E-Mail

E- 6313821

667

Life Transformation Academy

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

No. LTA/2026/CVC/VAW/2026 New Delhi, dated 23 September, 2026

PS, GAD / Home

Chief Secretary
Bihar

मुख्य सचिव कोषांग बिहार

23 SEP 2026

Sub: CVC VAW Campaign 2026 – 3-Day Integrated Capacity-Building Workshop covering the four areas identified by CVC – 5–7 October 2026, Hotel Crowne Plaza, Okhla, New Delhi

Dear Leadership,

The Central Vigilance Commission (CVC), as part of its Preventive Vigilance Campaign associated with Vigilance Awareness Week 2026, has placed particular emphasis on strengthening preventive vigilance through capacity building. In this context, four areas have been identified for Capacity Building Programmes — **Public Procurement; GeM – New Features and Functionalities; Conduct Rules and Conflict of Interest; and IT & Cyber Security and Cyber Hygiene.**

S.S(18)

With a view to enabling organisations to address all four areas through a single, structured and practice-oriented capacity-building intervention, we are pleased to organise the following **3-Day Integrated Capacity-Building Workshop:**

Capacity-Building Workshop under CVC Preventive Vigilance Campaign 2026 Covering: - Public Procurement - GeM – New Features & Functionalities - Conduct Rules & Conflict of Interest - IT & Cyber Security & Cyber Hygiene	**5–7 October 2026** (9.30 am – 5.00 pm)	Hotel Crowne Plaza, Okhla, New Delhi

Flexible Nomination Option: While participation in the complete 3-day programme is encouraged for an integrated perspective across all four areas, organisations may also nominate officers for **any one day or any combination of two days**, depending upon their functional responsibilities and training requirements.

The programme is designed from a preventive vigilance and implementation perspective, combining applicable Government rules and guidelines with emerging risks, common audit/vigilance observations, red flags, case studies, preventive controls, documentation standards and practical institutional checklists.

5764 24.09.2026

J.S-18

विशेष सचिव सामान्य प्रशासन विभाग

29 SEP 2026

30 OCT 2026

विभाग, पटना

S.S-18 26.10.2026

S.S-18 5.10.2026

01.10.26

666

Broad Areas of Coverage

Day 1 – Public Procurement
GFR and Department of Expenditure procurement framework; procurement planning and need assessment; specifications; estimation and price reasonableness; modes of procurement; tendering and bid evaluation; single-bid and limited-response situations; negotiations; contract formation and management; delays, extensions and Liquidated Damages; contract closure; common audit and vigilance observations; procurement red flags; conflict of interest; documentation and audit trail.

Day 2 – GeM – New Features & Functionalities
GeM procurement framework; Buyer and Consignee roles; Direct Purchase, L1 and Bid modes; Custom Bids; specifications and eligibility conditions; price discovery and benchmarking; Reverse Auction; competition and vendor participation; new and emerging GeM features and functionalities; order and contract management; common procurement errors and red flags; documentation and audit/vigilance perspective.

Day 3 – Conduct Rules & Conflict of Interest + IT & Cyber Security & Cyber Hygiene
Conduct Rules/CDA framework; integrity and devotion to duty; property and financial transactions; gifts and hospitality; outside employment; actual, potential and perceived conflicts of interest; disclosure and recusal; misconduct and vigilance interface. Cyber-threat landscape; phishing, ransomware, Business Email Compromise and social engineering; cyber hygiene; password/MFA and device security; safe handling of official information; data security and privacy; safe use of AI/cloud tools; CERT-In requirements; institutional cyber controls; incident response and cyber-hygiene practices.

Faculty

Dr. Praveen Kumari – Former Additional Secretary, Central Vigilance Commission (CVC). She brings senior-level experience and perspective in vigilance administration, preventive vigilance, integrity and governance in Government organisations. She will bring a senior-level vigilance perspective on organisational systems, cyber hygiene, conduct, accountability, conflict of interest and preventive controls.

Dr. N. K. Gautam – M.Com, LLB, LLM, MBA (Fin), MBA (DM), CA, CFA, CPA (US), Ph.D.; C-IFRS (ACCA-UK), DISA (ICAI), Certified Forensic Auditor and DoPT Accredited Trainer. He has over 37 years of experience in Central Government Ministries as Examiner, Auditor, Faculty, Master Trainer and Group 'A' Officer and is a former Programme Coordinator and Faculty Member, Institute of Government Accounts & Finance (INGAF), Ministry of Finance. His areas of training include public financial management, procurement, GeM, risk and forensic audit and vigilance.

Hari Krishan – Former Civil Servant (IRPS – 1995 Batch); Author– former Principal Chief Personnel Officer, Indian Railways; former GM/HR, DFCCIL; and former Director, Ministry of Railways. He has over 28 years of experience in HR, establishment, conduct & discipline, industrial relations, disciplinary proceedings, governance, cyber hygiene, cyber security, and labour administration and has conducted executive capacity-building programmes for officers of Government Ministries, CPSEs, Banks, Insurance Companies and other public institutions. He is author of *"Indian Railways Establishment Rules and Labour Laws'*

Who Should Attend

(665)

The programme is particularly relevant for **CVOs/Vigilance Officers, Procurement & GeM Officers, Finance & Accounts Officers, HR/Administration Officers, Internal Audit Officers, IT/Information Security Officers, GeM Buyers/Consignees** and officers working in sensitive posts or dealing with procurement, contracts, inspection, evaluation and sanctioning functions.

Pedagogy & Participant Deliverables

The workshop will combine expert-led sessions, practical case discussions, audit/vigilance observations, red-flag identification, decision checklists and action planning. Participants will be provided programme material/reference resources and practical checklists for application in their respective units.

Programme Fee

Organisations may nominate participants for the **complete 3-day programme or for any one/two selected days**, depending upon their functional responsibilities and training requirements.

1–2 Participants	₹10,500	₹16,500	₹21,500
3–4 Participants	₹9,500	₹15,500	₹20,500
5 or more Participants	₹8,500	₹14,500	₹19,500

Day-wise Options:
5 October 2026 – Public Procurement
6 October 2026 – GeM – New Features & Functionalities
7 October 2026 – Conduct Rules & Conflict of Interest + IT & Cyber Security & Cyber Hygiene

GST @18% shall be charged additionally, as applicable.

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

The programme fee includes:

- Participation in the **day(s) opted**
- Programme material and reference resources relevant to the day(s) opted
- Lunch and refreshments on the day(s) of participation
- Certificate of Participation with individual and group photographs

Payment Details: Life Transformation Academy Pvt. Ltd. · Indian Bank, Lajpat Nagar, New Delhi · A/c No. 50522861294 · IFSC IDIB000L512 · GSTIN 07AAECL1465D1ZS · PAN AAECL1465D · Udyam UDYAM-DL-09-0011080 · TReDS ID LI0064568

Our Esteemed Clients & Participation Record

Trusted by **150+ organisations** across Government Ministries, Public Sector Enterprises, Banks, Regulatory Bodies, and Academic Institutions.

Govt. Ministries & Agencies	Railways · Steel · Health · Law & Justice · Science & Technology · Agriculture · C-DOT · NITI Aayog · CBDT · Prasar Bharati · DDA · MCD · DTC · Delhi Police · Kerala Police · Labour Departments (Delhi, UP)
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 · 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 · LIC · AIC · IIFCL · PFRDA · IFCI
Academic & Training Institutions	IIM Mumbai · IIFT · IRIFM · IRISET · Baroda Apex Academy · Central Universities: Rajasthan, Haryana, Uttar Pradesh, Manipur, Chhattisgarh

Invitation for Nominations

We shall be pleased to receive nominations from your organisation for the **complete 3-Day Integrated Capacity-Building Workshop or for any one/two selected days**, depending upon the functional responsibilities and training requirements of the officers being nominated.

Nominations may kindly be forwarded to **harikrishan@lifetransformationacademy.co.in** with the participant's **Name, Designation, Organisation, Mobile Number, Email ID, Organisation GSTIN details and Day(s)/Programme Area(s) opted for.**

For any further information or clarification, please feel free to contact the undersigned.

With warm regards,

Hari Krishan
Former Civil Servant (IRPS 1995 Batch)
Former Principal Chief Personnel Officer (Indian Railways)
Founder & Lead Facilitator, Life Transformation Academy
harikrishan@lifetransformationacademy.co.in
+91-8368480712 · 9717636975

ANNEXURE-I

DETAILED PROGRAMME SCHEDULE

DAY 1 – 5 OCTOBER 2026

PUBLIC PROCUREMENT

Session 1 – Public Procurement Framework & Planning
GFR principles; DoE procurement manuals; procurement lifecycle; roles and accountability; need assessment; annual procurement planning; demand consolidation; Make in India/MSE/Start-up preferences; key preventive-vigilance checkpoints.

Session 2 – Specifications, Estimation & Price Reasonableness
Functional and need-based specifications; avoiding restrictive/brand-biased conditions; proprietary procurement; realistic estimation; market survey; rate analysis; price benchmarking and reasonableness.

Session 3 – Tendering, Bid Evaluation & Award
Modes of tendering; eligibility criteria; bid documents; technical and financial evaluation; single-bid/limited-response situations; negotiation policy; award; recording of reasons and audit trail.

Session 4 – Contract Formation & Management
Contract clauses; scope and deliverables; performance security; delivery and inspection; payment terms; amendments and extensions; delay analysis; Liquidated Damages; risk purchase; termination; dispute avoidance.

Session 5 – Contract Closure, Audit & Preventive Vigilance
Contract closure and reconciliation; common audit/vigilance observations; cartelisation and bid-rigging indicators; conflict of interest; vendor interface; Integrity Pact; documentation; procurement red flags and case study.

DAY 2 – 6 OCTOBER 2026

GeM – NEW FEATURES & FUNCTIONALITIES

Session 6 – GeM Framework & Buyer Architecture
GeM within the Government procurement framework; Buyer/Consignee roles; catalogue and service procurement; procurement workflow; approvals, responsibilities and audit trail.

Session 7 – Buying Modes, Bids & Custom Bids
Direct Purchase; L1 Purchase; bidding; Custom Bid; category parameters; specifications; eligibility requirements; bid creation and evaluation; handling limited competition.

662

Session 8 – Price Discovery, Benchmarking & Reverse Auction
Price comparison; benchmarking; market assessment; competition; vendor participation; Reverse Auction; suitability and safeguards; value-for-money assessment.

Session 9 – New Features, Functionalities & Contract Management
New/emerging GeM features; GeM Availability and Assessment; vendor assessment/rating; order management; delivery and acceptance; amendments; extensions; cancellations and grievance mechanisms.

Session 10 – GeM: Audit & Vigilance Perspective
Restrictive/tailor-made bid conditions; price/specification anomalies; vendor risks; conflict of interest; competition concerns; documentation deficiencies; common audit/vigilance observations and practical GeM case exercise.

DAY 3 – 7 OCTOBER 2026

PART I – CONDUCT RULES & CONFLICT OF INTEREST

Session 11 – Conduct Rules & Standards of Integrity
CCS (Conduct) Rules/corresponding CDA Rules; integrity and devotion to duty; supervisory accountability; property transactions; investments; gifts and hospitality; private employment/business; digital and social-media conduct.

Session 12 – Conflict of Interest & Vigilance Interface
Actual, potential and perceived conflicts; relatives/associates; vendor and contractor relationships; procurement/recruitment/inspection conflicts; disclosure; recusal; post-retirement considerations; misconduct and vigilance angle; practical cases.

PART II – IT & CYBER SECURITY & CYBER HYGIENE

Session 13 – Cyber Threats & Cyber Hygiene
Phishing; spear phishing; BEC; ransomware; social engineering; insider and supply-chain threats; passwords/MFA; official email; mobile/removable-media/Wi-Fi discipline; safe use of AI/cloud tools.

Session 14 – Data Security & Institutional Cyber Controls
Sensitive information; data classification; e-Office discipline; secure transmission, retention and disposal; privacy/data-protection framework; CERT-In requirements; access management; patching; backups; business continuity and third-party risks.

Session 15 – Incident Response, Cyber Drill & Integrated Action Planning
Recognising and escalating incidents; **the first hour of a cyber incident**; containment; evidence preservation; reporting and recovery; phishing/social-engineering exercise; cyber-hygiene checklist; integrated preventive-vigilance action plan covering all four areas.

661

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

CVC VAW Campaign 2026 | Capacity-Building CVC VAW Workshop | 5–7 October 2026 | New Delhi

Life Transformation Academy < harikrishan@lifetransformationacademy.co.in >
Wed, 23 Sep 2026 4:31:10 PM +0530

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

Chief Secretary

Bihar

Dear Leadership,

Greetings from **Life Transformation Academy**.

The **Central Vigilance Commission (CVC)**, as part of its Preventive Vigilance Campaign associated with Vigilance Awareness Week 2026, has placed particular emphasis on strengthening **preventive vigilance through capacity building**. In this context, four areas have been identified for Capacity Building Programmes:

Public Procurement · GeM – New Features & Functionalities · Conduct Rules & Conflict of Interest · IT & Cyber Security & Cyber Hygiene

To facilitate focused capacity building across these areas, we are organising a **3-Day Integrated Capacity-Building Workshop** as under:

5 October 2026 – Public Procurement
6 October 2026 – GeM – New Features & Functionalities
7 October 2026 – Conduct Rules & Conflict of Interest + IT & Cyber Security & Cyber Hygiene

Venue: Hotel Crowne Plaza, Okhla, New Delhi
Timings: 9:30 AM – 5:00 PM

Flexible Nomination Option

While participation in the **complete 3-day programme** is encouraged for an integrated preventive-vigilance perspective, organisations have the flexibility to nominate officers for **any one day, any combination of two days, or the complete three-day programme**, depending upon their functional responsibilities and training requirements.

This also enables organisations to nominate different officers for different programme areas — for example, Procurement/Finance officers for Public Procurement and GeM, HR/Vigilance officers for Conduct Rules & Conflict of

660

Interest, and IT/Information Security officers for Cyber Security & Cyber Hygiene.

The programme has been designed from a preventive vigilance and implementation perspective, with emphasis on applicable Government rules and guidelines, emerging risks, common audit/vigilance observations, red flags, case discussions, preventive controls, documentation standards and practical institutional checklists.

The programme will be led by a distinguished faculty including **Dr. Praveen Kumari, Former Additional Secretary, Central Vigilance Commission (CVC); Dr. N. K. Gautam, Former Programme Coordinator & Faculty Member, INGAF, Ministry of Finance; and Hari Krishan, Former Civil Servant (IRPS – 1995 Batch) and Former Principal Chief Personnel Officer, Indian Railways**, along with specialist/domain faculty.

The programme would be particularly relevant for CVOs/Vigilance Officers, Procurement & GeM Officers, Finance & Accounts Officers, HR/Administration Officers, Internal Audit Officers, IT/Information Security Officers, GeM Buyers/Consignees and officers working in sensitive posts or dealing with procurement, contracts, inspection, evaluation and sanctioning functions.

Please find attached the **Detailed Programme Proposal**, containing the programme coverage, day-wise detailed schedule, faculty profiles, flexible participation options and other particulars for your kind consideration.

We shall be grateful for your kind consideration and nomination of suitable officers from your organisation for the complete programme or for the relevant day(s), as considered appropriate.

Nominations may kindly be forwarded to harikrishan@lifetransformationacademy.co.in with the participant's Name, Designation, Organisation, Mobile Number, Email ID and Day(s)/Programme Area(s) opted for.

We look forward to the participation of officers from your esteemed organisation.

With warm regards,

Hari Krishan
Former Civil Servant (IRPS – 1995 Batch)
Former Principal Chief Personnel Officer, Indian Railways
Founder & Lead Facilitator
Life Transformation Academy
+91-8368480712 · 9717636975

1 Attachment(s)

CVC VAW 2026: Capacity-Buil...
189.4 KB

659

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

NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence" Nov 16-20, 2026- Sri Vijaya Puram (A &N) - Request for Nominations

S.S (18)

< proj.exe@npcindia.gov.in >

Mon, 28 Sep 2026 4:23:48 PM +0530

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

Tags Not in Contacts

30 SEP 2026

T2627ESG04
28th Sept, 2026

Sub: NPC Residential Training Program on "Stress Management and Strategic Financial Planning for Organizational Excellence" Nov 16-20, 2026
Sri Vijaya Puram (A &N) - Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on **"Stress Management and Strategic Financial Planning for Organizational Excellence" during Nov 16-20, 2026 at Sri Vijaya Puram (A &N).**

NPC training program has been designed to inculcate the importance of Managing Stress & Strategic Financial Planning to help participants understand tips and strategies to reduce stress both at home and workplace and how Financial Policies and objectives are established so as to enable them to contribute effectively within the organization by improving managerial effectiveness and performance.

The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for executives/officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards & Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.

Participation fee is Rs. 75,000/- for Residential Participant and Rs. 60,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.

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

Please confirm the participations latest by **Nov 02nd 2026**. Please feel free to contact us in case of any further clarifications or queries.

बिहार सरकार सामान्य प्रशासन विभाग पत्रांक 28762 दिनांक 29.9.26

JS-18

01 OCT 2026

05 OCT 2026

5281/S-18
07.10.2026

Yours Sincerely,

(राजेश सण्ड/Rajesh Sund)
निर्देशक (इकनोमिक सर्विसेज)/Director (Economic Services)
और/and कार्यक्रम संचालक/Program Coordinator
राष्ट्रिय उत्पादकता परिषद/ National Productivity Council
नई दिल्ली - ११०००३/ New Delhi - 110003
दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५
Phone -011-24607303/8799784715 /9868844272
Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To comprehend the basic rules of Stress Management
- To understand the positive aspects of stress and ways to master a 'thought process' for avoiding stressful situations.
- To understand the pitfalls of Strategic Financial Planning.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key risks.
- To enable the participants, learn & develop unique strategies, implement correctly and set financial targets.

2. BROAD PROGRAMME COVERAGE

- Discover the value of relationships in Stress Management
- Review the main work areas that can lead to stress and identified ways to address work-related stress throughout the organisation.
- Concepts, Objective and Approaches of Strategic Financial Planning.
- Insight into Financial Planning, Risk Management and Investments.
- Financial Decision Making & Valuation Techniques

3. METHODOLOGY

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

4. PARTICIPANTS' PROFILE

Officers & Officials from various functions of Central & State Government Departments, PSUs, Academic Institutions, Co-operatives, Corporations, MNCs, Associations, Boards, Financial Institutions & Autonomous Organizations etc.

5. FACULTY

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

6. PROGRAMME FEE & VENUE

Programme Code	T2627ESG04
Programme Fees	For Residential Participants– **Rs. 75,000** (Rupees Seventy-Five Thousand only) plus GST @ 18% per participant. The fees include

	boarding/lodging charges and the cost of programme kit. **For Non-Residential Participants– Rs. 60,000** (Rupees Sixty Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	**Nov 16-20, 2026 Sri Vijaya Puram (A &N)** **Programme starts on** 16- 11-2026 at 1430 hrs. **Programme closes on** 19- 11-2026 at 1800 hrs. Check in for Residential Participants: **16-11-2026 (AN)** Check out for Residential Participants: **20-11-2026 (FN)**
For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,500 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant. **Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.**	

7. PAYMENT DETAILS

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

- **ECS Payment Details**: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.
- Programme Fees per Participant plus GST to be paid in advance.
- NPC'S PAN No: AAATN0402F,
- NPC'S GSTIN: 07AAATN0402F1Z8

8. HOW TO APPLY

➢ Nominations may be sent to the following address:

Shri Rajesh Sund
Director (ES), NPC
Faculty & Programme Coordinator
Ph.91-11-24607303/8799784715/9868844272
Email: rajesh.sund@npcindia.gov.in

➢ Last date for Receiving of Nominations: *02-11-2026*

Please fill the following details of Nominated Participants

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

1						
2						
3						
-						
-						

Details of Nominating Authority:

Name: Designation:

Organization:

Address

Contact Number: Email ID:

Signature

9. GENERAL INSTRUCTIONS

a. 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.

b. The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program.

c. The fee once deposited is non-refundable, however, substitutions are allowed.

d. 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.

e. 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.

f. 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.

g. 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.

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

i. Attendance is mandatory for all participants.

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

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

655

Forthcoming Residential Training Programs

Project Management and Financial Management	**Dec 14-18, 2026**	**Kovalum, Kerala**
Effective Office Administration and Financial Management	**Jan 11-15, 2027**	**Sri Vijaya Puram, A & N**
Procurement Management and Financial Management	**Feb 22-26, 2027**	**Port Blair, A & N**
Project Management and Financial Management	**March 29- April 02, 2027**	**Gangtok, Sikkim**

634

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

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Thu, 01 Oct 2026 10:18:51 AM +0530

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

55(18)

Chief Secretary Bihar

---------- Forwarded message ----------
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsris@ddpmod.gov.in>
Date: Wed, 30 Sep 2026 17:06:43 +0530
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
---------- Forwarded message ----------

J.S-18

Sir/Madam,

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

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-11

Date : 04 Jan 2027 to 06 Jan 2027

Mode : Offline

बिहार सरकार
प्रधान सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या..28914
दिनाक.....01.10.26

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

Regards

Sarika Soin

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

5289/see-18
07.10.2026

S.O-18
05.10.26

6<3

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 >
Thu, 01 Oct 2026 10:39:42 AM +0530

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

55(18)

Chief Secretary Bihar

प्रधान सचिव कोषांग, बिहार
01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: [redacted]ns@ddpmod.gov.in>
Date: Thu, 01 Oct 2026 09:03:24 +0530
Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM
========== Forwarded message ==========

EFFICIENCY AND THE PUBLIC GOOD

J.S-18

विशेष सचिव, सामान्य प्रशासन
01 OCT 2026

U.S-18

संयुक्त सचिव, सामान्य प्रशासन विभाग
05 OCT 2026

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

बिहार सरकार
प्रधान सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या...2.8.9.1.6
दिनांक.....0.1.1.0.2.6

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

S.O-18
05.10.26

श्री विशाल
विनोद
5.10.2026

5299/ec-18
07.10.2026

652

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

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

Chief Secretary Bihar < cs-bihar@nic.in >
Wed, 30 Sep 2026 12:24:13 PM +0530

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

55(18)

Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 30 Sep 2026 09:59:12 +0530
Subject: Workshop on Unified Pension Scheme/New Pension Scheme by ISTM
========== Forwarded message ==========

JS-18

Sir/Madam,

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

01 OCT 2026

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

Course Code : W-UPS/NPS-11

बिहार सरकार
प्रधान सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या...2895
दिनाक.....01.10.26

Date : 28 Dec 2026 to 28 Dec 2026

Mode : Offline

US-18

05 OCT 2026

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

S287/E-18/07.10.2026

S.O-16

05.10.26

श्री विशाल
विनीत।
6.10.2026

651

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

Fwd: Seminar on Right to Information by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Wed, 30 Sep 2026 12:23:01 PM +0530

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

5516(8)

Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 30 Sep 2026 09:55:57 +0530
Subject: Seminar on Right to Information by ISTM
========== Forwarded message ==========

EFFICIENCY AND THE PUBLIC GOOD

S.S-18

विशेष सचिव, सामान्य प्रशासन विभाग
01 OCT 2026
बिहार सरकार

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:

U.S.-18
विशेष सचिव, सामान्य प्रशासन विभाग
05 OCT 2026

Course Name : Seminar on Right to Information

Course Code : S-RTI-27

Date : 16 Nov 2026 to 16 Nov 2026

Mode : Offline

S.O-18
05.10.26

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,

श्री विशाल
विशाल
5.10.2026

S 285/Sec-18
07.10.2026

बिहार सरकार
प्रधान सचिव कार्यालय
सामान्य प्रशासन विभाग
ई-मेल संख्या 28807
दिनांक 30.9.26

New Delhi - 110067

650

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

Fwd: Work Life Balance & Anger Management by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Wed, 30 Sep 2026 12:05:50 PM +0530

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

55(18)

Chief Secretary Bihar

प्रधान सचिव, सामान्य प्रशासन विभाग, बिहार, पटना
01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jshs@ddpmod.gov.in>
Date: Wed, 30 Sep 2026 09:57:44 +0530
Subject: Work Life Balance & Anger Management by ISTM
========== Forwarded message ==========

J.S-18

प्रधान सचिव, सामान्य प्रशासन
01 OCT 2026

Sir/Madam,

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

J.S-18

संयुक्त सचिव, सामान्य प्रशासन विभाग
05 OCT 2026

Course Name : Work Life Balance & Anger Management

Course Code : WLBAM-07

Date : 21 Dec 2026 to 22 Dec 2026

Mode : Offline

बिहार सरकार
प्रधान सचिव कोषांग
सामान्य प्रशासन विभाग
ई–मेल संख्या..2892026
दिनांक.....01.10.2026

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

S2892/Sec-10
07.10.2026

श्री विशाल
दिनांक
6.10.2026

S-D-18
05.10.26

649

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

Fwd: e-Record Management by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 29 Sep 2026 1:39:52 PM +0530

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

S.S(18)

Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: [redacted]@ddpmod.gov.in>
Date: Tue, 29 Sep 2026 09:02:15 +0530
Subject: e-Record Management by ISTM
========== Forwarded message ==========

J.S-18

Sir/Madam,

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

Course Name : 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

05 OCT 2026

U.S-18

S.O-18

05.10.26

S302/See-18
07.10.2026

6.10.2026

28.8.48

01.10.26

(648)

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

Fwd: Right to Information - Public Information Officers by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 29 Sep 2026 1:40:00 PM +0530

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

55(18)

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: [illegible]@dbrmod.gov.in>
Date: Tue, 29 Sep 2026 09:04:10 +0530
Subject: Right to Information - Public Information Officers by ISTM
========== Forwarded message ==========

J.S-18

Sir/Madam,

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

Course Name : Right to Information - Public Information Officers

Course Code : RTI-PIO-47

Date : 26 Nov 2026 to 27 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

S.O-18
05.10.26

S301/See-18
07.10.2026

28.849
01.10.26

647

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

Fwd: Workshop on e-Procurement & GeM by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 29 Sep 2026 1:16:46 PM +0530

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

35(18)

Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Tue, 29 Sep 2026 08:57:51 +0530
Subject: Workshop on e-Procurement & GeM by ISTM
========== Forwarded message ==========

J.S-18

विशेष सचिव, सामान्य प्रशासन विभाग

01 OCT 2026

Sir/Madam,

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

Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-10-A

S300kee-18
07.10.2026

Date : 02 Nov 2026 to 04 Nov 2026

Mode : Offline

U.S-18

संयुक्त सचिव, सामान्य प्रशासन विभाग

05 OCT 2026

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,

S.O-18
05.10.26

बिहार सरकार
दिनांक 28.8.8/
दिनांक.....01.10.26

श्री विशाल
विनीत
6.10.2026

New Delhi - 110067

646

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

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 28 Sep 2026 12:33:54 PM +0530

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

55(18)

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@nic.mod.gov.in>
Date: Mon, 28 Sep 2026 09:14:03 +0530
Subject: Workshop on Office Procedure & Noting & Drafting 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 Office Procedure & Noting & Drafting

Course Code : WOP&ND-10

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

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

बिहार सरकार
2882/
30.09.26

645

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

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 28 Sep 2026 12:34:28 PM +0530

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

55(18)

Chief Secretary Bihar

01 OCT 2026

---------- Forwarded message ----------
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@dopmod.gov.in>
Date: Mon, 28 Sep 2026 09:12:57 +0530
Subject: Workshop on Emerging Technology and Dashboard by ISTM
---------- Forwarded message ----------

J.S-18

विशेष सचिव, सामान्य प्रशासन विभाग
01 OCT 2026

Sir/Madam,

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

J.S-18
संयुक्त सचिव, सामान्य प्रशासन विभाग
05 OCT 2026

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 2026

S.O-18
05.10.26

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

श्री विधाने
विधी
5.10.2026

S 296/see-18
07.10.2026

बिहार सरकार
सामान्य प्रशासन विभाग
ई-फाइल संख्या 28822
दिनांक 30.9.26

649

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

Fwd: Use of Artificial Intelligence in Governance by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 28 Sep 2026 12:20:56 PM +0530

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

55(18)
Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 28 Sep 2026 09:21:52 +0530
Subject: Use of Artificial Intelligence in Governance by ISTM
========== Forwarded message ==========

J.S-18

01 OCT 2026

Sir/Madam,

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

U.S-18

05 OCT 2026

Course Name : Use of Artificial Intelligence in Governance

Course Code : UAI-G-3

Date : 28 Dec 2026 to 29 Dec 2026

S.O-18 05.10.26

Mode : Online

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

श्री विशाल विनोद 5.10.2026

S295See18 07.10.2026

बिहार सरकार
प्रधान सचिव कोषांग
सामान्य प्रशासन विभाग
पत्रांक 28823
दिनांक 30-9-26

643

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

Fwd: Workshop on e-Office by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Mon, 28 Sep 2026 12:17:46 PM +0530

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

SS(18)

Chief Secretary Bihar

01 OCT 2026

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 28 Sep 2026 09:15:30 +0530
Subject: Workshop on e-Office by ISTM
========== Forwarded message ==========

J.S-18

01 OCT 2026

V.S-18

05 OCT 2026

S.O-18

05.10.26

Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

Date : 16 Nov 2026 to 17 Nov 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

श्री विवेक
विनीत
5.10.2026

5294/SSE-18
07.10.2026

बिहार सरकार
28825
30.9.26

642

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

Fwd: Workshop on Team Building and Leadership by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Fri, 26 Sep 2026 2:39:41 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 10:11:05 +0530
Subject: Workshop on Team Building and Leadership by ISTM
========== Forwarded message ==========

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 Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

641

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

Fwd: Specialized Workshop for Head of Organisations by ISTM

55(18)

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

Fri, 25 Sep 2026 3:30:40 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

---------- Forwarded message ----------
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 11:26:14 +0530
Subject: Specialized Workshop for Head of Organisations by ISTM
---------- Forwarded message ----------

5.5.18

01 OCT 2026

5.9.18

05 OCT 2026

Sir/Madam,

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

Course Name : Specialized Workshop for Head of Organisations

Course Code : SWHO-02

Date : 16 Nov 2026 to 18 Nov 2026

Mode : Offline

5.0.18

05.10.26

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)

JNU Campus (OLD),Olof Palme Marg,

बिहार सरकार
दिनांक 28.7.18
दिनांक 30.9.26

5288/Sec-18
07.10.2026

श्री विशाल
विनीत
5.10.2026

New Delhi - 110067

639

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

Fwd: Use of Artificial Intelligence in Governance by ISTM

55(18)

Chief Secretary Bihar< cs-bihar@nic.in >
Fri, 26 Sep 2026 3:29:22 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 11:11:45 +0530
Subject: Use of Artificial Intelligence in Governance by ISTM
========== Forwarded message ==========

J.S-18

01 OCT 2026

U.S-18

05 OCT 2026

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

Course Name : Use of Artificial Intelligence in Governance

Course Code : U-AI-G-3

Date : 28 Dec 2026 to 29 Dec 2026

5290/Sec-18
07.10.2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

28777
30.9.26

S.O-18
05.10.26

श्री विशाल
विनीत
5.10.2026

New Delhi - 110067

637

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

Fwd: Workshop on e-Office by ISTM

55(18)

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

Fri, 25 Sep 2026 2:54:06 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 11:08:06 +0530
Subject: Workshop on e-Office by ISTM
========== Forwarded message ==========

U.S-18

01 OCT 2026

Sir/Madam,

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

U.S-18

05 OCT 2026

Course Name : Workshop on e-Office

Course Code : WEO-26

S291/Sec-18
07.10.2026

Date : 16 Nov 2026 to 17 Nov 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

S.O-18
05.10.26

28774
30.9.26

5.10.2026

New Delhi - 110067

635

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

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

55(18)

Chief Secretary Bihar < cs-bihar@nic.in >
Fri, 25 Sep 2026 2:55:21 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 11:06:48 +0530
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM
========== Forwarded message ==========

J.S-18

विशेष सचिव, सामान्य प्रशासन
01 OCT 2026

U.S-18
संयुक्त सचिव, सामान्य प्रशासन विभाग
05 OCT 2026

Sir/Madam,

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

Course Name : Workshop on Office Procedure & Noting & Drafting

Course Code : WOP&ND-10

Date : 02 Nov 2026 to 04 Nov 2026

Mode : Offline

5292/Sec-18
07.10.2026

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

28.7.73
30.9.26

श्री विशाल
विनीत
5.10.2026

50-18
05.10.26

New Delhi - 110067

633

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

Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

55(18)

Chief Secretary Bihar < cs-bihar@nic.in >
Fri, 25 Sep 2026 2:55:43 PM +0530

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

01 OCT 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 25 Sep 2026 11:09:22 +0530
Subject: Programme on Pensions & Other Retirement Benefits by ISTM
========== Forwarded message ==========

S.S-18

01 OCT 2026

Sir/Madam,

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

U.S-18

05 OCT 2026

Course Name : Programme on Pensions & Other Retirement Benefits

Course Code : PRB1-23

5293/S-18
07.10.2026

Date : 30 Nov 2026 to 02 Dec 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

28772
30.9.26

S.D-18
05.10.26

श्री विशाल
विनीत
5.10.2026

New Delhi - 110067

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

Fwd: Workshop on Team Building and Leadership by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Wed, 23 Sep 2026 10:16:06 AM +0530

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

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 23 Sep 2026 09:27:11 +0530
Subject: Workshop on Team Building and Leadership 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 Team Building and Leadership

Course Code : WTBL-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

630

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

Fwd: MS-Excel (Advance) by ISTM

Chief Secretary Bihar < cs-bihar@nic.in >
Tue, 22 Sep 2026 11:14:03 AM +0530

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

30 SEP 2026

Chief Secretary Bihar

========== Forwarded message ==========
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Mon, 21 Sep 2026 16:18:41 +0530
Subject: MS-Excel (Advance) by ISTM
========== Forwarded message ==========

Sir/Madam,

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

Course Name : MS-Excel (Advance)

Course Code : MS-Ex-A-03

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

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067