

Nomination Request – Executive Development Programme on Finance for Non-Finance Professionals (September 07–11, 2026)

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

C-6140215
25.8.26

financeprograms ASCI < financeprograms@asci.org.in >

Thu Aug 20 2026 10:04:22 AM +0530

To "Dr. Mohd Mujahed Ali" <mmali@asci.org.in>

20 AUG 2026

ADMINISTRATIVE STAFF COLLEGE OF INDIA

Bella Vista, Raj Bhavan Road, Hyderabad – 500 082

Tel: +91 40 66534247 | Website: www.asci.org.in

Date: 20-08-2026

Respected Sir/Madam,

The Administrative Staff College of India (ASCI) invites nominations for its Executive Development Programme on *Finance for Non-Finance Professionals*, scheduled to be held during September 07–11, 2026 at Hyderabad.

This programme is specifically designed to equip officers without a formal finance background with essential financial competencies required for effective decision-making. It covers key areas such as interpretation of financial statements, budgeting, financial analysis, and evaluation of the financial implications of managerial decisions.

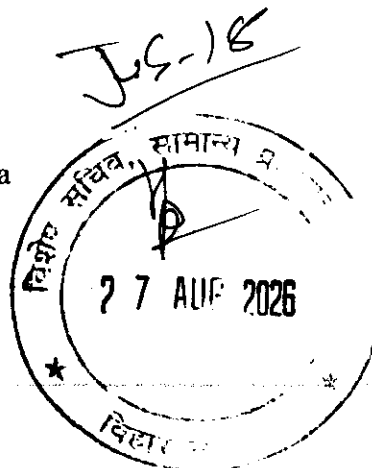
The programme will be particularly useful for officers working in functional areas such as administration, operations, human resources, procurement, legal, logistics, and project management, where financial awareness is critical for improved performance and accountability.

In view of the above, it is requested that suitable officers from your organisation may kindly be nominated for participation in the programme. Early nominations are encouraged to facilitate necessary arrangements.

The detailed brochure is enclosed for your kind reference. Additional batch of the programme is also scheduled during January 18–22, 2027, and nominations may be considered for these batches as well.

Yours faithfully,

Dr. Mohammed Mujahed Ali
Programme Director
Administrative Staff College of India
Email: mmali@asci.org.in
Mobile: +91 98498 91687



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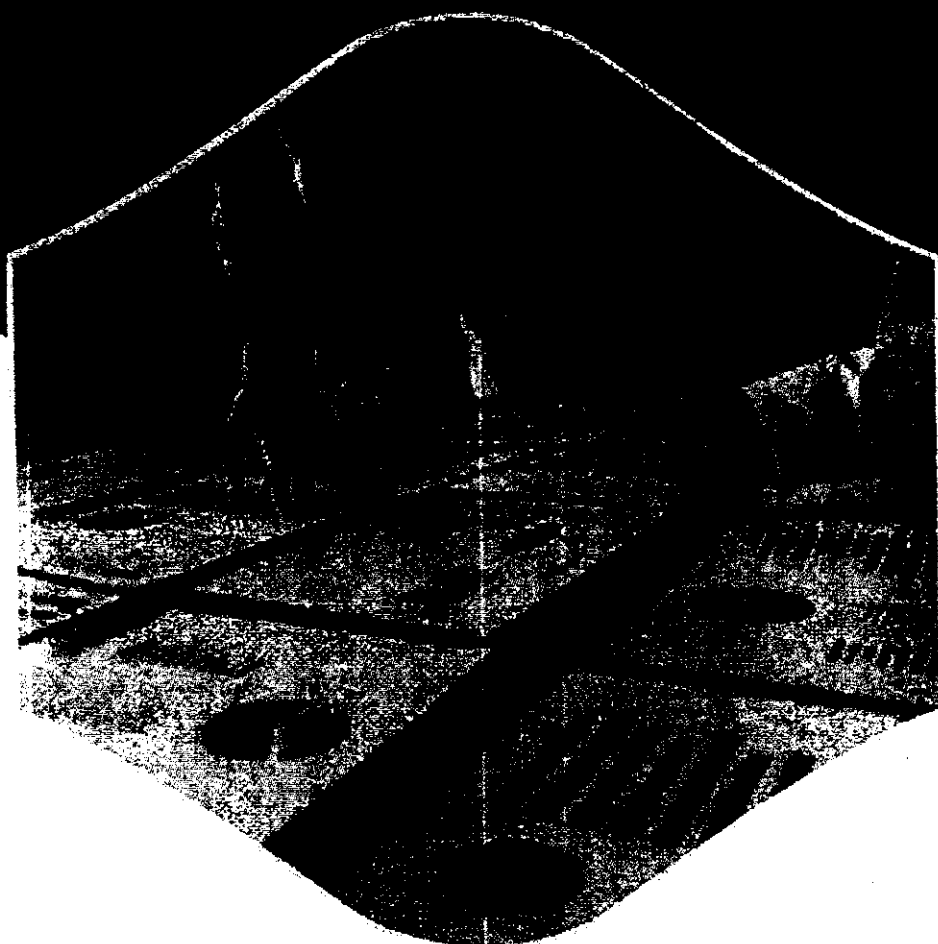
1 Attachment(s)

Finance for Non - Finance Prof...

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10/10/2017

10/10/2017



Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

PROGRAMME OVERVIEW

In today's rapidly evolving economic landscape, the ability to understand, interpret, and leverage financial information is an indispensable skill for leaders, policymakers, and decision-makers across all sectors – particularly those in non-financial roles. For government officials, strong financial acumen ensures efficient resource allocation, fiscal discipline, and enhanced accountability, while for executives in financial and public institutions, it strengthens strategic planning, regulatory compliance, and risk management.

The Finance for Non-Finance Professionals programme is carefully designed to bridge this knowledge gap by equipping participants with essential analytical tools and conceptual frameworks to interpret financial information and translate it into actionable insights. Blending theoretical foundations with real-world case studies and interactive discussions, the programme demystifies financial concepts and transforms numerical data into practical decision-making tools. Participants will explore key domains such as financial statement analysis, infrastructure project evaluation, capital budgeting, cost analysis, project financing, taxation, and forensic finance.

By the end of the programme, participants will gain the confidence to evaluate financial implications, support policy decisions, and contribute effectively to organizational performance and governance. Aligned with Karmayogi competencies in Citizen Centricity, Financial Management, and Office Management, this programme enables non-finance professionals to interpret financial data, apply insights, and drive organizational efficiency, sustainability, and growth.

IMPACT

Upon completion of the programme, participants will be able to:

1. Analyze and interpret financial statements to support managerial and policy decision-making.
2. Evaluate projects and investment decisions using capital budgeting techniques such as NPV, IRR, and Payback Period.
3. Apply cost analysis and budgeting techniques for effective resource allocation and performance improvement.
4. Assess financial risks, irregularities, and taxation implications to ensure compliance, transparency, and accountability.
5. Translate financial data into strategic insights for planning, control, and value creation within the organization.

CONTENT

Day I: Financial Concepts & Terminology – Role of Finance in Managerial Decision-Making – Financial Performance Evaluation – Financial Statement Analysis (Case Study)

Day II: Infrastructure Project Evaluation – Capital Budgeting Techniques (NPV, IRR, Payback Period) – Project Evaluation & Financing (Case Study) – Management Planning & Control Systems

Day III: Cost Analysis for Decision-Making – Value Creation & Financial Performance – Project Appraisal (Case Study)

Day IV: Project Financing Instruments – Financial Structuring Strategies – Forensic Finance & Fraud Detection – Financial Planning, Budgeting & Forecasting

Day V: Direct & Indirect Taxation – Tax Implications for Managerial Decisions – Activity-Based Costing (Case Study) – Programme Wrap-Up & Feedback

FACULTY AND METHODOLOGY

Led by Dr. Mohammed Mujahed Ali, a seasoned academician and practitioner with over two decades of experience, the programme offers a unique blend of academic depth and practical relevance. Dr. Ali holds a Ph.D. in Business Management, along with M.Phil., MBA, and M.Com qualifications. As a SEBI-recognized Securities Market Trainer and an empaneled resource person with NISM and NSE, he has successfully delivered over 500 training programmes and workshops for diverse audiences, including government officials, executives, and management students. His teaching approach is highly engaging, combining conceptual clarity with case-based discussions and experiential learning to ensure effective knowledge transfer.

The programme is further enriched by the participation of distinguished industry experts and practitioners who bring valuable real-world insights into the classroom. The overall pedagogy is designed to be interactive and application-oriented, incorporating simulations, group exercises, and hands-on tools. This immersive learning environment enables participants to develop practical financial skills, enhance decision-making capabilities, and confidently apply financial concepts to real-world organizational challenges.

PARTICIPANT PROFILE

This programme is designed for junior, middle, and senior-level executives from government ministries and departments, regulatory and policy institutions, public sector undertakings (PSUs), and Central and State Public Enterprises (CPSUs & SPSUs). It is also relevant for professionals from banks, financial institutions, local governments, and municipal bodies, as well as organizations across sectors such as infrastructure, energy, transport, manufacturing, healthcare, education, agriculture, tourism, IT & telecom, and the social sector.

The programme is particularly beneficial for non-finance professionals in roles such as operations, administration, HR, procurement, legal, project management, and policy implementation. It is ideal for those involved in planning, budgeting, monitoring, and evaluation, where a sound

937/937
understanding of financial concepts can significantly enhance decision-making, efficiency, transparency, and accountability.

Organisational sponsorship is essential

VENUE

The programme is fully residential and the participants will be accommodated in air conditioned single occupancy rooms. The college does not provide accommodation for the family. The college is Wi-Fi enabled in a comprehensive way.

PROGRAMME DURATION AND DATE

The programme duration is 5 days. The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

The dates are as follows:

1. September 07-11, 2026
2. January 18-22, 2027

PROGRAMME FEE

Residential Fee: Rs. 73,000/- (US \$1086 for foreigners) plus GST as applicable (presently 18%) per participant. The fee covers tuition, board and lodging, courseware (in electronic form) and other facilities of the College including internet usage.

Non-Residential Fee: Rs. 63,000/- plus GST as applicable (presently 18%) per participant. The fee covers tuition, course ware (in electronic form) working lunch and other facilities of the College including internet usage.

A discount of 10% on the Programme fee will be given for three or more participants nominated by the same organisation, provided the payment is credited into our Bank account at least a week before the Programme Date.

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the programme title and date to police@nscl.org.in for confirmation.

Bank details are given below:

For Indian Participants:

Bank Account Number: 62090698675
Beneficiary Name: Administrative Staff College of India
IFSC Code: SBIN0020063
Bank Name: State Bank of India
Branch Address: Bellavista Branch, Raj Bhavan Road,
Somanguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number: 62090698675
Beneficiary Name: Administrative Staff College of India
Swift Code: SBININBB327
Bank Name: State Bank of India
Branch Address: Bellavista Branch, Raj Bhavan Road,
Somanguda, Hyderabad - 500 082
Country: India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalization.

ASCI ALUMNI ASSOCIATION

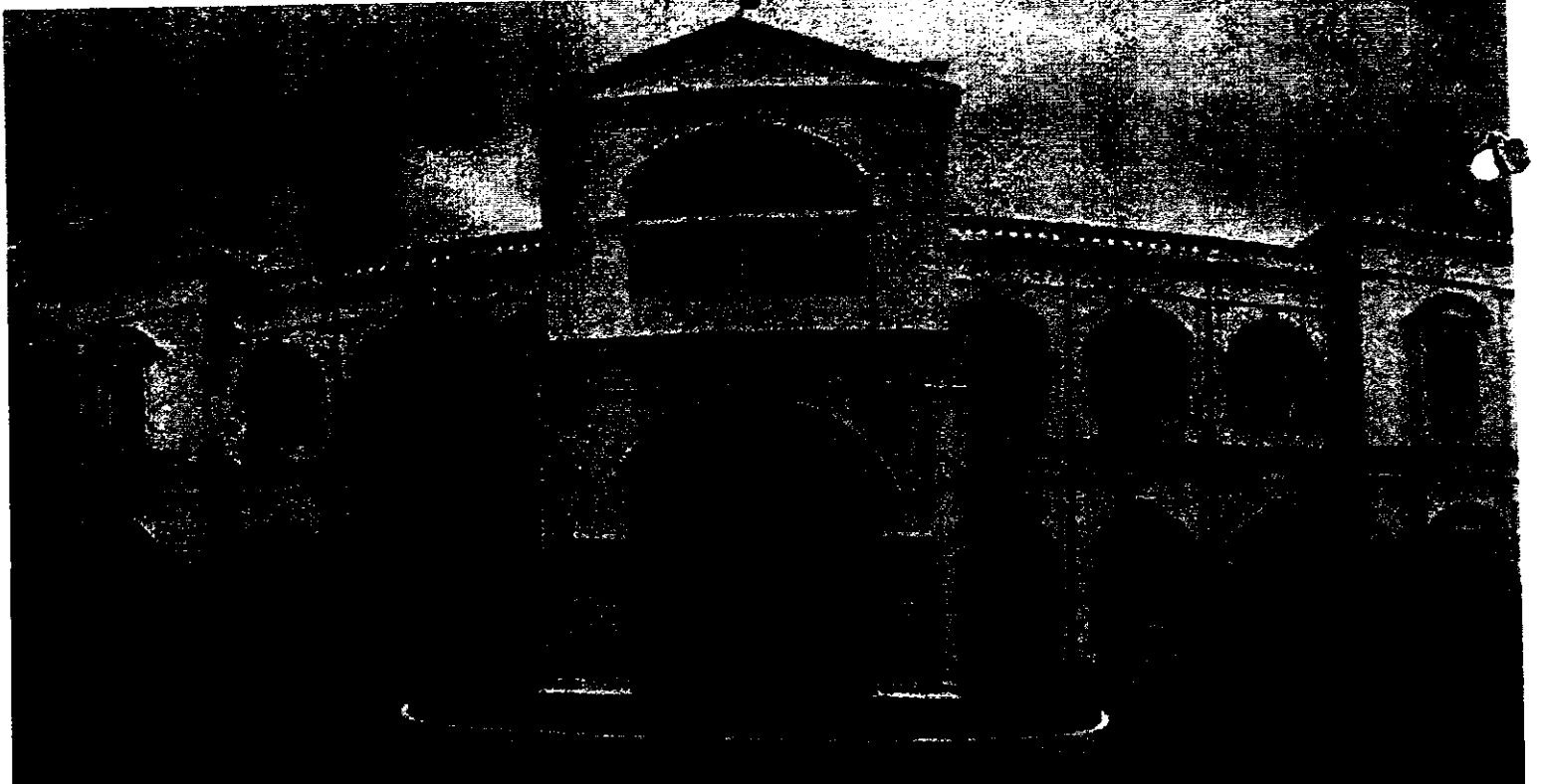
Participants of the College programmes will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Director
Dr. Mohammed Mujibul Ali

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID-19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.



ABOUT ASCI

ASCI is the first management Development Institution set up in the country at the instance of the Government of India and industry in 1986 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,50,000. We are proud of our alumni, which includes the leaders of Indian industry and senior civil servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2026-27.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public sector, Private sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the capacity development, case study exercises and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities. On an average, 10 research papers are published every year, which provide the much needed value addition in the learning programmes. In addition, we also offer specialised programmes for our New Delhi Campus as well as off-campus programmes as per the needs of the clients' choice.

Director, the Staff College, India
Delhi Veda, 101, Barakhamba Road, Khairatpur, New Delhi-110002, India
Phone (Programmes Office) : 011-10 3532365
Mobile: 9215105585, Email: info@asci.org.in
Fax: 011-10 3532354

Delhi Park Campus

ASCI Road No.1, Barakhamba
Road, New Delhi-110002, India
Tel: 011-26100000/01/02/03
Tel: 011-2610000

Delhi Campus

Set-62, Ashok Park, Phase-3, Ashok Center,
Barakhamba Road, New Delhi-110016
Tel: 011-26100000/01/02/03
Tel: 011-2610000



ADMINISTRATIVE STAFF COLLEGE OF INDIA
Bella Vista, Raj Bhavan Road, Hyderabad - 500 082, India

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Nomination Form
Programme on
Finance for Non-Finance Professionals

1. September 07 - 11, 2026

2. January 18 - 22, 2027

Nominee's Contact Information

Name (Mr/Ms)	:		Date of Birth:	:	
Designation	:		Qualification:	:	
Organisation	:				
Address	:				
Phone(s)	:	Office:	Mobile:	Home:	
e-mail	:			Fax:	

Sponsors Details

Name of the Sponsoring Authority:	:		Designation:	:	
Organisation	:				
GSTIN Number:	:				
Address	:				
	:			Pincode:	
Phone(s)	:	Office:	Mobile:		
e-mail	:			Fax:	

Fee particulars

Amount Payable	:	Mode of Payment (DD/Ch/NEFT):
Name of the Bank	:	Date of Instrument/Transfer:
Instrument Number:		UTR Number for NEFT

Medical Insurance:

Name of the Insurance Agency	Policy Number	Validity upto

Note: Coverage should be available in Hyderabad, India.

Signature and Official Seal of the Sponsoring Authority:

NOTE: Forward nomination form to: **Mr. G. Sreenivasa Reddy, Programmes Officer,**
Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0091-40-66534247,
66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: poffice@asci.org.in

i2P2M

International Institute of
Projects & Program Management
(a section 8 not for profit company)

मुख्य सचिव कोषांग



For Certificate In Project Management (CIPM)
credential, i2P2M is the only Indian company
with ISO accreditation

Adesh Jain

B.Sc. B.E. (IISc), M.Engg (Canada)

Chairman, i2P2M and Founder of
the World Project Management Forum (WPMF)
Lifetime Achievement Award (2014)
Often referred to as Bhishma Pitamah of
Project Management

I am very excited about your vision,
(WPMF) Adesh!
- Andy Kaufman, USA

This appears to me as a timely initiative.
I fully support your initiative (WPMF).
- Gilles Caupin, France

24 AUG 2026

TPM

Three day Workshop on

Totality of Project Management (TPM)

prepares for the ISO/IEC 17024:2012 accredited
Certificate In Project Management (CIPM)

Building PM competencies in a World of Change

TPM syllabus is in line with NITI Aayog's recommendations
for project management curriculum covering eight project life cycle phases

Totality of Project Management (TPM) leading to Certificate In Project Management (CIPM)

- ISO 17024:2012 Accredited (Only one in INDIA)

Chennai : 24 to 23 September 2026

Ramada Chennai Egmore, Chennai

August 24, 2026

Shri Pratya Amrit

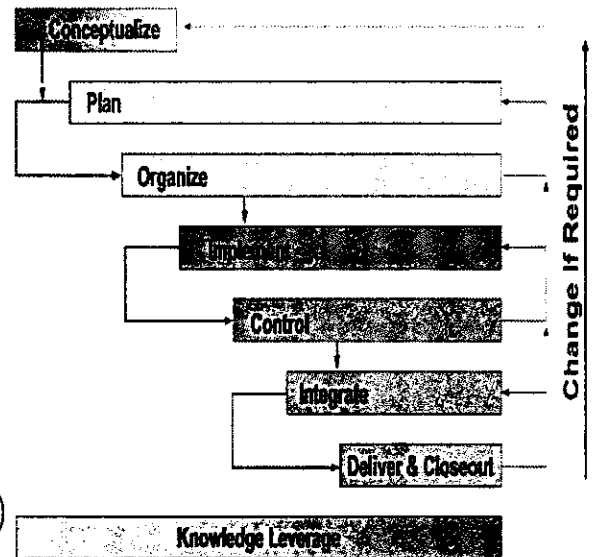
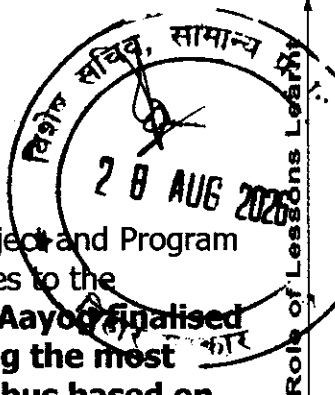
Chief Secretary

Government of Bihar

Dear Shri Amrit,

The High-Powered Task Force on Project and Program
Management at the level of Secretaries to the
Government of India set up by **NITI Aayog** finalised
the report in 2019, recommending the most
robust project management syllabus based on
8 project life cycle phases, i.e. **Conceptualise,**
Plan, Organize, Implement, Control, Integrate,
Delivery/closeout and Knowledge Leverage,
considering India-specific issues, which could cover
both the commercial industry and R&D domains.

J.S-18



Artificial Intelligence (AI) will act as a Catalyst throughout the project life cycle

The 3-day Totality of Project Management (TPM) program is the only project management program
that is in line with NITI Aayog's above recommendation for the project management curriculum.

i2P2M is recognised by NITI Aayog as a global PM certification body.

2nd Floor, A - 48, Sector-5, Noida - 201301 (U.P), Email: chairman@i2p2m.com

Mobile: +91 9810322048, Office Tel: (0120) 2420463, Office Cell: +91 9999684621, CIN: U80302UP2008NPL189948

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i2P2M

International Institute of
Projects & Program Management
(a section 8 not for profit company)

Three day Workshop on
Totality of Project Management (TPM)
prepares for the ISO/IEC 17024:2012 accredited
Certificate In Project Management (CIPM)

Highlights:

- Includes ISO 17024:2012 accredited Certificate in Project Management (CIPM)
- CIPM is the **only ISO-accredited Project Management certification in India**, accredited by **NABCB under the Quality Council of India**
- Registration fee includes both training and certification
- Suitable for senior professionals, project leaders, and R&D managers.



Salient features of our project management program leading to CIPM certification mentioned in the **NITI AAYOG** report are highlighted in Encl. 2.

We are pleased to share that ISRO has nominated 46 senior-level professionals for TPM training during the current financial year for various locations, including the upcoming Chennai Workshop from 21 to 23 September 2026.

We look forward to 2 to 3 nominations from your Ministry for our workshop in Chennai from 21 to 23 September 2026. To encourage wider participation from the govt., We provide a special offer of a 50% discount on the regular registration fee. The fee comes down to Rs. 24,250 per person plus GST at 18%.

Since 1992, creating a Project Mindset.

With best wishes,

A handwritten signature in black ink, appearing to read 'Adesh Jain', with a stylized flourish at the end.

Adesh Jain

Enclosures Attached:

- **Encl. 1:** Totality of Project Management (TPM) workshop Brochure.
- **Encl. 2:** Salient features of our project management program leading to CIPM certification mentioned in the NITI Aayog report about the concept and best practices.

i2P2M

International Institute of
Projects & Program Management
(a section 8 not for profit company)

Building PM Competencies in a World of Change
Spearheading AI driven Project Management &
Pioneering Project Management Certification Worldwide

TPM

Totality of Project Management
*Building PM Competencies
in alignment with NITI Aayog's
recommended syllabus*

'Project Management is the new economic infrastructure' - Fujitsu, Japan (2001)

'Project management is an art and science of converting vision into reality' - Adesh Jain (1992)

Three day Workshop on

Totality of Project Management (TPM)

prepares for the ISO/IEC 17024:2012 accredited Certificate In Project Management (CIPM)

TPM training will be followed by CIPM exam on 3rd day of the workshop from 3.00 pm - 5.45 pm

Chennai : 21 to 23 September 2026, Ramada Chennai Egmore, Chennai

- Totality of Project Management (TPM) is the only syllabus globally which is aligned to NITI Aayog's recommended Project Management syllabus.
- Except i2P2M, no institution in India or outside India has their own certification in project management that is based on NITI Aayog's recommended syllabus.
- i2P2M is recognized by NITI Aayog as a global Project Management certification body.

TPM Program - Some Feedback from the participants



"A power-packed presentation about TPM by Faculty. A clear approach for project management to the participants with good numeric content, Happy to be part of it".

- R Ram Kumar, SDSC, ISRO



Superb program, superb faculty, 100% satisfied. The programme was arranged nicely. There is lot of contents in TPM which is priceless. It must be kept mandatory for any engineer to first go through this course.

- P R Parate, IOC



Program is very well arranged. Material was very well planned, sessions were very engaging & interesting, Enjoyed the program, It will definitely enrich knowledge & will be used for company growth"

- Suyash Kanikar, Technip Energies



I have just one word for all of you WOW. It was fabulous".

- Shilpi Mittal, McDermott

Excerpts from NITI Aayog Task Force Report
on Project & Program Management

"The curriculum to address following knowledge areas for project management and should consider the project from concept to commissioning encompassing all life cycle phases i.e. Conceptualize, Plan, Organize, Implement, Control, Integrate, Deliver/closeout and Knowledge Leverage".

Totality of Project Management is in line with NITI Aayog's
above recommendations



Certificate In Project Management (CIPM) is ISO/IEC 17024:2012 accredited. CIPM exam is administered by International Institute of Projects & Program Management (i2P2M).

i2P2M is only certification body in India to have
ISO/IEC17024:2012 accreditation for CIPM.

Build competencies and make your company competitive



i2P2M

International Institute of
Projects & Program Management
(a section 8 not for profit company)



About Organiser

i2P2M - International Institute of Projects and Program Management, a non-profit company was incorporated in 2008 as a Section 8 company. i2P2M has three major streams. Stream 1 is Building Competencies in the world of change. Stream 2 is spearheading the AI driven Project Management for enhanced efficiency and speedy informed decision making. Stream 3 is pioneering the project management certification based on ISO 17024:2012 accreditation.

i2P2M's vision is to equip project leaders, managers and professionals across central / state government, public & private sector companies, and research institutions to manage the complexity of tomorrow. Its aim is to build their Knowledge, Competency and Leadership through comprehensive learning with its application at the workplace, exposure to best practices, relevant case studies, real time computer-based simulation of complex project and leadership scenarios, AI driven project management and sharing of experience and success stories with industry stalwarts from India and abroad.

i2P2M strategic direction is guided by a distinguished Academic Industry Council from academia, industry, and government.

**i2P2M is recognized by NITI Aayog
as a global Project Management certification body.**

i2P2M has a very distinguished Academic Industry Council from academia, industry and government that provides strategic direction.

Some of the distinguished members of Academic Industry Council* (AIC) of i2P2M



T K A Nair
Adviser to Fmr. Prime Minister
Chairman, AIC



Adesh Jain
Member Secretary



Dr. Rajiv Kumar
Fmr. Vice Chairman
NITI Aayog



Dr. Deepak Vohra
Special Advisor to
Prime Ministers in Africa
and in Ladakh



Sanjay Mitra
Fmr. Defence Secretary
Government of India



**Air Marshal
Dr. Rajeev Sachdeva**
AVSM (PhD) (Retd)



Dr. V. Ramgopal Rao
Vice Chancellor,
BITS Pilani



Prof. G. Rangarajan
Director, IISc



Prof. R T Krishnan
Director
IIM, Bengaluru



Dr. S Chattopadhyay
Fmr. Director
IIM, Calcutta



Atul Sobti
Director General,
SCOPE



Vinayak Pai
Fmr. MD & CEO
TATA Projects



R. Madhavan
Fmr. CMD, HAL



Deepak K Hota
Fmr. CMD,
BEM Ltd



Ranjan K Mohapatra
Fmr. Director, HR
IndianOil



K Venkataramanan
Fmr. CEO, MD
L&T



Prof. Pankaj Chandra
Vice Chancellor &
Chairman
Ahmedabad University



Dr. Hans Stromeyer
President, International
Association of Project
Managers Liechtenstein,
Europe



Prof. Ashish Nanda
Sr. Lecturer
Harvard Business
School



Dr. Shyam Giridharadas
Adjunct Professor
The George Washington
University, USA



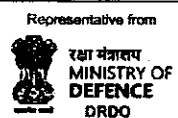
Dr. N. Jambulingam
Fmr. NASA Senior
Program Manager



Representative from
**इस्पात मंत्रालय
MINISTRY OF
STEEL**



Representative from
**विद्युत मंत्रालय
MINISTRY OF
POWER**



Representative from
**रक्षा मंत्रालय
MINISTRY OF
DEFENCE
DRDO**

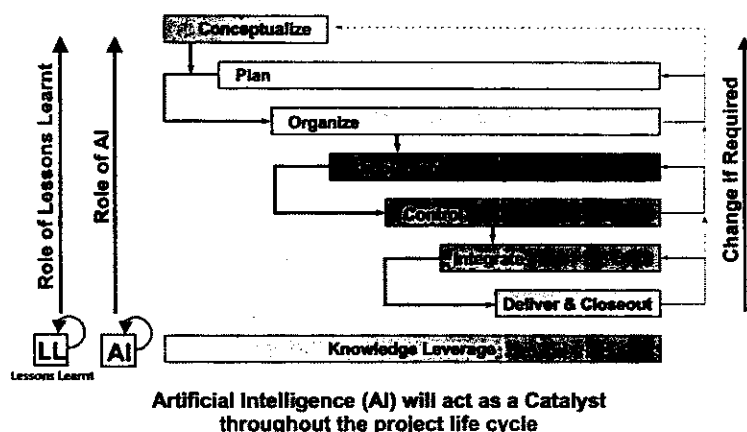


Representative from
**जनक परिवहन
मंत्रालय
MINISTRY OF
ROAD TRANSPORT
AND HIGHWAYS**

*Designations as on
31st July 2026

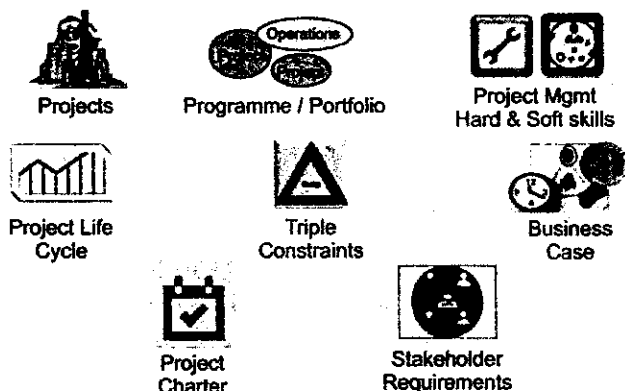
TPM training program leading to ISO 17024:2012 accredited Certificate In Project Management (CIPM) is the only PM program globally that is in line with NITI Aayog's recommended PM curriculum

Totality of Project Management (TPM) covers 8 Project Life Cycle (PLC) Phases, 37 Knowledge Areas and 127 Concepts.

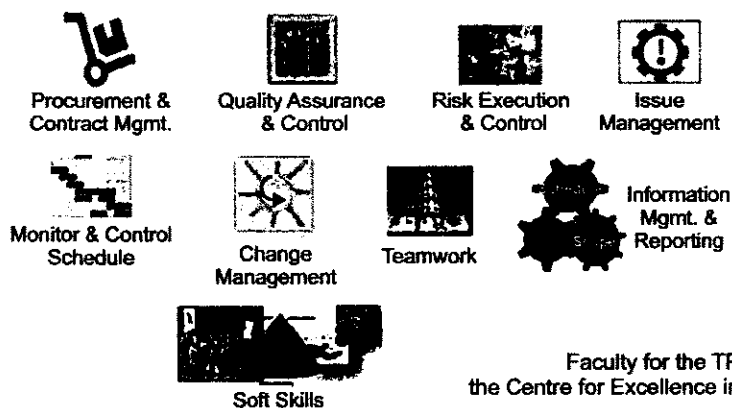


'Project Life Cycle phases of TPM Syllabus shown above is in line with NITI Aayog's recommendations for a PM curriculum.

Conceptualize & Knowledge Leverage (PLC phases) Some Key Knowledge Areas



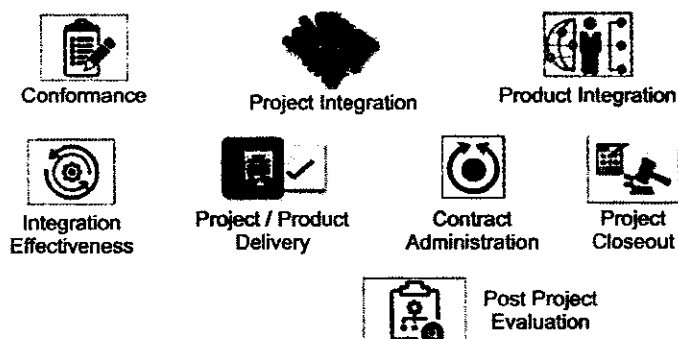
Implement & Control (PLC phases) Some Key Knowledge Areas



Plan & Organize (PLC phases) Some Key Knowledge Areas



Integrate & Deliver/Closeout (PLC phases) Some Key Knowledge Areas



Faculty for the TPM workshop is from the Centre for Excellence in Project Management (P) Ltd.

**i2P2M**International Institute of
Projects & Program Management
(a section 8 not for profit company)**TPM**

Totality of Project Management (TPM) is in line with NITI Aayog's recommendations for project management curriculum

NITI Aayog's recommendations published in their Task Force Report on Project and Program Management released in June 2019. This task force under Chair of Sh. Amitabh Kant, CEO, NITI Aayog included 7 Secretaries to Government of India as well as industry experts like CMD of NTPC, ONGC and L&T.

- The curriculum of project management was finalised by the Task Force members considering all the syllabus of the global certification bodies including i2P2M.

Excerpts from NITI Aayog Report		
REPORT OF THE TASK FORCE ON PROJECT & PROGRAM MANAGEMENT		
Page 20 of the NITI Aayog Report "Waterfall methodology to be adopted for executing any publicly funded project"	Page 21 of the NITI Aayog Report "The curriculum to address following knowledge areas for project management and should consider the project from concept to commissioning encompassing all life cycle phases i.e. Conceptualize, Plan, Organize, Implement, Integrate, Deliver/ Closeout and Knowledge Leverage"	Page 21 of the NITI Aayog Report "Courses are required to be tailor made to the Indian context enriched with the experiences faced by the project implementation authorities on-ground"
Page 21 & 22 of the NITI Aayog Report "Courses should also cover : ➤ Safety Management ➤ Health and Environment Management ➤ Corporate Social Responsibility	Page 27 of the NITI Aayog Report "Institutionalization of knowledge leverage of the learning in successful projects needs to be insured so that they can be used in other projects"	Page 25 of the NITI Aayog Report "Front End process is very crucial in all the public projects"

Note: One can download the full NITI Aayog Task Force report on Project and Program Management at <https://www.niti.gov.in/sites/default/files/2023-03/Task-Force-Report-on-Project-Program-Management.pdf>

The curriculum to address following knowledge areas for project management and should consider the project from concept to commissioning encompassing all life cycle phases i.e. Conceptualize, Plan, Organize, Implement, Control, Integrate, Deliver/closeout and Knowledge Leverage:

- Stakeholder Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communication handling
- Risk Management
- Procurement & Contract Management
- Communication Management
- Integration Management
- Safety Management
- Soft Dimensions covering Leadership, Motivation, Conflict Resolution, Problem Solving, Presentation skills etc.
- Health and Environment Management
- Corporate Social Responsibility

Totality of Project Management (TPM) - Building strong PM Foundation



TPM training program leading to ISO 17024:2012 accredited Certificate In Project Management (CIPM)
is the only PM program globally that is in line with NITI Aayog's recommended PM curriculum

SYLLABUS

8 Project Life Cycle (PLC) Phases. Some of the 37 Knowledge Areas and 127 PM Concepts shown:

▬ - Project Life Cycle Phases

📌 Icons – Knowledge Areas

• Bullets – PM Concepts

Conceptualize		Plan (Contd.)		Implement (Contd.)		Integrate (Contd.)	
	- Managing Stakeholder Requirements - Stakeholder Register		Risk vs. Project Life Cycle		Issue Logs		- Priority setting - Issue histogram
	- Need Analysis Cycle - Business Case Concepts - Investment Appraisal Methods - PESTLE Analysis - Project Charter		Health, Safety & Environment Requirements		- Procurement Planning - Contracting		- Delivery checklist - Project acceptance
	Plan Need for proper start-up		Communication Concepts		Issue Analysis		- Contract Administration - Project/Product Warranties
	- Success Criteria - Success Factors	Organize			- Control Charts - Pareto Diagrams - Cause and Effect - Benchmarking		- Purchase order close out - Contract Closeout - Project Closeout report - Lessons learned
	- Scope Management Plan - Scope Statement - Work Breakdown Structure - Scope Baseline		Role of Interfaces		- Change Management concept - Formal change control procedures		Project evaluation
	- Logical relationships and dependencies - Total Float & Free Float - Precedence Diagramming Method (PDM) - Critical Path - Project Network Analysis - Program Evaluation & Review Technique (PERT)		- Roles, Duties and Responsibilities - Responsibility Assignment Matrix		- Information management fundamentals - Estimate at completion (EAC)	Knowledge Leverage	
	- Cost Estimating Methods - Cost Baseline		- Functional - Matrix - Projectised		- Leadership - Motivation - Conflict Resolution		- What is a Project? - Operations vs. projects
	- Quality Philosophy - Cost of Quality		Communication Processes	Integrate			- Programme Management - Portfolio Management - Triple Constraints - Project Life Cycle - Value addition vs. life cycle - Cost of change vs. life cycle
		Implement			Ensuring Conformance		Corporate Social Responsibility - General + Indian context
			- Risk Reassessment - Risk Monitoring		Problem Solving		
			- Characteristics of Teams - Team Building - Barriers to Communication - Ethics		- Manage project plans - Monitoring and control of work		

Globally the most unique & exhaustive syllabus covering 8 project life cycle phases

926

Certificate In Project Management (CIPM)

Certification is aligned to the TPM Syllabus

i2P2M will hold the 2.5 hour Certificate In Project Management (CIPM) exam 3rd day of the workshop



Certificate In Project Management (CIPM) is ISO/IEC 17024:2012 accredited. it is administered by International Institute of Projects & Program Management (i2P2M).

i2P2M is only certification body in India to have ISO/IEC17024:2012 accreditation for CIPM.

Certificate In Project Management (CIPM) is administered by International Institute of Projects & Program Management (i2P2M), which is the only Indian Company with ISO/IEC 17024:2012 accreditation in Project Management for it's Certificate In Project Management from NABCB under QCI.



(International Accreditation
as per ISO/IEC 17024:2012)

NABCB - National Accreditation Board for Certification Bodies under Quality Council of India (QCI). The nodal ministry of QCI is Ministry of Commerce and Industry, Government of India.

ISO/IEC 17024:2012 is an international standard developed by the International Organization for Standardization (ISO) that sets criteria for the certification of personnel. ISO/IEC 17024:2012 is a globally recognized framework for the certification of individuals to ensure their knowledge, skills, and competencies meet the required standards.

ISO/IEC 17024:2012 provides a framework for ensuring consistency, credibility, and quality in certification programs. By complying with this standard, certification bodies can demonstrate their adherence to internationally recognized practices and build trust among all stakeholders.



Some of the participants going through Certificate In Project Management(CIPM) Exam which is ISO/IEC 17024:2012 accredited

Great global recognition for the CIPM certificate offered by i2P2M

The International Association of Project Managers (IAPM) started in 1997 is a leading non-profit, globe-spanning association and certification body for project managers headquartered in Liechtenstein, Europe. IAPM's purpose is to promote project management competence globally.

IAPM has 3 certifications in traditional project management the highest of which is their Certified Senior Project Manager (IAPM) which proves knowledge and comprehensive practical experience in the subject area of project management. Examination contents cover hard and soft factors in project management.

i2P2Ms' Certificate In Project Management (CIPM) is recognised by IAPM. It is a great global recognition for the ISO/IEC 17024:2012 accredited CIPM credential that is administered by i2P2M.

IAPM certifications are valid and recognized worldwide. As an individual, a certification brings you objective confirmation of your knowledge as well as your experience. Thus person's credibility value increases in their organisation as they are expected to perform better in managing projects.

A great recognition
for CIPM

iapm
★ INTERNATIONAL ASSOCIATION OF
PROJECT MANAGERS
Liechtenstein, Europe

CIPM holders will also be eligible to get certification from International Association of Project Managers (IAPM), Liechtenstein, Europe

CIPM certification is recognised by International Association of Project Managers (IAPM). After acquiring CIPM credential, one is eligible to get Certified Senior Project Manager (CSPM) from IAPM, a reputed global organisation. CIPM is a great global recognition. CIPM holders can acquire CSPM credential from IAPM, Europe thereafter by paying a small fee.



"Live Online program on Totality of Project Management (TPM) that Ruchira Jain taught was very rich in contents. She is an excellent teacher and having rich experience. The training program was strengthened through numerous examples & exercises. **TPM program gets 10 by 10**".

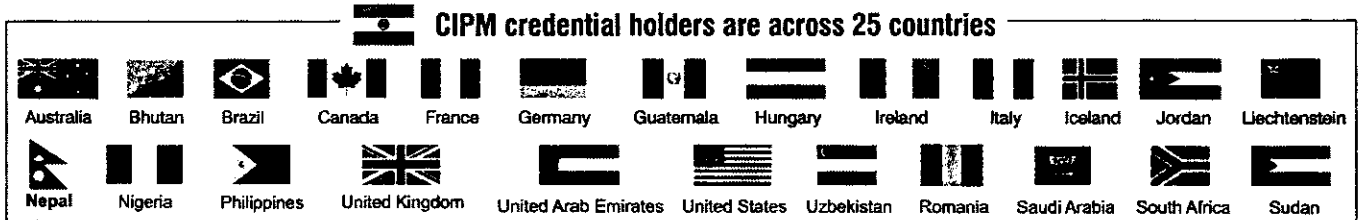
- Linda Ottmann International Association
of Project Managers (IAPM), Europe

CIPM credential has global reach - Made in India Initiative

CIPM Exam is administered by i2P2M.

NITI Aayog has recognised i2P2M as one of the four Global Project Management Certification Bodies.

i2P2M's Project Management credential – Certificate In Project Management (CIPM) for Individuals is widely used across India covering public sector companies, private sector companies and central and state governments. CIPM holders are in 25 countries.



25,000+ persons across 650+ organisations have CIPM credential

Some International Organisations



Central Government



Indian States



Some other companies with CIPM credential holders



Totality of Project Management (TPM) Some Feedback (Building PM Foundation)

218

TPM



"What makes Certificate In Project Management (CIPM) program world class is its comprehensive syllabus covering 8 project life cycles phases, 36 knowledge areas and 117 concepts with an extremely robust certification process. I myself have gone through the CIPM and in my opinion, it should be a pre-requisite for all PM professionals globally."

- Prof. Dr. B. Nag, IIM Calcutta (2015)



"Eight project life cycle phases cover the totality of the PM profession and it is well structured methodology."

- Dr. Vladimir Voropajev,
President, Russia project Mgmt.
Association (2007)



"CIPM will be a major step forward for the profession and for the enterprises to create a common understanding in managing change."

- Dr. Hiroshi Tanaka, President,
Project Management Association,
Japan and PM Advocate of JGC
Corpn. (2007)

The faculty, Ms. Ruchira Jain has shown excellent mastery of the topics as she confidently and competently delivered each and every one of 17 units. Ms. Jain's delivery and mastery of topics is unparalleled. My hats off to her teaching. The module on Totality of Project Management (TPM) is the ultimate in learning with the highest possible quality of contents and delivery.

- Brian Ernest Regalado, Founder and Lead Educator, Build Quotient AEC Training Institute, Philippines



It's great to be a part of this course.

- Mantrana Gola, JICA



Totality of Project Management curriculum should be mandatory for all the Scientists of DRDO.

- Alok Mall, DRDO



Only one word - exceptional and unique programme. MUST for all.

- Manish Aggarwal,
Bharat Petroleum



The training program was very well designed covering all the key aspects of advanced project management. Exposure to program was very enriching. memorable and once a life time experience"

- D. Sai Baba, Director, (Projects). Ministry of Statistics and Programme Implementation



Really lucky to have enrolled in this course.

The module is absolutely a gem. It mixes all basic and the profound and neatly connects them with simple and solid fundamentals. Top of the shelf course".

Anupam Mukherjee, AGM, NTPC, India



It was a superb and insightful program".

- Sourabh Nanaware,
Tata Motors



CIPM is a superb programme to educate people about project management."

-Dr. Virendra Singh Shekhawat, ONGC



Unique and unforgettable experience.

- Santiram Mandal, GAIL



Totality of Project Management (TPM) was superb program and Madam Ruchira Jain's teaching skill is superb. It is memorable and life time experience.

- S M Yadav, DMRC



Wonderful workshop. Completely new for me. Would help a lot at my workplace".

- Abhishek Gupta, Maruti Suzuki



TPM program is well structured providing excellent inputs to handle projects.

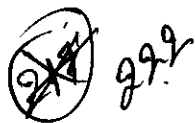
- M Suresh, ISRO propulsion Complex



Great curriculum. Very good learning portal for Project Management

- S Tiwari, L&T





The ISO/IEC 17024:2012 accredited Certificate In Project Management (CIPM) examination is offered and administered by the not-for-profit, International Institute Projects and Program Management (i2P2M). Candidates must be minimum graduates in any field.

The CIPM exam is a robust 2.5 hour, objective, multiple choice exam. The exam paper has 150 questions with maximum 200 marks based on application of knowledge, scenarios and computations. The paper is subdivided into 4 sections covering the 8 project life cycle phases.

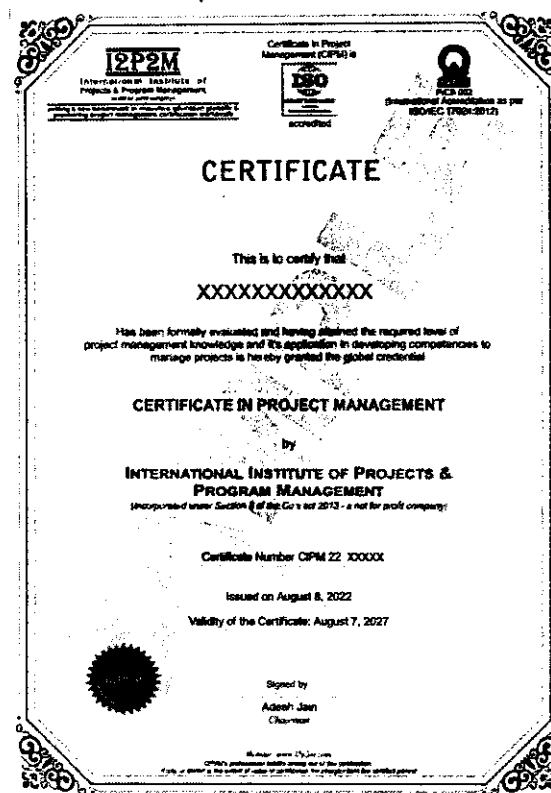
Candidates need to independently pass each section by scoring at least 50% marks in each section and 60% marks across the entire paper. Exam paper has different types of questions – 1 mark question with 4 options, 2 mark question with 5 options, scenario questions for 3 or 4 marks and 5 mark questions involving computations.

CIPM exam has negative marking providing robustness to the exam process. It is the only PM certification exam globally that has negative marking.

Candidates need to follow i2P2M's instructions for the CIPM exam. CIPM certificate is given to those candidates that qualify in the exam which carries the logo of NABCB, Quality Council of India. The certificate is valid for 5 years. i2P2M is the company in India with ISO/IEC 17024:2012 accreditation for its Certificate In project Management credential.

CIPM is recognised by IAPM, Europe. CIPM holders can acquire IAPM, Europe's Certified Senior Project Manager (IAPM) credential by paying a small processing fee.

Sample CIPM Certificate



CIPM - Make In India initiative with Global Reach

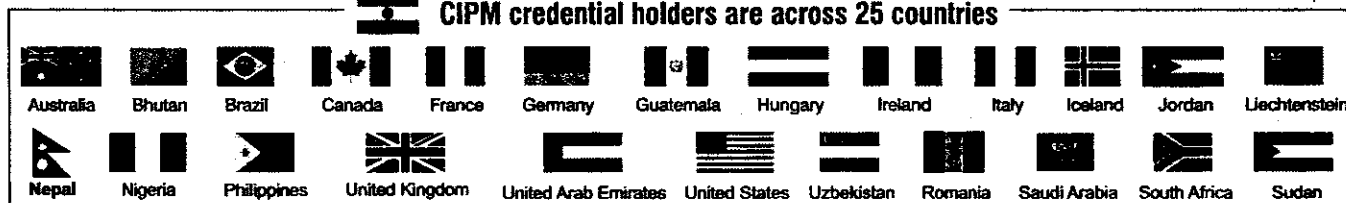
Some CIPM holders from International Organisations, Central Government and Indian States



i2P2M MOU with CMDF, Philippines Government

On July 7, 2023, A historic MOU was signed between Construction Manpower Development Foundation (CMDF), a national government agency created pursuant to Presidential Decree No. 1748, Philippines and International Institute of Projects and Program Management (i2P2M), a not-for-profit company under section 8, India in Makati, Philippines. Some items covered in MOU are:

- Adopt the certification scheme of i2P2M.
- Revise CMDF project management syllabus covering the transition from PMI based to i2P2M based standards of Totality of Project Management leading to ISO/IEC 17024:2012 accredited CIPM Certification.
- Recognise EDPM program and CIPM.
- Conduct EDPM Fast Track, 6 day program for CEOs and senior managers.

CIPM - Make In India initiative with Global Reach**CIPM credential holders are across 25 countries**

915220

Some of the participants of previous TPM Programs
we had 750+ participants from 60+ companies from Oct 2022 to July 2026



13 to 15 July 2026 in Bengaluru



15 to 17 June 2026 in Delhi



18 to 20 May 2026 in Mumbai



13 to 15 April 2026 in Bengaluru



6 to 8 October 2025 in Delhi



25 to 27 September 2024 in Delhi

Chennai : 21 to 23 September 2026, Ramada Chennai Egmore, Chennai

Timing : 9.00 am to 5.30 pm

TPM training will be followed by CIPM exam on 3rd day of the workshop from 3.00 pm - 5.45 pm

Who should Attend

Professionals at all levels who want to understand the intricacies of Project Management and excel in managing projects and operations, advance their career and contribute towards organizational excellence.

Registration Fee (Includes Training & Certification fee of Rs.12,500)

- Per Person : Rs. 48,500 plus GST @ 18%
- For 4 to 9 Persons : Rs. 32,495 per person plus GST @ 18%
- For 10 and above Persons : Rs. 24,250 per person plus GST @ 18%
- For individuals who are paying on their own : Rs. 24,250 per person plus GST @ 18%

- Officials from Central / State Governments excluding public sector undertakings are eligible for a **special 50% discount** is offered on the regular registration fee which comes to: Per Person : Rs. 24,250 plus GST at 18% total comes to Rs. 28,615 inclusive of GST.
- Registration Fee does not include travel, boarding & lodging.
- The registration fee includes both training and the certification fee of Rs. 12,500 for the Certificate In Project Management (CIPM), ISO/IEC17024:2012 accredited credential
- Registration fee is payable to : International Institute of Projects & Program Management (i2P2M)

Adesh Jain, Chairman

International Institute of Projects and Program Management (i2P2M) CIN: U80302UP2008NPL189948

Corp. Office / Reg. Office : 2nd Floor, A-48, Sector 5, Noida 201301, (U.P)

Cell No. : + 9810322048, Office Mobile: +91 9999684623, Tel: (+91-120) 4279719, Email: chairman@i2p2m.com

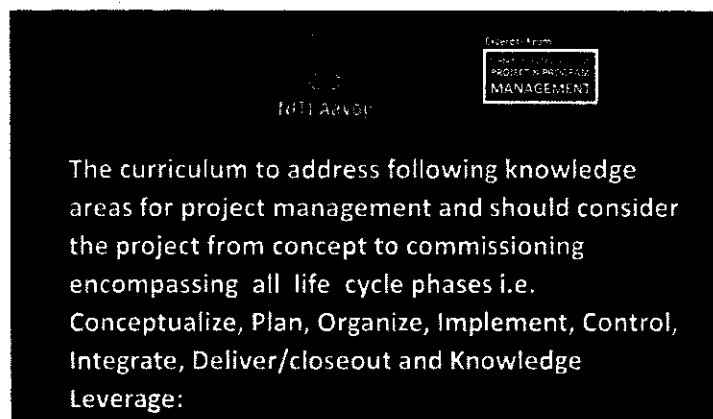
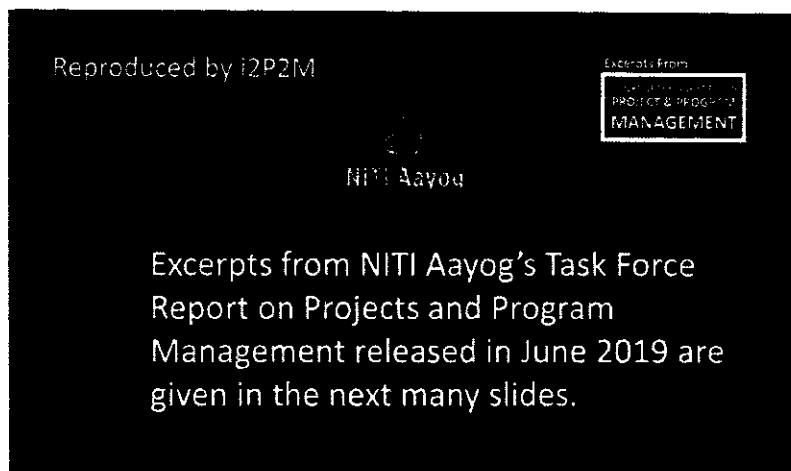
Project Management is the new economic infrastructure

12082026

Enclosure 2

3.1- NITI Aayog's Recommendations

Totality of Project Management (TPM) is in line with NITI Aayog's recommendations for project management curriculum



The curriculum to address following knowledge areas for project management and should consider the project from concept to commissioning encompassing all life cycle phases i.e. **Conceptualize, Plan, Organize, Implement, Control, Integrate, Deliver/closeout and Knowledge Leverage:**

- Stakeholder Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communication handling
- Risk Management
- Procurement & Contract Management
- Communication Management
- Integration Management
- Safety Management
- *Soft Dimensions covering Leadership, Motivation, Conflict Resolution, Problem Solving, Presentation skills etc.*
- *Health and Environment Management*
- *Corporate Social Responsibility*

Enclosure 3 continued

3.2 - Great recognition from IAPM, Europe

CIPM credential holders get qualified for "Certified Senior Project Manager (CSPM)

TPM

TOTALITY OF PROJECT MANAGEMENT (TPM)

Building PM Competencies

Great global recognition for the CIPM certificate offered by i2P2M

The **International Association of Project Managers (IAPM)** started in 1997 is a leading non-profit, globe-spanning association and certification body for project managers **headquartered in Liechtenstein, Europe**. IAPM's purpose is to promote project management competence globally.

IAPM has 3 certifications in traditional project management the highest of which is their Certified Senior Project Manager (IAPM) which proves knowledge and comprehensive practical experience in the subject area of project management. Examination contents cover hard and soft factors in project management.

i2P2Ms' Certificate In Project Management (CIPM) is recognised by IAPM. It is a great global recognition for the ISO/IEC 17024:2012 accredited CIPM credential that is administered by i2P2M.

IAPM certifications are valid and recognized worldwide. As an individual, a certification brings you objective confirmation of your knowledge as well as your experience. Thus person's credibility value increases in their organisation as they are expected to perform better in managing projects.

**A great recognition
for CIPM**

iapm
★ INTERNATIONAL ASSOCIATION OF
PROJECT MANAGERS
Liechtenstein, Europe

CIPM holders will also be eligible to get certification from International Association of Project Managers (IAPM), Liechtenstein, Europe

CIPM certification is recognised by International Association of Project Managers (IAPM). After acquiring CIPM credential, one is eligible to get Certified Senior Project Manager (CSPM) from IAPM, a reputed global organisation. CIPM is a great global recognition. CIPM holders can acquire CSPM credential from IAPM, Europe thereafter by paying a small fee.



"Live Online program on Totality of Project Management (TPM) that Ruchira Jain taught was very rich in contents. She is an excellent teacher and having rich experience. The training program was strengthened through numerous examples & exercises. **TPM program gets 10 by 10**".

- Linda Ottmann International Association
of Project Managers (IAPM), Europe

Globally the most unique & exhaustive syllabus covering 8 project life cycle phases.

Enclosure 3 continued

3.3 - Great recognition for CIPM Credential
with ISO/IEC 17024:2012 accreditation (The only one in India)

TPM

TOTALITY OF PROJECT MANAGEMENT (TPM)

Building PM Competencies
in alignment with NITI Aayog's recommended syllabus

Certificate In Project Management (CIPM)

Certification is aligned to the TPM Syllabus
i2P2M will hold the 2.5 hour Certificate In Project Management (CIPM) exam



Certificate In Project Management (CIPM) is ISO/IEC 17024:2012 accredited. it is administered by International Institute of Projects & Program Management (i2P2M).

- Totality of Project Management (TPM) is the only syllabus globally which is aligned to NITI Aayog's recommended Project Management syllabus.
- Except i2P2M, no institution in India or outside India has their own certification in project management that is based on NITI Aayog's recommended syllabus.
- i2P2M is the only institute in Asia which is recognized by NITI Aayog as a global Project Management certification body.

i2P2M is only certification body in India to have ISO/IEC17024:2012 accreditation for CIPM.

Certificate In Project Management (CIPM) is administered by International Institute of Projects & Program Management (i2P2M), **which is the only Indian Company with ISO/IEC 17024:2012 accreditation in Project Management for it's Certificate In Project Management from NABCB under QCI.**



(International Accreditation
as per ISO/IEC 17024:2012)

NABCB - National Accreditation Board for Certification Bodies under Quality Council of India (QCI). The nodal ministry of QCI is Ministry of Commerce and Industry, Government of India.

ISO/IEC 17024:2012 is an international standard developed by the International Organization for Standardization (ISO) that sets criteria for the certification of personnel. ISO/IEC 17024:2012 is a globally recognized framework for the certification of individuals to ensure their knowledge, skills, and competencies meet the required standards.

ISO/IEC 17024:2012 provides a framework for ensuring consistency, credibility, and quality in certification programs. By complying with this standard, certification bodies can demonstrate their adherence to internationally recognized practices and build trust among all stakeholders.



Some of the participants going through Certificate In Project Management(CIPM) Exam which is ISO/IEC 17024:2012 accredited

Globally the most unique & exhaustive syllabus covering 8 project life cycle phases.

3.4 - Totality of Project Management (TPM) Syllabus leading to CIPM accreditation

TPM prepares for the Certificate In Project Management (CIPM) with ISO/IEC 17024:2012) accreditation
that is administered by International Institute of Projects & Program Management (i2P2M)

TPM's Eight Project Life Cycle Phases (PLC) is in line with NITI Aayog's recommendations

8 PLC phases cover 37 knowledge Areas shown below with icons and 127 PM concepts shown as bullets •

Project Life Cycle Phase - Conceptualize		Project Life Cycle Phase - Plan (Contd.)		Project Life Cycle Phase - Implement (Contd.)		Project Life Cycle Phase - Integrate (Contd.)	
 Stakeholders - Managing Stakeholder Requirements - Stakeholder Analysis - Stakeholder Register		 Time Management - Program Evaluation & Review Technique (PERT) - Gantt Charts - Milestone Charts - Standard Deviation		 Issue Management Issue Logs		 Integration Effectiveness - Priority setting - Issue histogram - Documentation	
 Business Case - Need Analysis Cycle - Business Case Concepts - Contents of Business Case - Investment Appraisal Methods - PESTLE Analysis - Project Charter		 Cost & Finance - Cost Estimating Methods - Types of Estimates - Contingency / Management Reserves - Cost Baseline		 Procurement - The need for procurement - Procurement Planning - Contracting		 Project/Product Delivery - Delivery checklist - Project acceptance	
Project Life Cycle Phase - Plan		Project Life Cycle Phase - Organize		Project Life Cycle Phase - Integrate		Project Life Cycle Phase - Knowledge Leverage	
 Planning Management - Why Plan? - Project Plan		 Quality - Quality Philosophy - What is Quality - Cost of Quality		 Change - Control Charts - Histograms - Pareto Diagrams - Cause and Effect - Flow Charts - Benchmarking - Sampling		 Contract Administration - Contract Administration - Project/Product Warranties	
 Risk & Opportunity Need for proper start-up		 Risk vs. Project Life Cycle - Risk Register - Risk Identification - Risk Assessment - Risk Response Strategies		 Information Management & Reporting - Meetings - Information Management fundamentals - Earned Value Mgmt. (EVM) - Estimate at Completion (EAC)		 Closeout - Purchase order closeout - Contract Closeout - Resource Closeout - Project Closeout report - Lessons learned	
 Success Criteria - Success Criteria - Success Factors		 Health, Safety, Security & Environment - Health, Safety & Environment Requirements, - Key Indian HSE laws		 Team Performance - Motivation Theories - Leadership - Leadership - Conflict Resolution		 Post Project Evaluation Project evaluation	
 Scope Definition - Scope Philosophy - Scope Management Plan - Product/Service Description - Scope Planning - Scope Statement - Work Breakdown Structure - Work Package - WBS Dictionary - Scope Baseline		 Communication - Communication Concepts - Communication Plan		 Project - What is a Project? - Operations vs. projects		 PM Fundamentals - Programme Management - Portfolio Management - Project Management - Triple Constraints - Project Life Cycle - Uncertainties vs. life cycle - Value addition vs. life cycle - Cost of change vs. life cycle - Amount at stake vs. life cycle	
 Time Management - Overview of Networks - Project Network Diagrams - What is an Activity? - Logical relationships and dependencies - Lead & Lag - Early start and early finish - Late start and late finish - Total Float & Free Float - Activity Duration estimates - Arrow Diagramming Method (ADM) - Precedence Diagramming Method (PDM) - Critical Path - Project Network Analysis		 Role & Responsibilities - Role of interfaces - What is HR? - Roles, Duties and Responsibilities - Responsibility Assignment Matrix		 Conformance Ensuring Conformance		 Corporate Social Responsibility (CSR) Corporate Social Responsibility - General + Indian context	

**Totality of Project Management (TPM) Workshop in Chennai from
21-23 September 2026**

**cs-
bihar**

< cs-bihar@nic.in >

Adesh Jain < chairman@i2p2m.com >

Mon, 24 Aug 2026 12:50:26 PM +0530

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

i2P2M

**International
Institute of
Projects & Program
Management**

*(a section 8 not-for-profit
company)*

***Building PM Competencies in
a World of Change
Spearheading AI driven
Project Management &
Pioneering Project
Management Certification
Worldwide***

**Three day
Workshop on
Totality of
Project
Management
TPM**

**prepares for the ISO/IEC
17024:2012 accredited
Certificate In Project
Management (CIPM)**

**Building PM
Competencies**

Adesh Jain

**B.Sc. B.E. (IISc), M.Engg
(Canada)**

**Chairman, i2P2M and
Founder, World Project**

**Chennai : 21 to 23
September 2026**

**Ramada Chennai
Egmore, Chennai**

2017
214

**Management Forum
(WPMF)**

***Lifetime Achievement
Award (2014)***

***Often referred to as
Bhishma Pitamah of
Project Management***

Totality of Project Management (TPM) is the only syllabus globally which is aligned to NITI Aayog's recommended Project Management curriculum covering eight project life cycle phases.

August 24, 2026

Shri Pratyaya Amrit
Chief Secretary
Government of Bihar

Dear Shri Amrit,

We are enclosing herewith a letter from **Shri Adesh Jain, Chairman, International Institute of Projects & Program Management (i2P2M)** and Founder, World Project Management Forum (WPMF), regarding the upcoming **Totality of Project Management (TPM) workshop from 21-23 September 2026 in Chennai.**

The High-Powered Task Force on Project and Program Management at the level of Secretaries to the Government of India set up by **NITI Aayog, finalised the report in 2019, recommending the most robust project management syllabus based on 8 project life cycle phases, i.e. Conceptualise, Plan, Organize, Implement, Control, Integrate, Delivery/closeout and Knowledge Leverage**, considering India-specific issues, which could cover both the commercial industry and R&D domains.

The 3-day **Totality of Project Management (TPM)** program is the only project management program that is **in line with NITI Aayog's above recommendation for the project management curriculum.**

913 208
CIPM is the only ISO-accredited Project Management certification in India, accredited by NABCB under the Quality Council of India.

We are pleased to share that ISRO has nominated 46 senior-level professionals for TPM training during the current financial year for various locations, including the upcoming Chennai Workshop from 21 to 23 September 2026.

We look forward to 2 to 3 nominations from your organisation for our workshop in Chennai from 21 to 23 September 2026. **The registration fee includes both training and certification. (Brochure Enclosed)**

To encourage wider participation from the govt., We provide a special offer of a 50% discount on the regular registration fee. The fee comes down to Rs. 24,250 per person plus GST at 18%.

Salient features of our project management program leading to CIPM certification mentioned in the NITI AAYOG report are highlighted in Encl. 2.

With best regards,

Minoo Sahoo, B.E.

PM Competency Development Centre

International Institute of Projects & Program Management (i2P2M)

Website: www.i2p2m.com

Ph: +91-9999684621 / 28

3 Attachment(s)

Shri Pratyaya Amrit.pdf

526.5 KB

Enclosure 1 TPM Brochure Ch...

2.9 MB

Enclosure 2 Salient features of...

3.8 MB

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

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Smart Nation : IoT Solutions" from 22nd February to 26th February, 2027 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Smart Nation : IoT Solutions" from 22nd February to 26th February, 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 technology and IoT-related projects. 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.

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

The course is sponsored by Government of Singapore, 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).

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/iots21>). Printed copy of application submitted by the candidate online to JCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (Annex-IV).

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 11.12.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Joint Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 130, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011-24612871,
Email: v.upadhyay@gov.in
chourasia.anil@nic.in

Contd.....2/-

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

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

1. Joint Secretary(Admn.), Ministry of Housing and Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Transport), Ministry of Road Transport & Highway, Transport Bhavan, New Delhi.
3. Joint Secretary (Admn.), Ministry of Environment, Forest and Climate Change Indira Paryavaran Bhavan, Aliganj, Jorbagh, New Delhi.
4. Joint Secretary (Admn.), Ministry of Water Resources, River Development and Ganga Rejuvenation, Sharam Shakti Bhawan, Rafi Marg, New Delhi.
5. Joint Secretary(Water & Admn.), Ministry of Drinking Water & Sanitation, 4th Floor Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi.
6. Joint Secretary (Admn.), Ministry of Electronic & Information Technology, Electronics Niketan, 6 CGO Complex, New Delhi.
7. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
8. 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>].

SMART NATION: IoT SOLUTIONS

22 TO 26 FEBRUARY 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.

Course Objectives

This course will share insights on the 'Internet of Things' (IoT) as a key foundation of Smart Nation in Singapore, its technologies and best practices to achieve smart nation objectives.

Synopsis

Topics to be covered include:

- Introduction to IoT and how it supports the vision of the Smart Nation;
- IoT lifecycle;
- Benefits and evaluation of IoT solutions;
- Applications of IoT across diverse sectors; and
- Adoption of IoT



Methodology

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

Course Duration and Venue

The course will be held over five (5) days from 22 to 26 February 2027 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in technology and IoT-related projects;
- 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: **18 December 2026**)

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

All nominees are to submit their applications online at <https://go.gov.sg/iots27> by **18 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
-

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, MTCPP - 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)

In-person Singapore Cooperation Programme on "Smart Nation : Solutions" from 22nd February to 26th February, 2027 in Singapore

903 118
cs-bihar < cs-bihar@nic.in >

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

<
chourasia.anil@nic.in
>

Mon, 17 Aug 2026 12:37:33 PM +0530

To "Mr KUMAR"<jsupa-mhupa@gov.in>,"Kamlesh Chaturvedi"
<k.chaturvedi@gov.in>,"Mr Mishra"<satyajit.mishra@nic.in>,"Mr Kumar"
<samirkumar@nic.in>,"Subodh Yadav"<js-mowr@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>,"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>,"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>,"ANUPAM KUMAR"<jsadmin-
mnre@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"SHAIENDRA
KUMAR"<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>,"AJAY ARORA"
<ajay.arora69@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"
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<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-
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<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-
manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-
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<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-

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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 **"Smart Nation : IoT Solutions"** from **22nd February to 26th February, 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

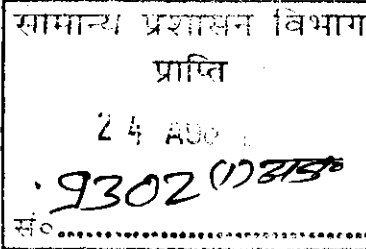
1 Attachment(s)

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933.5 KB

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INDIAN INSTITUTE FOR
HUMAN SETTLEMENTS

IIHS/BLR/2026-27/CD/DoPT/BH/003



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www.iihs.co.in

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13 August 2026
Bengaluru

Md. Sohail, I.A.S.
Secretary
General Administration Department
0612-2910079
secy-par-bih@nic.in
Government of Bihar

Subject: Request for Nominations – One-Week In-Service Residential Training Programme on 'Perspectives on Urban Finance' at IIHS, Bengaluru (7-11 September 2026), under the aegis of DoPT, GoI

सचिव
Dear Sir,

Greetings from the Indian Institute for Human Settlements (IIHS - www.iihs.co.in).

IIHS is a national education institution committed to the equitable, sustainable, and efficient transformation of India's settlements. It seeks to establish a globally benchmarked Institution of Eminence focused on addressing the opportunities and challenges of India's urban transition. IIHS is a recognised capacity-building partner with the Ministry of Housing and Urban Affairs (MoHA), Ministry of Jal Shakti (MoJS), and Ministry of Road Transport and Highways (MoRTH). It has also been supporting training programmes at the Lal Bahadur Shastri National Academy of Administration (LBSNAA) since 2015 and has successfully delivered five DoPT-sponsored in-service programmes to date. IIHS is internationally reputed for the quality of its teaching and learning and has trained more than 19,000 learners from the government, public and private sectors, and academia through its capacity building function.

We are pleased to inform you about the upcoming second iteration of the **One-Week In-Service Residential Training Programme on 'Perspectives on Urban Finance'**, scheduled from **7th to 11th September 2026** at the **IIHS Bengaluru Campus**. This executive learning programme is being offered as part of the Department of Personnel and Training (DoPT) calendar of programmes for in-service training for government officers. The previous edition brought together All India Service officers from across the country, representing diverse portfolios and areas of work. The programme provided a platform for participants to explore key aspects of urban finance and service delivery, with discussions focusing on strengthening the financial and institutional performance of cities.

REGISTERED OFFICE:

IIHS Bangalore City Campus: No. 197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080, India | T +91 80 6760 6666 | F +91 80 2361 6814

IIHS Chennai: Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar, Chennai 600 017, India | T +91 44 6630 5500/6555 6590

IIHS Delhi: 403, Surya Kiran, 19, Kasturba Gandhi Marg, New Delhi 110 001, India | T +91 11 4688 2200 | F +91 11 2332 0477

IIHS Mumbai: Flat No.2, Purnima Building, Patel Compound, 20-C, L J Marg (Napean Sea Road), Mumbai 400 006, India | T +91 22 6525 3874

info@iihs.co.in | CIN: U74990KA2008NPL078948

This year's programme will enable officers to develop a stronger understanding of key aspects of urban finance, emerging financial instruments and approaches to strengthening municipal resources, as well as practical approaches to addressing urban challenges and improving service delivery. The programme will include case studies, panel discussion, and simulation exercises, enabling officers to apply these concepts to real-world challenges and potential solutions.

This programme is eligible to the officers of **All India Service (IAS, IPS & IFoS), Officers working under the Central Staffing Scheme, Officers of Central Secretariat Service (CSS) and Central Secretariat Stenographer Service (CSSS) (Officers of the level of DS/Sr. PPS and above and Lateral entrants (Deputy Secretary/Director level).**

The programme fee will be reimbursed to IIHS directly by the Department of Personnel and Training. DoPT shall only provide the course fee, boarding & lodging charges for 5 days. If any participant stays beyond 5 days, the accommodation or any other charges shall have to be borne by the respective participant. (letter F. No. T-22012/15/2025-IST/IIPA - 16th April 2026)

We kindly request your nomination to be submitted **on or before 1st September 2026**, as per the DoPT guidelines. The registration/nomination procedure is available at the [DoPT Website](#)

And the Registration Link: <https://e-hrms.gov.in/login> for your reference.

For any clarifications or assistance, please feel free to contact

- Ms. S Ayesha Khanam, Course Coordinator
- Mr. Basavaraj H & Ms. Bhavya, Logistics Coordinator

✉ upp@iihs.ac.in ☎ +91 96119 11169

We appreciate your participation in this programme.

With best wishes,



Amit Mohapatra
Head - Capacity Development, IIHS

Enclosed:

1. Programme Brochure
2. DoPT programme circular

REGISTERED OFFICE:

IIHS Bangalore City Campus: No. 197/36, 2nd Main Road, Sadashivanagar, Bengaluru 560 080, India | T +91 80 6760 6666 | F +91 80 2361 6814

IIHS Chennai: Floor 7A, Chaitanya Exotica, 24/51 Venkatnarayana Road, T Nagar, Chennai 600 017, India | T +91 44 6630 5500/6555 6590

IIHS Delhi: 803, Surya Kiran, 19, Kasturba Gandhi Marg, New Delhi 110 001, India | T +91 11 4688 2200 | F +91 11 2332 0477

IIHS Mumbai: Flat No.2, Purnima Building, Patel Compound, 20-C, L J Marg (Napean Sea Road), Mumbai 400 006, India | T +91 22 6525 3874
info@iihs.co.in | CIN: U74990KA2008NPLO73948

T-22012/15/2025-IST/IIPA
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
(Training Division)

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: April 24th 2026

To,

All Institutes as per the list attached.

**Subject: One-Week In-service Training Programme (Offline) during the year 2026-27 -
Communication of work order - Reg.,**

Madam/Sir,

I am directed to refer to this Department's OM of even number dated April 16, 2026 (copy enclosed) on the subject cited above and to convey that it has been decided to conduct the One-Week In-Service Training Programme through your institute, as per the schedule indicated in the enclosed calendar (Annexure-I).

2. The training programmes shall be conducted as per the rates specified in the calendar (Annexure-I) for the respective courses.
3. Letters have been issued to Secretaries of all Ministries/Departments of the Government of India, Chief Secretaries of all State Governments/UTs, and Cadre Controlling Authorities inviting nominations. A circular has also been uploaded on **Training Division, DoPT** (<https://dopttrg.nic.in>) & **DoPT** (<https://dopt.gov.in>) websites for wider dissemination among officers.
4. The concerned training institute shall arrange accommodation only for duration of course (i.e. 5 day). In case any officer extends their stay beyond the prescribed duration, the additional expenditure shall be borne by the officer concerned, who may claim TA/DA from their respective Ministry/Department/State Government/Cadre Controlling Authority, subject to admissibility. Institutes are, therefore, requested to collect payment for such additional stay directly from the concerned officers.
5. It may be noted that DoPT shall pay the course fee in respect of those eligible officers who are nominated by DoPT only. No advance payment of course fee will be made by DoPT. Institutes are requested not to seek payment for hotel cancellations or other charges arising due to last-minute dropouts of participants.

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6. The Institute may also invite officers who do not meet the standard eligibility criteria but for whom the training is considered relevant. In such cases, the cost of participation, as per DoPT-approved rates, shall be borne by the officer concerned or by their Organization, Ministry, Department, or Sponsoring authority.

7. The responsibility for payment of course fee, including boarding and lodging charges plus taxes, shall be as follows:

S.No.	Service	Payment will be made by
1.	AIS (IAS, IPS and IFoS)	DoPT
2.	Group A Officers working under the Central Staffing Scheme in the Government of India	DoPT
3.	Officers of Central Secretariat Service (CSS) and Central Secretariat Stenographers Service (CSSS) (of the level of DS/Sr. PPS and above)	DoPT
4.	Lateral entrants at the level of Deputy Secretary/ Director/ Joint Secretary	DoPT
5.	Organized Group 'A' Civil Services officers those who are posted in Cadre (Sr. No. 6 to 25 at Annexure-III of OM dated April 16 th , 2026)	Cadre Controlling Authority
6.	Organized Group 'A' Civil services officers who are posted/deputed /working under State Government (Sr. No. 6 to 25 at Annexure-III of OM dated April 16 th , 2026).	State Government
7.	Organized Group 'A' Civil services officers who are posted/deputed /working under Central Government (non-Central Staffing Scheme post) (Sr. No. 6 to 25 at Annexure-III of OM dated April 16 th , 2026).	Concerned Central Ministry/ Department

8. In respect of officers whose course fee will not be borne by DoPT, the institutes may obtain the necessary billing details from the concerned officers/organizations in advance in order to facilitate timely generation of invoices and settlement of course fees with the respective Cadre Controlling Authority/Department/Ministry/State Government.

9. Any decision regarding postponement or cancellation of programmes due to exigencies shall be taken by DoPT in consultation with the concerned institute. Institutes are requested to seek prior confirmation from DoPT before communicating such changes to participants.

10. Training institutes are requested to undertake proactive outreach and publicity to ensure adequate participation and completion of the minimum cohort size. However, DoPT does not guarantee a minimum number of participants. The list of the nominated officers shall be provided to your institute in due course of time. Training institutes are encouraged to form mixed cohorts from non-government background including PSUs for whom the training programme may be relevant.

11. Training institutes are requested to provide necessary convenience including transportation from/to the nearest airport, railway station wherever possible. Further, special assistance if any requested by differently-abled officers may be considered wherever feasible.

12. Training institutes shall provide dedicated nodal officers who shall be continuously available for coordination with the nominated officers. Necessary information about the course, tour programme of the nominated officers, details of the training venue, accommodation/transport details shall be coordinated smoothly with the nominated officers. Changes, if any, in the nodal officer nominations shall be immediately communicated to all nominated officers under intimation to this Department.

13. For any clarification, you may contact Ms. Vipra Meena, Section Officer (IST/IIPA), DoPT (Phone: 011-26706347, Email: vipra.meena88@nic.in).

Yours faithfully,

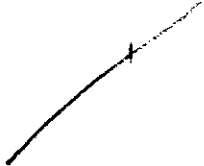

(Vipra Meena)
Section Officer

Telephone: 011- 26706347

IST Training Calendar for the year 2026-27

S.No.	Institute	Program offered	Dates	Course fee (per day per participant excluding taxes)
1.	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	May 4 to May 8, 2026	Rs. 19000/-
2.	IIM Vishakhapatnam, Vishakhapatnam	Monitoring and Evaluation for Outcome-Oriented Governance: Leveraging AI, MIS, and DGQI to Improve Public Sector Performance	June 8 to June 12, 2026	Rs. 19000/-
3.	National Law University, Delhi	Legislative Drafting	June 8 to June 12, 2026	Rs. 19000/-
4.	IIM Lucknow, Lucknow	Infrastructure Financing/ Project Finance & PPPs	July 13 to July 17, 2026	Rs. 19000/-
5.	IIT Bombay, Mumbai	Data Driven Decision Making	July 27 to July 31, 2026	Rs. 19000/-
6.	IIM Kozikode, Kozikode	Public Financial Management	August 10 to August 14, 2026	Rs. 19000/-
7.	IMG Thiruvannanthapuram	Gender Empowerment	August 10 to August 14, 2026	Rs. 7400/-
8.	Indian School of Business, Mohali	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation	August 17 to August 21, 2026	Rs. 15000/-
9.	IIM Kozikode, Kozikode	Financial Market Regulations	August 31 to September 4, 2026	Rs. 19000/-
11.	IIM Jammu, Jammu	Project Management & Analysis	September 7 to September 11, 2026	Rs.13,000/-
12.	National Law University, Jodhpur	Corporate Governance, Accountability & Ethical Oversight for Public Administration	September 21 to September 25, 2026	Rs. 19000/-

13.	iCED, Jaipur (CTI)	Environment policy & Sustainable development, Environment, Social & Governance (ESG) frameworks, Environmental Impact Assessment and Climate Change (preparedness)	October 12 to October 16, 2026	Rs. 7400/-
14.	IIM Mumbai, Mumbai	Artificial Intelligence & Machine Learning in Governance	November 16 to November 20, 2026	Rs. 19000/-
15.	National Academy of Direct Taxes, Nagpur	Dealing with Financial Crimes	December 7 to December 11, 2026	Rs. 7400/-
16.	OP Jindal, Shimla	Arbitration and Alternative Dispute Resolution (ADR)	December 14 to December 18, 2026	Rs. 13000/-
17.	IIM Mumbai, Mumbai	Transport, Logistics & Multimodal Integration	January 4 to January 8, 2027	Rs. 19000/-
18.	ICCG, Panchgani	Ethics in Public Service	February 22 to February 26, 2027	Rs. 10800/-



21,



secy-
par-
bih

< secy-par-bih@nic.in >

Engagement of CBC Empanelled Experts with Administrative Training Institute under Mission Karmayogi

58 (18)

S Radha Chauhan < chairperson-cbc@gov.in >

Tue, 25 Aug 2026 7:16:23 PM +0530

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

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

< dgbipard@yahoo.in >, "Chandralekha Mukherjee" < prinsadv.states-cbc@gov.in >, "sakshinscsti" < sakshinscsti@gmail.com >

Dear Mr. Amrit

To further the objective of aligning training institutes and their courses with the capacity building plans prepared by various departments in the State, CBC has initiated an open-ended empanelment process. This empanelment brings together a diverse pool of experts, practitioners, trainers, and academicians, who have offered to support the State in this exercise.

Over two decades of collective experience in public administration, the empanelled experts will contribute to creation and updation of in-person training courses, integration of departmental priorities into institutional training curricula and strengthening evidence-based governance capacity through structured learning interventions. Their key role will be to support and guide the TIs in:

- Reviewing existing training courses and align it to address the gaps identified in the CBP;
- Suggest and assist in development of new training courses aligned with the CBP and the training needs identified therein; and
- Ensure alignment between institute-based courses and relevant courses available on the iGOT Karmayogi platform.
- Deliver and/or facilitate delivery of the new or modified training courses developed

The SME is expected to commence this activity in consultation with the TI at the earliest. The Terms of Reference (ToR) governing this engagement is enclosed for your reference.

about:blank

बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 26528
दिनांक 31.8.26

4. Eligibility

4.1 SMEs should have a minimum of twenty (20) years of relevant professional experience, with at least five (5) years of specialized expertise in the concerned sector(s) at the time of application. For emerging domains, relevant experience is assessed accordingly.

4.2 Shortlisting of an SME will be done by CBC, through a committee duly constituted for the same, from time to time.

4.3 It shall be the responsibility of the SME to ensure that they are not subject to any vigilance inquiry, disciplinary proceeding, pending criminal proceedings, or any other matter that may render them unsuitable for the professional responsibility as SME.

4.4 Where it is found, at any stage of the engagement, that the SME did not meet the conditions under paragraph 4.1 or 4.3, or that any material fact in this regard was suppressed, the SME shall be liable to immediate discontinuation of engagement, without prejudice to any other action CBC may deem fit.

5. Role and Responsibilities of the SME

5.1 The role of the SME includes supporting and guiding the TI in any or all of the following¹:

- Reviewing existing in-person training courses offered by the TI and identifying gaps in content, structure, and relevance.
- Designing and developing new training courses/modules, with inputs from the TI, based on the training needs of the concerned State/Department, as reflected in its Capacity Building Plan.
- Updating and refreshing existing course content, with support from the TI, to ensure continued accuracy, relevance, and applicability.
- Mapping institute-based courses against the Karmayogi Competency Model (KCM), in coordination with TI faculty, flagging gaps requiring alignment.
- Providing inputs to TI faculty on pedagogy, case-based/scenario-based design, and assessment.
- Delivering and/or facilitating delivery of the courses developed during this engagement.

5.2 Visits to the assigned TI shall be undertaken on a need basis, as determined by course development/updation requirements, in coordination with the TI. The total number of visits to be undertaken during this engagement must be in accordance with policy mentioned under 7

5.3 It is the sole responsibility of the TI to leverage to the fullest, the opportunities for capacity building with the SME and ensure that creation, updation, curation and delivery of CBP-aligned training courses is carried out. The TI shall extend necessary institutional support to the SME, including access to relevant faculty, course material, and administrative facilitation to enable effective discharge of the responsibilities under this ToR.

6. Engagement Duration

6.1 Engagement under this ToR is established for a period of twelve (12) months from the date of engagement/onboarding to the TI.

6.2 The engagement may be renewed for a further period, subject to continuing requirement and demonstrated expertise and impact, at the discretion of CBC.

¹ These are indicative in nature and not exhaustive

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

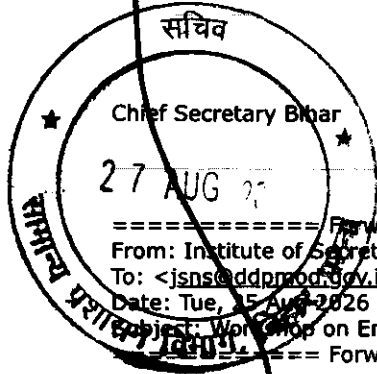
secy-par-bih < secy-par-bih@nic.in >

55C181

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

Tue, 25 Aug 2026 4:55:29 PM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jnsn@ddpmod.gov.in>
 Date: Tue, 25 Aug 2026 16:42:27 +0530
 Subject: Workshop on Emerging Technology and Dashboard by ISTM
 ===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

For more details, click here for "[COURSE CIRCULAR](http://www.istm.gov.in)" 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
 सचिव कोषांग
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 दिनांक... 25.8.26

श्री विशाल
 विनीता
 31.8.26

4614/रा-18
 31.8.26

50-18
 25.08.26

8/25/26, 5:16 PM

Fwd: Use of Artificial Intelligence in Governance by ISTM

191 238

Fwd: Use of Artificial Intelligence in Governance by ISTM

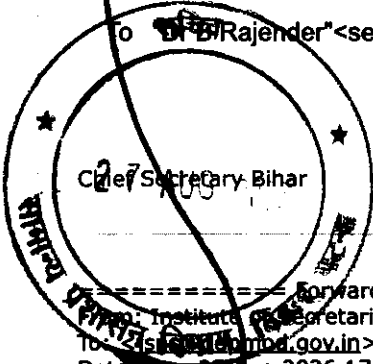
secy-par-bih < secy-par-bih@nic.in >

551181

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

Tue, 25 Aug 2026 5:12:24 PM +0530

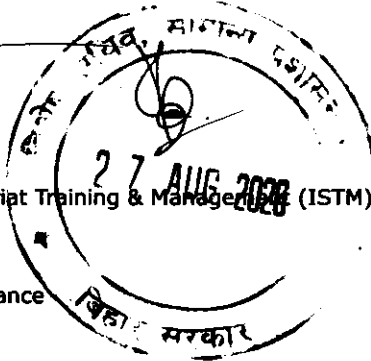
to "B Rajender" < secy-par-bih@nic.in >



===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
To: secy-par-bih@nic.in
Date: Tue, 25 Aug 2026 17:04:17 +0530
Subject: Use of Artificial Intelligence in Governance 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 : Use of Artificial Intelligence in Governance

Course Code : U-AI-G-3

Date : 28 Dec 2026 to 29 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,

New Delhi - 110067

बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-नेच संख्या... 2643/
दिनांक... 25.8.26

5.0-18
22.08.26

श्री विशाल
विनीता
31.8.2026

4615/2020-18
31.8.26

190 232

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

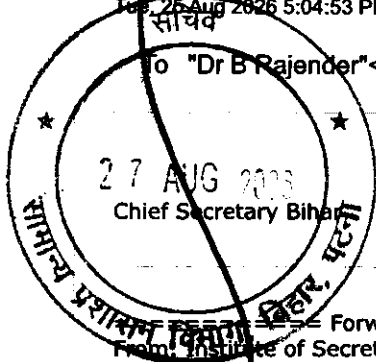
secy-par-bih < secy-par-bih@nic.in >

5.5-18

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

Tue, 25 Aug 2026 5:04:53 PM +0530

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



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

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

To: < jsns@doptmod.gov.in >

Date: Tue, 25 Aug 2026 16:46:14 +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

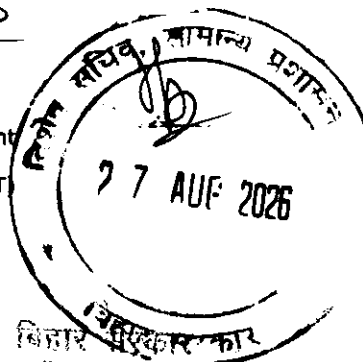
Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

5.5-18

5.5-18
27.08.26श्री विशाल
विनीत
31.8.2026

बिहार विचार-कार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल सचिव 26430
25.8.26

4616/27.8-18
31.8.26

Fwd: Workshop on Cyber Security by ISTM

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

55118

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

Tue, 25 Aug 2026 5:02:51 PM +0530

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

Chief Secretary Bihar

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

Date: Tue, 25 Aug 2026 16:41:02 +0530

Subject: Workshop on Cyber Security by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Cyber Security

Course Code : W-CS-16

Date : 14 Sep 2026 to 15 Sep 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 विद्याल
विनीता
31.8.2026J.S-18
22.08.26बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 26434
दिनांक 25.8.26

4617 / सां-18

31.8.26

8/25/26, 5:18 PM

Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

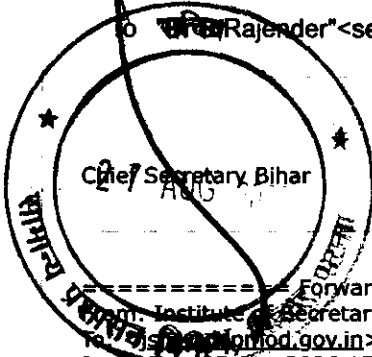
secy-par-bih < secy-par-bih@nic.in >

5/18

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

Tue, 25 Aug 2026 5:11:57 PM +0530

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



Chief Secretary Bihar

===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
To: secy-par-bih@nic.in
Date: Tue, 25 Aug 2026 17:02:32 +0530
Subject: Programme on Pensions & Other Retirement Benefits 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 : Programme on Pensions & Other Retirement Benefits

Course Code : PRB1-23

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,

New Delhi - 110067

श्री विशाल
दिनांक 31.8.2026

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सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या... 26435
दिनांक... 25.8.26

S.O.-18
25.08.26
4620/बत-18
31.8.26

187 929

Fwd: Workshop on e-Office by ISTM

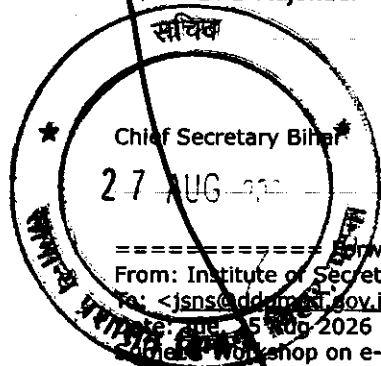
secy-par-bih < secy-par-bih@nic.in >

52118

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

Tue, 25 Aug 2026 5:10:57 PM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jnsdodd@nic.gov.in>
 Date: Tue, 25 Aug 2026 16:59:41 +0530
 Subject: Workshop on e-Office 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 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 विशाल
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 31.8.2026

बिहार सरकार
 सचिव कोषांग
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 26.432
 25.8.26

S.O-18
 27.08.26

4619/25-18
 31.8.26

Fwd: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

secy-
par-
bih

< secy-par-bih@nic.in >

50 (18)

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

Mon, 24 Aug 2026 12:46:56 PM +0530

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

25 AUG 2026
Chief Secretary Bihar

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

Date: Mon, 24 Aug 2026 12:34:38 +0530

Subject: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

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

Sir/Madam,

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

Course Name : Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters

Course Code : CBHOAVFM-06

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

Biswajit Banerjee

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 26280

दिनांक... 25.8.26

श्री विशाल
विनीता
31.8.2026

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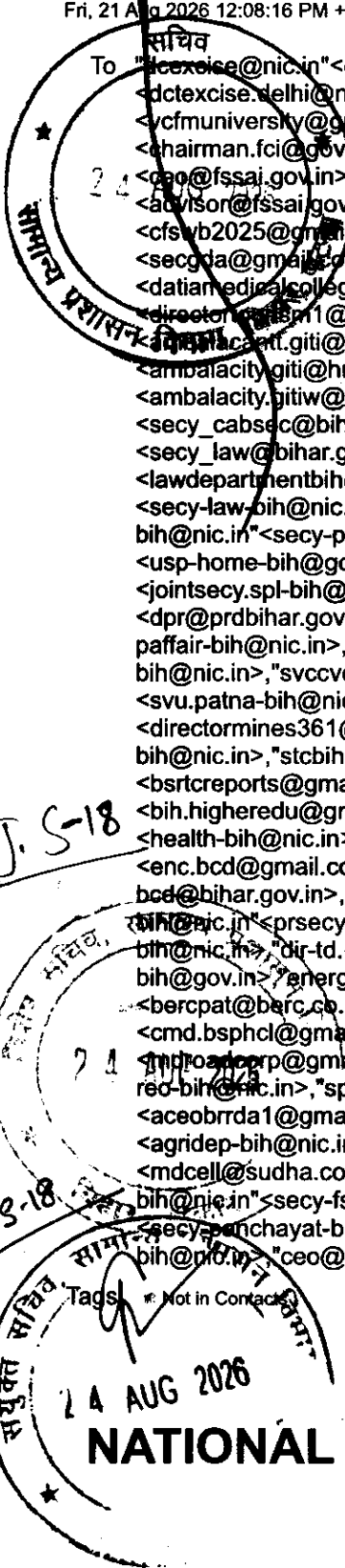
185 196

Details of Our Coming Training Programs AT GOA, LEH, GANGTOK & MANALI

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

55 (18)

< chat_44b@yahoo.com >
Fri, 21 Aug 2026 12:08:16 PM +0530



To "dcexcise@nic.in" <dcexcise@nic.in>, "dctexcise.delhi@nic.in" <dctexcise.delhi@nic.in>, "vcfmuniversity@gmail.com" <vcfmuniversity@gmail.com>, "headmbafmu@yahoo.com" <headmbafmu@yahoo.com>, "chairman.fci@gov.in" <chairman.fci@gov.in>, "chairperson@fssai.gov.in" <chairperson@fssai.gov.in>, "ceo@fssai.gov.in" <ceo@fssai.gov.in>, "office-ceo@fssai.gov.in" <office-ceo@fssai.gov.in>, "advisor@fssai.gov.in" <advisor@fssai.gov.in>, "secyhealth-chd@chd.nic.in" <secyhealth-chd@chd.nic.in>, "cfswb2025@gmail.com" <cfswb2025@gmail.com>, "gdagzb@gmail.com" <gdagzb@gmail.com>, "secgda@gmail.com" <secgda@gmail.com>, "gslcmd@sancharnet.in" <gslcmd@sancharnet.in>, "datiamedicalcollege@gmail.com" <datiamedicalcollege@gmail.com>, "directortourism1@gmail.com" <directortourism1@gmail.com>, "ambalacantt.giti@hry.gov.in" <ambalacantt.giti@hry.gov.in>, "ambalacity.giti@hry.gov.in" <ambalacity.giti@hry.gov.in>, "ambalacity.gitiw@hry.gov.in" <ambalacity.gitiw@hry.gov.in>, "secy_cabsec@bihar.gov.in" <secy_cabsec@bihar.gov.in>, "secy_law@bihar.gov.in" <secy_law@bihar.gov.in>, "lawdepartmentbih@gmail.com" <lawdepartmentbih@gmail.com>, "secylawbih2@gmail.com" <secylawbih2@gmail.com>, "secy-law-bih@nic.in" <secy-law-bih@nic.in>, "secy-disastermgmt-bih@nic.in" <secy-disastermgmt-bih@nic.in>, "secy-par-bih@nic.in" <secy-par-bih@nic.in>, "secy-home-bih@nic.in" <secy-home-bih@nic.in>, "usp-home-bih@gov.in" <usp-home-bih@gov.in>, "spsec.spl-bih@gov.in" <spsec.spl-bih@gov.in>, "jointsecy.spl-bih@gov.in" <jointsecy.spl-bih@gov.in>, "secy@prdbihar.gov.in" <secy@prdbihar.gov.in>, "dpr@prdbihar.gov.in" <dpr@prdbihar.gov.in>, "jdp@prdbihar.gov.in" <jdp@prdbihar.gov.in>, "prsecy-paffair-bih@nic.in" <prsecy-paffair-bih@nic.in>, "secy-plandev-bih@nic.in" <secy-plandev-bih@nic.in>, "dir-stat-bih@nic.in" <dir-stat-bih@nic.in>, "svccvd@nic.in" <svccvd@nic.in>, "spvig-bih@nic.in" <spvig-bih@nic.in>, "svu.patna-bih@nic.in" <svu.patna-bih@nic.in>, "secymine-bih@nic.in" <secymine-bih@nic.in>, "directormines361@gmail.com" <directormines361@gmail.com>, "secy-reg-bih@nic.in" <secy-reg-bih@nic.in>, "transecy-bih@nic.in" <transecy-bih@nic.in>, "stcbihar@bihar.gov.in" <stcbihar@bihar.gov.in>, "bsrtcreports@gmail.com" <bsrtcreports@gmail.com>, "secy-edn-bih@nic.in" <secy-edn-bih@nic.in>, "bih.higheredu@gmail.com" <bih.higheredu@gmail.com>, "directorpe.edu@gmail.com" <directorpe.edu@gmail.com>, "health-bih@nic.in" <health-bih@nic.in>, "ps.dst.bihar@gmail.com" <ps.dst.bihar@gmail.com>, "enc.bcd@gmail.com" <enc.bcd@gmail.com>, "jsecy3-bcd@bihar.gov.in" <jsecy3-bcd@bihar.gov.in>, "bcdchiefvigilanceofficer@gmail.com" <bcdchiefvigilanceofficer@gmail.com>, "prsecy.ind-bih@nic.in" <prsecy.ind-bih@nic.in>, "dir.ind-bih@nic.in" <dir.ind-bih@nic.in>, "dir-fp.ind-bih@nic.in" <dir-fp.ind-bih@nic.in>, "dir-td.ind-bih@nic.in" <dir-td.ind-bih@nic.in>, "dirhs-bih@gov.in" <dirhs-bih@gov.in>, "energy@bihar.gov.in" <energy@bihar.gov.in>, "bercpat@berc.co.in" <bercpat@berc.co.in>, "secretary@berc.co.in" <secretary@berc.co.in>, "cmd.bsphcl@gmail.com" <cmd.bsphcl@gmail.com>, "secyrcl-bih@nic.in" <secyrcl-bih@nic.in>, "mdroadcorp@gmail.com" <mdroadcorp@gmail.com>, "chairman@brpnn.co.in" <chairman@brpnn.co.in>, "secy-reo-bih@nic.in" <secy-reo-bih@nic.in>, "splsecrwd@gmail.com" <splsecrwd@gmail.com>, "aceobrrda1@gmail.com" <aceobrrda1@gmail.com>, "minister.udhd@gmail.com" <minister.udhd@gmail.com>, "agridep-bih@nic.in" <agridep-bih@nic.in>, "spsecagri.gov@gmail.com" <spsecagri.gov@gmail.com>, "mdcell@sudha.coop" <mdcell@sudha.coop>, "dirahd-bih@nic.in" <dirahd-bih@nic.in>, "efd-bih@nic.in" <efd-bih@nic.in>, "secy-fsc-bih@nic.in" <secy-fsc-bih@nic.in>, "secmnr-bih@nic.in" <secmnr-bih@nic.in>, "secy-panchayat-bih@nic.in" <secy-panchayat-bih@nic.in>, "dir-prd-bih@nic.in" <dir-prd-bih@nic.in>, "rtrsec-bih@nic.in" <rtrsec-bih@nic.in>, "ceo@brlps.in" <ceo@brlps.in>, "secysd-bih@nic.in" <secysd-bih@nic.in>

J. S-18

U.S-18

4589/रा-18
31-8-26

NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT

NEW DELHI

P. A. N. NO. IS AAOFN3215E G S T NO:- 07AAOFN3215E1ZG

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संयुक्त सचिव
सामान्य प्रशासन विभाग
दिनांक.....25.9.26
.....21.8.26

S.O-18
25.08.26
श्री वि२॥॥



8/21/26, 3:32 PM

Details of Our Coming Training Programs AT GOA, LEH, GANGTOK & MANALI

NIMMA /TRG /2026

Dated:- 25-06-2026

SUB:- REQUEST FOR NOMINATIONS FOR TRAINING PROGRAMMES

AT GOA, LEH (LADAKH), GANGTOK (SIKKIM) & MANALI (HP)

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

1. AT HOTEL PARADISE BEACH RESORTS, GOA FROM SEPT 07th A/N - 10th F/N, 2026
2. AT HOTEL PRESIDENCY, LEH (LADAKH) FROM SEPT 15th A/N - 18th F/N, 2026
3. AT HOTEL TIBET, GANGTOK (SIKKIM) FROM SEPT 23rd A/N - 26th F/N, 2026
4. AT HOTEL GLACIAR RESORT, MANALI (HP) FROM OCT. 05th A/N - 08th 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

183 194

(KINDLY NOTE THE COURSE FEES FOR LEH TRAINING PROG WILL BE Rs 40,900/- or RS 52,900/- + 18% GST Per Resident Participant in double /single occupancy resp No non Residential nomination will be accepted for Leh)

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

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

180/182

Fwd: Right to Information - Public Information Officers by ISTM

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

55(18)

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

Aug 2026 3:08:41 PM +0530

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

21 AUG 2026

Chief Secretary Bihar

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

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

To: < jsrs@ddpmod.gov.in >

Date: Thu, 20 Aug 2026 14:44:20 +0530

Subject: Right to Information - Public Information Officers by ISTM

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

ISTM

Sir/Madam,

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

Course Name : 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

4562/54818
25-8-2026बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 25849
दिनांक 20.8.2650-18
24.08.26अ. विद्याल
विनीता
25.8.2026

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs(RIS-47) to be conducted from 09th Nov 2026 to 12th Nov, 2026 in ISTM

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

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

Thu, 20 Aug 2026 11:52:16 AM +0530

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

Chief Secretary Bihar

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

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

To: < jsns@ddpmod.gov.in >

Date: Thu, 20 Aug 2026 10:24:27 +0530

Subject: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs(RIS-47) to be conducted from 09th Nov 2026 to 12th Nov, 2026 in ISTM

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

ISTM

Sir/Madam,

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

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

Course Code : RIS-47

Date : 09 Nov 2026 to 12 Nov 2026

Mode : Offline

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

Regards

Rajwara Bano

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

बिहार

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या 25801

दिनांक 20.8.26

Fwd: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.

secy-
par-
bih

< secy-par-bih@nic.in >

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

Thu, 20 Aug 2026 3:58:31 PM +0530

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

21 AUG 2026

Chief Secretary Bihar

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

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

To: < jsns@ddpmod.gov.in >

Date: Thu, 20 Aug 2026 14:56:52 +0530

Subject: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.

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

फा.सं / FILE NO: Y-18019/08/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

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

Date: 16.06.2026

To
All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments / All Union Territories

All Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" to be conducted in ISTM from 26.10.2026 to 27.10.2026.

Madam/Sir,

I am directed to say that a two days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-34)" will be conducted in ISTM from 26.10.2026 to 27.10.2026. 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. Nominations of eligible officials complete in all respect should reach the undersigned latest by

16th 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.

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)
Tele No. : 011-26737611

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफोन / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in



ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place

2. **COURSE CODE:** POSH-34

3. **DURATION:** Two days (26.10.2026 to 27.10.2026)

4. **TIME:** 09:00 AM to 5:30 PM

5. **OBJECTIVES:** At the end of this Course, participants will be able to;

(i) define the Concept of Gender

(ii) explain the Forms of Sexual Harassment

(iii) describe the Important provision of Sexual Harassment of Women at Workplace Act, 2013

(iv) summarize the Important case laws

(v) prepare the Strategy for prevention of sexual harassment at workplace

(vi) implement the Steps of Conduct Inquiry in case of sexual harassment at workplace

6. **METHODOLOGY:** The programme will be organized on highly participative basis. The training methods will, therefore, include lecture, group discussion.

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 **16th 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.

Website – www.bharatkosh.gov.in

Go to: Quick Payment Option

Chose: 34- 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 [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.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.

 **ISTM**

Sir/Madam,

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

Course Name : Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place

Course Code : POSH-34

Date : 26 Oct 2026 to 27 Oct 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

8/20/26, 5:56 PM

Fwd: Two Days Workshop on "Prevention Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-3...

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

179

One Week Training Programme for CVOs/VOs (TP-CVO/VO-09) in ISTM from 28.09.2026 to 02.10.2026 – regarding.

secy-
par-
bih

< secy-par-bih@nic.in >

SECRET

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

Thu, 20 Aug 2026 3:10:31 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: <jsns@ddpmod.gov.in>

Date: Thu, 20 Aug 2026 14:53:56 +0530

Subject: One Week Training Programme for CVOs/VOs (TP-CVO/VO-09) in ISTM from 28.09.2026 to 02.10.2026 – regarding.

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

फाइल नं. / FILE NO: Y-14061/02/2026-ISTM

21 AUG 2026

दिनांक / Date: 01.06.2026

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: One Week Training Programme for CVOs/VOs (TP-CVO/VO-09) in ISTM from 28.09.2026 to 02.10.2026 – regarding.

Madam/ Sir,

I am directed to say that a One Week Training Programme for CVOs/VOs (TP-CVO/VK-09) will be conducted in ISTM from 28.09.2026 to 02.10.2026. 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 it 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

18th September, 2026.

संयुक्त सचिव, सामान्य प्रशासन विभाग
ई-मेल संख्या: 25809
दिनांक: 08.08.2026

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.**

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)
Tele No. : 011-26737611

ANNEXTURE

COURSE INFORMATION SHEET

CODE : TP-CVO/VO-09
TITLE : Training Programme for CVOs/VOs
DURATION : One Week (28.09.2026 to 02.05.2026)
TIME : 9:00 AM to 5:30 PM
COURSE CAPACITY : 32 – 35

AIM OF THE COURSE: To develop the skills required for functioning as Chief Vigilance officer's/ Vigilance officer'

OBJECTIVES : At the end of the training course, the participants will be able to:

- i) Describe related constitutional provisions
- ii) State principles of natural justice
- iii) Explain provisions relating to preliminary investigation
- iv) Describe procedure relating to sanction for prosecution.
- v) List out duties of CVO
- vi) Role of COV in vigilance
- vii) List out major steps in conduct of departmental enquiry.

METHODOLOGY : Offline Mode at ISTM

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 Director so as to reach him/her before 18th September, 2026.

ELIGIBILITY CONDITIONS:

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

(ii) A course fee of Rs. 5,000/- (Rupees Five Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after

confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

(iii) **This course fee should be paid only after confirmation of nomination from ISTM.**

(iv) Course fee is required to be paid through Online Payment Mode as per details given below.

**Website – www.bharatkosh.gov.in
Go to: Quick Payment Option
Chose: 34- 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 [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in).**

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.

 **ISTM**

Sir/Madam,

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

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-09

Date : 28 Sep 2026 to 02 Oct 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

173/169

Fwd: Workshop on Emerging Technology and Dashboard by ISTM secy-par-bih < secy-par-bih@nic.in >

S.J. 1187

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

Thu, 20 Aug 2026 12:24:40 PM +0530

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

20 AUG 2026

Chief Secretary Bihar

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

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

To: < csoffice.cg@gov.in >

Date: Thu, 20 Aug 2026 09:28:58 +0530

Subject: Workshop on Emerging Technology and Dashboard by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-12

Date : 12 Oct 2026 to 13 Oct 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

4525/Sec-18
24.8.2026

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या 25810

दिनांक 20.8.26

172 162

Fwd: Workshop on e-Office by ISTM

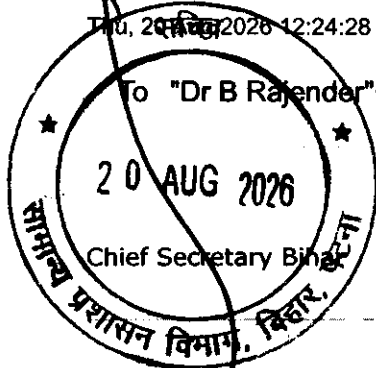
secy-par-bih < secy-par-bih@nic.in >

551182

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

Thu, 20 Aug 2026 12:24:28 PM +0530

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



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

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

To: < jsns@ddpmod.gov.in >

Date: Thu, 20 Aug 2026 09:39:58 +0530

Subject: Workshop on e-Office by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-26

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

4524/Sec-18
24.8.2026श्री विशाल
विनीता
21.8.2026

बिहार सरकार
सांख्यिक विभाग
सामान्य प्रशासन विभाग
ई-मेल संख्या 258007
दिनांक 20-8-26

171 161

Fwd: Programme on Pensions & Other Retirement Benefits by

secy-par-bih

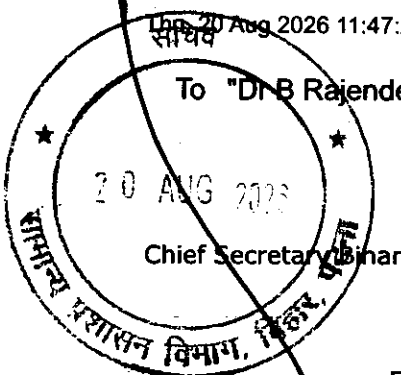
< secy-par-bih@nic.in >

551182

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

Thu, 20 Aug 2026 11:47:27 AM +0530

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



Chief Secretary Bihar

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

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

Date: Thu, 20 Aug 2026 09:41:40 +0530

Subject: Programme on Pensions & Other Retirement Benefits by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Programme on Pensions & Other Retirement Benefits

Course Code : PRB1-23

Date : 30 Nov 2026 to 02 Dec 2026

21 AUG 2026

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)

NU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

142

श्री विद्याल
चौधरी
21.8.2026

बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
ई-मेल संख्या... 25803
दिनांक... 20.8.26

4529/Sec-18
24.8.2026

1570 160

Fwd: Programme on Pensions & Other Retirement Benefits by
ISTMsecy-par-
bih

< secy-par-bih@nic.in >

52 (18)

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

संदिप 20 Aug 2026 11:47:27 AM +0530

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

20 AUG 2026

Chief Secretary Bihar

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 20 Aug 2026 09:41:40 +0530

Subject: Programme on Pensions & Other Retirement Benefits by ISTM

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

ISTM

Sir/Madam,

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

Course Name : Programme on Pensions & Other Retirement Benefits

Course Code : PRB1-23

Date : 30 Nov 2026 to 02 Dec 2026

21 AUG 2026

Mode Offline

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

Bihar Regards

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4522/Sec-18
24.8.2026श्री विद्याल
विनीता
21.8.2026बिहार सरकार
सचिव कोबांग
सामान्य प्रशासन विभाग
ई-मेल संख्या... 25802
दिनांक... 20.8.26

181 169

Fwd: Handling Parliamentary Matters by ISTM

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

5/11/26

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

Wed, 19 Aug 2026 11:09:42 AM +0530

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

सचिव

★ Chief Secretary Bihar ★

19 AUG 2026

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@ddpmo.gov.in>
 Date: Wed, 19 Aug 2026 09:38:17 +0530
 Subject: Handling Parliamentary Matters by ISTM
 ===== Forwarded message =====

ISTM

Sir/Madam,

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

Course Name : Handling Parliamentary Matters

Course Code : HPM-13

Date : 12 Oct 2026 to 13 Oct 2026

Mode : Offline

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), Olof Palme Marg,

New Delhi 110067



श्री विशाल
 विनीत
 21.8.2026

बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 25628
 दिनांक... 19.8.26

4538/sec-18
 24.8.2026

ESCI IT: PDT on "Security Operations Centre (SOC) Analyst" Scheduled from "01 - 05 Sept 2026".

secy-par-bih

< secy-par-bih@nic.in

< training1@esci hyd.org >

Wed, 19 Aug 2026 10:07:34 AM +0530

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

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

Tags: Not in Contacts

19 AUG 2026
Dear Sir/Madam,

Greetings from Engineering Staff College of India!!!!

The Engineering Staff College of India (ESCI) is a premier National Training Institute and an autonomous organ of India's largest body of professional engineers, 'The Institution of Engineers (India)'. ESCI was established in 1981 with the mandate of providing quality training and education in engineering and techno-management domains.

IT Division-ESCI offers customized In-House IT Professional Development Programs for Your Officials / Executives / Staff Members for Technology Upgradation

Upcoming IT Training Programs

S.NB	Program Name	Dates	Duration	Mode of Training	Course Fee
1	Security Operations Centre (SOC) Analyst	01 - 05 Sept 26	5 days	Offline	Rs. 3000
2	Mobile Application Development Using REACT NATIVE	01 - 05 Sept 26	5 days	Offline	Rs. 3000
3	Advanced Excel for Report Generation & Analytics	07 - 09 Sept 26	3 days	Offline/ Online	Rs.18000 Rs.11000
4	AI tools for Workplace Productivity and Efficiency	09 - 11 Sept 26	3 days	Offline	Rs. 1800
5	GEM Procurement Procedures – GeM Account operation from Basic to expertise	09 - 11 Sept 26	3 days	Online	Rs. 1100
6	Strategic leadership for Digital Transformation and Cyber Risk Management for Senior Executives - at Goa	21 - 23 Sept 26	3 days	Offline	Rs. 4800
7	SAP S/4 HANA Material Management (MM)	21 - 26 Sept 26	6 days	Offline	Rs. 6000
8	Developing ML and AI applications with Python	21 - 26 Sept 26	6 days	Offline	Rs. 3500
9	Artificial Intelligence Management System (AIMS) (ISO/IEC 42001:2023)	28 - 30 Sept 26	3 days	Offline	Rs. 1800

For more program details & brochures, please visit our website <https://esci hyd.org/division/it>

Kindly nominate your employees/officers/executives, so that they can make use of this opportunity to upgrade their skills, For the benefit of the organization

We will also design and conduct exclusive offline/online training programs for your employees according to your requirements at your Campus / ESCI Campus.

If you have any queries, please feel free to contact us.

With Regards

Syed Azgar

Sr Faculty & Head IT

about:blank

श्री विद्याल
विनीता
21/8/2026

विहार सरकार
राजिब कोषांग
सामान्य प्रशासन विभाग
ई-गवर्न सचिवालय
दिनांक 19-8-26

4536/Sec-18
24.8.2026

8/19/26, 12:34 PM

ESCI IT: PDT on "Security Operations Centre (SOC) Analyst" Scheduled from "01 - 05 Sept 2026".

8886661060

Information Technology (IT) Division

Engineering Staff College of India (ESCI)

Gachibowli, Old Bombay Road,

Hyderabad - 500032

Phone : 040 - 66304124/23/25

E-mail : it@escihyd.org

Facebook : <https://www.facebook.com/ESCIHyd/>

Twitter : <https://twitter.com/ESCIHyd/>

9 Attachment(s)

Mobile Application Developme...
511.8 KB

Advanced Excel for Report Ge...
543.6 KB

Security Operation Centre(SO...
487.8 KB

AI tools for Workplace Producti...
471.5 KB

Artificial Intelligence Managem...
791.2 KB

Strategic Leadership for Digital...
540.7 KB

SAP S4 HANA MM 21 - 26 Se...
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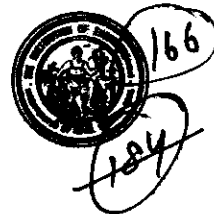
ESCI-IT Training Calendar 202...
402.4 KB

GEM Procurement Procedures...
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Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
(An ISO 9001:2015 Certified, AICTE & CEA Recognized Institution)



INFORMATION TECHNOLOGY DIVISION Continuing Professional Development Programs IT Calendar 2026 – 27 (Sept 26 – March 27)

S. No.	Course Title	Code	Date	Duration	Online / Offline	Course Fee
1.	Security Operations Centre (SOC) Analyst	IT2055	01 - 05 Sept 26	5	Offline	30000
2.	Mobile Application Development Using REACT NATIVE	IT2024	01 - 05 Sept 26	5	Offline	30000
3.	Advanced Excel for Report Generation & Analytics	IT2073	07 - 09 Sept 26	3	Offline/ Online	18000/ 11000
4.	AI tools for Workplace Productivity and Efficiency	IT2092	09 - 11 Sept 26	3	Offline/ Online	18000/ 11000
5.	GEM Procurement Procedures – GeM Account operation from Basic to expertise	IT2085	09 - 11 Sept 26	3	Online	11000
6.	Strategic leadership for Digital Transformation and Cyber Risk Management for Senior Executives - at Goa	ITM002	21 - 23 Sept 26	3	Offline	48000
7.	SAP S/4 HANA Material Management (MM)	ITSA01	21 - 26 Sept 26	6	Offline	60,000
8.	Developing ML and AI applications with Python	IT2077	21 - 26 Sept 26	6	Offline	35000
9.	Artificial Intelligence Management System (AIMS) (ISO/IEC 42001:2023)	ITOP02	28 - 30 Sept 26	3	Offline	18000
10.	Procurement Rules for Goods & Services including Gem Portal & GFR 2017 Guideline	IT2084	05 - 07 Oct 26	3	Offline	18000
11.	Project Management & Monitoring using MS Project 2021	IT2016	05 - 07 Oct 26	3	Offline	18000
12.	Network Administration: Configuring & Securing LANs and WANs	IT2001	05 - 09 Oct 26	5	Offline	30000
13.	SAP S/4 HANA ABAP	ITSA02	26 - 31 Oct 26	6	Offline	60,000
14.	Generative AI for Managers & Team Leaders (Emerging AI Tools for Enhancing Workplace Productivity, Digital Efficiency) - at Shillong, Meghalaya	ITM003	28 - 30 Oct 26	3	Offline	48000
15.	Cyber Security Best Practices for Managers & Executives	IT2089	26 - 28 Oct 26	3	Offline/ Online	18000/ 11000
16.	BOSS Linux Administration (Level 2)	ITOP5	27 - 30 Oct 26	4	Offline/ Online	24000/ 15000
17.	Smart Manufacturing & Process Automation with AI and ML	IT2087	02 - 06 Nov 26	5	Offline	30000

183/165



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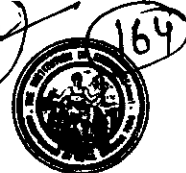


18.	Information Security Management System (ISMS - ISO 27001) Lead Implementer	ITOP04	02 - 05 Nov 26	4	Offline	24000
19.	Building Cyber Security & AI Resilience for Senior Managers & Leaders	ITOP01	12 - 14 Nov 26	3	Offline	20,000
20.	AI-Powered Project Management & Data Visualization for Senior Executives & Team Leaders - at IEI, Shimla, HP	ITM004	12 - 14 Nov 26	3	Offline	48000
21.	Firewall & VPN Security Administration	IT2007	16 - 20 Nov 26	5	Offline	30000
22.	Certification Preparation program on Project Management Professional (PMP) - (With PMI PDUS & Original PMI Material)	IT2053	16 - 20 Nov 26	5	Offline	35000
23.	SAP S/4 HANA FICO	ITSA03	16 - 21 Nov 26	6	Offline	60000
24.	AI Powered Full Stack Development with JAVA - IEI Centre, Kochi, Kerala	IT2036	23 - 27 Nov 26	5	Offline	25000(NR)
25.	Mastering ChatGPT & Copilot for Enhancing Work Efficiency.	IT2090	25 - 27 Nov 26	3	Offline	18000
26.	Data Analysis and Visualization using MS Power BI	IT2029	01 - 04 Dec 26	4	Offline	24000
27.	AI-Enabled Surveillance, Monitoring & Safety Systems for Mining Sector	ITOP06	07 - 09 Dec 26	3	Offline	20000
28.	IT Tools & Techniques for Office Administration	IT2076	07 - 09 Dec 26	3	Offline/ Online	18000/ 11000
29.	Next-Gen Decision Making Using ChatGPT, Gemini & Copilot for Senior Executives & Team Leaders - At IEI Centre, Srinagar J&K	ITM005	16 - 18 Dec 26	3	Offline	48000
30.	Advanced Cyber Security & Forensic Investigation Process - at IEI Centre, Bangalore	IT2041	14 - 18 Dec 26	5	Offline	25000(NR)
31.	SAP S/4 HANA BASIS Administration	ITSA04	14 - 19 Dec 26	6	Offline	60,000
32.	Web Development using MERN Stack	IT2037	04 - 08 Jan 27	5	Offline	30000
33.	Advanced Excel for Report Generation & Analytics	IT2073	06 - 08 Jan 27	3	Offline/ Online	18000/ 11000
34.	Generative AI & Deep Learning Applications	IT2078	18 - 22 Jan 27	5	Offline	30000
35.	Leadership Excellence in Digital Personal Data Protection (DPDP) and Cyber Resilience -at IEI Centre, Kochi, Kerala.	ITM006	20 - 22 Jan 27	3	Offline	48000
36.	Working with BOSS Linux & LibreOffice	IT2080	01 - 04 Feb 27	4	Offline/ Online	24000/ 15000



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37.	Smart Office Management through AI Tools and Digital Transformation - at Ooty, TN	ITM007	03 - 05 Feb 27	3	Offline	48000
38.	AI Powered Cyber Security risks & prevention techniques	IT2097	08 - 11 Feb 27	4	Offline	24000
39.	SAP S4 HANA Administration	ITSA05	15 - 20 Feb 27	6	Offline	60000
40.	Network Administration: Configuring & Securing LANs and WANs	IT2020	22 - 26 Feb 27	5	Offline/ Online	30000/ 18000
41.	Strategic Leadership in AI-Powered Industry 5.0: Driving Operational Excellence - at Jaipur	ITM008	03 - 05 Mar 27	3	Offline	48000
42.	Certification program on MS Azure Cloud Administration (AZ 900 MS Certification)	IT2017	15 - 19 Mar 27	5	Offline	30000

@ NR – Non-Residential Course Fee

Note: 18% GST Extra (GST Nil for All State & Central Govt. Departments like DRDO, DGQA & Govt. Departments).

Mr.Syed Azgar, Head IT | Mr.Murali, Project Engineer | Ms.Soumya, Jr Faculty | Ms Jyothi Jr Faculty
8886661060 / 040-66304123 9177461391 / 040-66304125 040-66304124 040-66304125

Old Bombay Road, Gachibowli, Hyderabad, Telangana - 500 032, India
Visit us on our Web Portal www.escihyd.org, Mail : it@escihyd.org Phone : 040-66304123-24-25, 8886661060



Engineering Staff College of India

Autonomous Organ of The Institution of Engineers (India)
Old Bombay Road, Gachhi Bowli, Hyderabad – 500 032, Telangana, India



INFORMATION TECHNOLOGY DIVISION



SAP S/4
HANA MM

PROFESSIONAL DEVELOPMENT PROGRAMME SAP S4 HANA MATERIAL MANAGEMENT 21 – 26 Sept 2026

Introduction

SAP S/4HANA MM is the Materials Management (MM) component of SAP's S/4HANA ERP software that deals with material management and inventory management. Material Management process ensures that there is never a shortage of materials or any gaps in the supply chain process of the organization. SAP MM speeds up the procurement and material management activities making the business run smoother with complete time and cost efficiency. The main functionality within MM (Material management) includes purchasing, inventory management, valuation and assignment, batch management and classification.

Objectives

- To learn about SAP S4 HANA MM implementation
- Fundamentals of Purchasing and Inventory Management
- How to use an existing MM Master Data in the SAP System
- Perform end to end transactional activities in the SAP S4 Hana System (Procure to Pay Cycle)

Course Coverage

- Introduction to S4HANA MM
- S4 HANA Overview
- HANA Architecture and Deployment
- S4HANA History Releases and Naming Conventions
- Introduction to Fiori
- Organization Structure
- Business Partners
- Info Record
- Improving MRP Live Performance
- MRP Simplification
- Demand Driven MRP
- Introduction to Inventory Management
- Goods Receipt for Purchase Order
- Goods Issue
- Stock Identification
- Stock Transfer
- Reporting in Inventory Management

(An ISO 9001:2015 Certified / AICTE & CPA Recognized Institution)

Centre for Promotion of Professional Excellence

180 162

Target Participants

SAP S4 HANA MM Users, Consultants, Who are using SAP Material Management(MM) module for Purchasing and Inventory Management.

About Trainers

SAP certified and experienced trainers for industry

Programme Dates & Timings

Dates: 21 – 26 Sept 26

Venue for Offline Training: Engineering Staff College of India, Gachi Bowli, Hyderabad

Session timings will be from 10:00 – 17:00 hrs with 15 Minutes Tea break. One Hrs Lunch Break

Course Director

Mr. Syed Azgar , MBA(IT), RHCE, MCSA

Sr Faculty & Head IT,

Information Technology Division,

Engineering Staff College of India, Hyderabad.

Course Fee for Offline Training

₹ 60,000/- (Residential Fee) per participant. Fee includes course material, course kit, Single AC accommodation as per availability, Breakfast, Lunch, Dinner, Tea / Coffee and Snacks during the actual days of the training program

GST @18% is to be paid extra and above the training fee as training. PAN Card No. AAATT3439Q. GST No: 36AAATT3439Q1ZV, HS No.: 999293 (under commercial training or coaching services – clause 65(105) (ZCC) of Finance act – 1994).

Programme fee is to be paid in in favour of, "THE INSTITUTION OF ENGINEERS (INDIA) – ENGINEERING STAFF COLLEGE OF INDIA" by Electronic Fund Transfer (EFT) to ESCI – Axis Bank A/c No. 912010049234664 with The Axis Bank Ltd, Old Mumbai Hwy, Cyberhills Colony, P Janardhan Reddy Nagar, GachiBowli Hyderabad-500032 by NEFT/ RTGS/ IFSC Code No. UTIB0000733 – MICR No.500211020. While using EFT method of payment, please ensure to communicate us your company name, our invoice reference and programme title.

Registration

To register manually, please send your nominations giving details of name, designation, contact address and email address, mobile no, telephone and a number of the participant along with the details of mode of payment of fee, address and e-mail id.

A Certificate of participation will be awarded to each participant on conclusion of the programme.

Information Technology Division, Engineering Staff College of India

Gachi Bowli, Hyderabad - 500032

Phone: 086394100 (OP/ BX) Fax: 086324100 (OP/ BX) 0863661066, Fax: 086324100

E-mail: itd@esci.org Web: www.esci.org

179 16

IIM Lucknow - Executive Public Speaking: High-Impact Communication with Breathwork & Mind Mastery

secy-par-bih

< secy-par-bih@nic.in >

551181

Isha Sharma < isha.sharma@iimopenprogrammes.com >

Wed, 19 Aug 2026 1:17:36 PM +0530

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

Dear Mr. Kumar,

We had connected in the past with reference to the Executive Education Programmes offered by IIM Lucknow. We are pleased to inform you about our upcoming programme on **Executive Public Speaking: High-Impact Communication with Breathwork & Mind Mastery**. The programme is scheduled for five days during September 21st to 25th, 2026 at IIM Lucknow Campus.

Introduction & Objectives : In contemporary business environments, managers are required to communicate with clarity, confidence, and emotional steadiness. High-stakes presentations, client interactions, negotiations, and internal communication demand not only strong speaking skills but also the mental resilience to perform under pressure. This programme equips participants with structured communication tools, persuasive message-design techniques, and advanced public-speaking strategies relevant for executives.

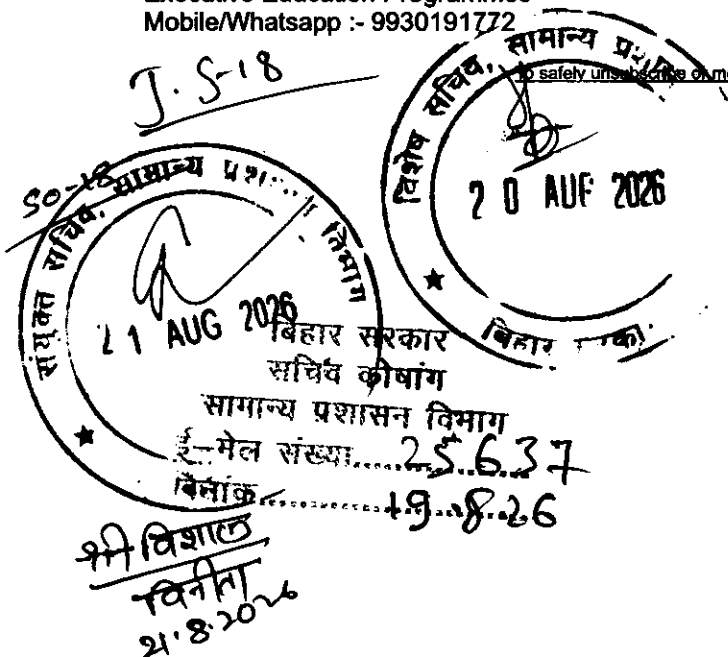
Content : Public Speaking Foundations, Strategic Message Structuring, Managing Anxiety & Fear of Judgment, Evidence-Based Breathwork Practices, Sudarshan Kriya (Intro Module), Voice Modulation & Pausing Techniques, Using Visual Aids Effectively, Authentic Expression & Storytelling for Influence, Handling Nervousness & Blanking Out, Feedback Labs with Recorded Speeches.

Who Should Attend : Middle and senior-level managers, team leaders, project heads, business development professionals, and anyone required to speak in high-stakes environments such as client presentations, board reviews, negotiations, and large-audience interactions. Ideal for professionals who wish to strengthen communication presence, clarity, and influence.

Please reply to this email or connect with me on the below number for a detailed brochure. I hope that you would participate in and benefit from this programme offered by **IIM Lucknow**.

Best Regards,
Isha Sharma | Programme Manager
Executive Education Programmes
Mobile/Whatsapp :- 9930191772

[To safely unsubscribe or modify your subscription settings please click here](#)



4532/Sec-18
24.8.2026

Fwd: Responsible use of AI in Workplace by ISTM

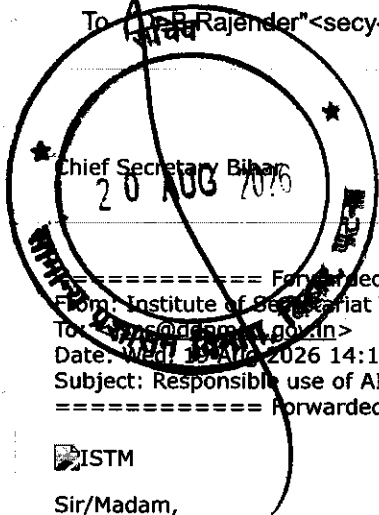
secy-par-bih < secy-par-bih@nic.in >

52(18)

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

Wed, 19 Aug 2026 2:51:51 PM +0530

To: "J.S. Rajender" < secy-par-bih@nic.in >



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
 To: secy-par-bih@nic.in < secy-par-bih@nic.in >
 Date: Wed, 19 Aug 2026 14:16:36 +0530
 Subject: Responsible use of AI in Workplace by ISTM
 ===== Forwarded message =====

ISTM

Sir/Madam,

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

Course Name : Responsible use of AI in Workplace

Course Code : RU-AI-W-10

Date : 21 Sep 2026 to 22 Sep 2026

Offline

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

Regards

21 AUG 2026

Ankita Dhull

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,
New Delhi - 110067बिहार सरकार
सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या... 25668

दिनांक... 19-8-26

4531/Sec-18
24.8.2026श्री विद्याल
विनीता
21.8.2026