional Directorate, Kanpur,

राष्ट्रीय उत्पादकता परिषद / National Productivity Council,

आंतरिक व्यापार एवं उद्योग संवर्द्धन विभाग /Department for promotion of Industry & Internal Trade

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

चतुर्थ तल, कबीर भवन, जी.टी. रोड / 4th Floor, Kabir Bhawan, G.T. Road,

कानपुर / Kanpur-208005

दूरभाष:-0512-2224176: 9140427217

kanpur@npcindia.gov.in ; वेबसाइट:- www.npcindia.gov.in

विकसित भारत

== अभियान ==

48A

2 Attachment(s)

1.1-Brochure Trg_Programme...
1 MB

1-Covering Letter KT-392 54 D...
329.7 KB

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, उद्योग निदेशालय परिसर,
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

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No. TRG/KNP//02/KT-392/ 54

Dt: 10.7.2026

Sub: Nomination of Participants for Residential Training Programme on "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices" at Manali (26-30 October 2026)

Dear Sir/Madam,

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kanpur@npcindia.gov.in

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गांधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneshwar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

Residential Training Programme

On

**Contemporary Office Administration:
Process Optimization, Smart Governance and Lean Practices**

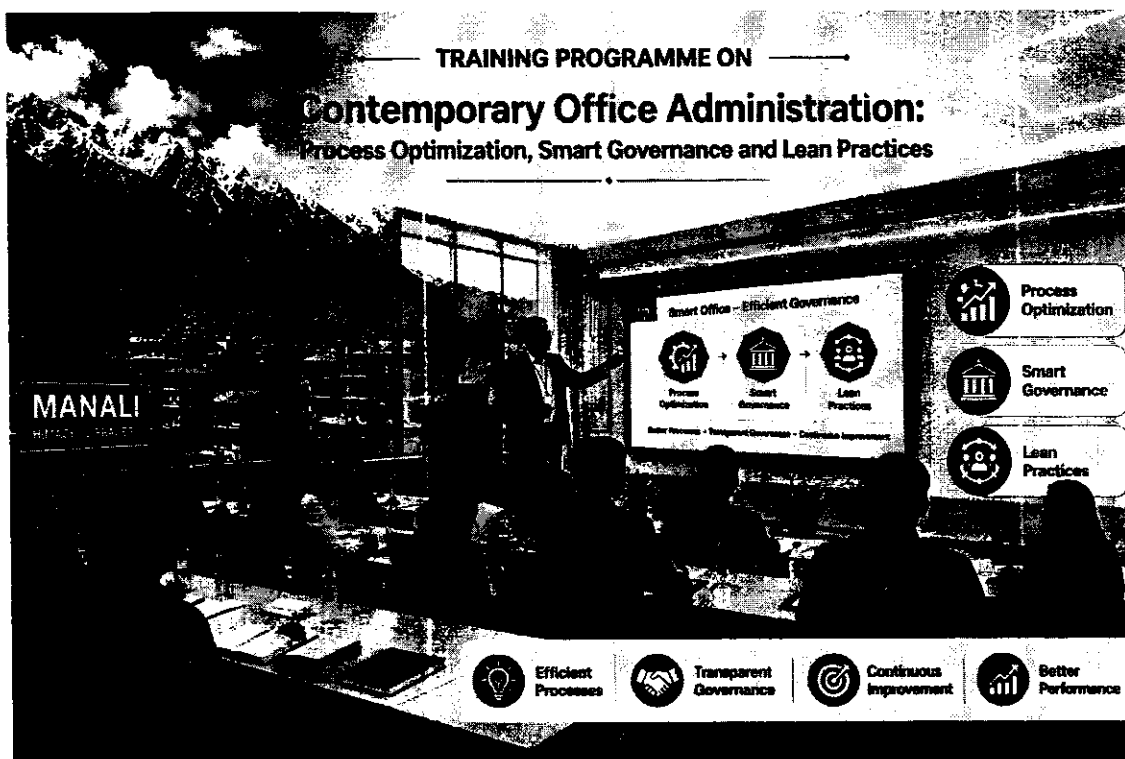
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At

Manali, Himachal Pradesh



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, DPIIT, Govt. of India)

4th Floor, Kabir Bhawan, Directorate of Industries Campus

Kanpur-208005; Ph: 0512-2224176; Website: <https://www.npcindia.gov.in/>

281

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429

7. [REDACTED]

Venue: Manali (Any Hotel/Resort), Himachal Pradesh

Programme Duration: 26–30 October 2026 (Four Nights Only)

For Residential Participants :- Hotel-Check in : 26 October 2026 (12: 00 Noon)

Check Out from Hotel: 30 October 2026 (11: 00 AM)

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Bank Name : State Bank of India
Branch : 117/469 Pandu Nagar, Kanpur
SBI A/c No : 40318394189 (Saving A/c)
IFSC Code : SBIN0001397
PAN No : AAATN0402F
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

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

10.

- Please apply in prescribed application format enclosed with this brochure.
- Last date for receiving of nominations is 20th October, 2026.
- Nominations may be sent to the following address / Programme Coordinators-

Shri Amitava Ray Regional Director NPC, 4th Floor, Kabir Bhawan UP Handloom Building, Directorate of Industries Campus G.T. Road, Kanpur -208005 Mobile & WhatsApp No: 91404 27217 Email: amitava.ray@npcindia.gov.in ; <u>kanpur@npcindia.gov.in</u>	Ms. Preeti Gangwar Dy. Director Mobile- 7052966875 Email: preeti.g@npcindia.gov.in
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11.

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

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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NATIONAL PRODUCTIVITY COUNCIL

4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)

APPLICATION FOR NOMINATION

Title of Programme: "Contemporary Office Administration: Process Optimization, Smart Governance and Lean Practices"

Duration : 26-30 October 2026 at Manali, Himanchal Pradesh

Programme Code: T2627KAN02

Select (Please Mark Tick) : Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

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

Details of Nominating Authority:

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

Select, if Organization is GST Exempted ☐ OR

Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

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

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

***I certify that the above information is correct**

For Organisation who are Not Exempted and having GST registration, please provide GST No.

(Mandatory): _____

(Please note: - Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

DECLARATION

***I certify that the above information is correct**

Signature: _____

Date: _____

Place: _____