

Fwd: Workshop on Financial Management in Government by ISTM

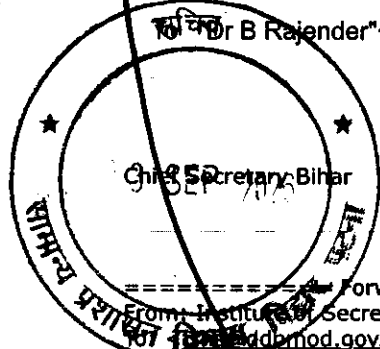
secy-par-bih < secy-par-bih@nic.in >

J.S (18)

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

Wed, 02 Sep 2026 12:19:39 PM +0530

To: Mr 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: Wed, 02 Sep 2026 11:54:33 +0530
 Subject: Workshop on Financial Management in Government 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 Financial Management in Government

Course Code: WFM-7

Date: 07 Dec 2026 to 09 Dec 2026

Mode: Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18
 02.05.26

श्री अरबादनी
 विनीता
 7.9.2026

विभाग सचिव
 सामान्य प्रशासन विभाग
 ई-मेल 27.01.0
 दिनांक 3.9.26

4763/Sue-18
 08.9.2026

11



367/387

Fwd: Orientation Training Programme on PFMS by ISTM

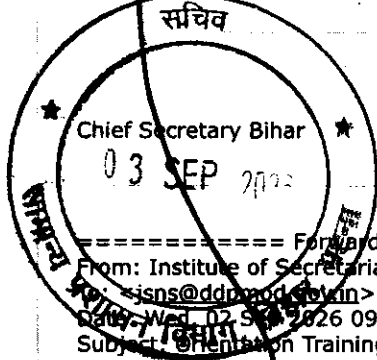
secy-par-bih < secy-par-bih@nic.in >

53 (18)

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

Wed, 02 Sep 2026 12:15:46 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@ddmmod.gov.in>
 Date: Wed, 02 Sep 2026 09:51:58 +0530
 Subject: Orientation Training Programme on PFMS by ISTM
 ===== Forwarded message =====



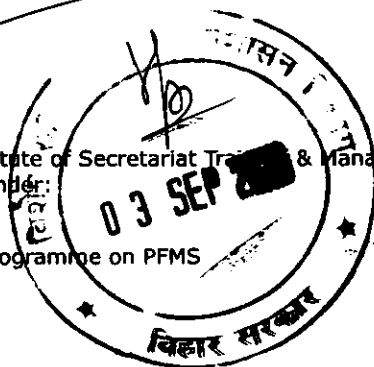
Sir/Madam,

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

Course Name : Orientation Training Programme on PFMS

Course Code : OTP-PFMS-18-A

J.S-18



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

03 SEP 2026

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

S.O-18

8/9/26

07-09-26

श्री अरशादीनी
 विनीता
 7.9.2026

विहार सरकार
 विभाग
 27009
 3.9.26

4764/Sec-18
 08.9.2026

9/1/26, 3:05 PM

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

370
388

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

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

5.5 (18)

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

Tue, 01 Sep 2026 12:53:34 PM +0530

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

Date: Tue, 01 Sep 2026 10:56:25 +0530

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

Course Code : W-UPS/NPS-11

Date: 26 Dec 2026 to 28 Dec 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

4736/का-18
3.9.26

श्री अरशद
विनोद
2.9.2026

S.O-18
02.09.26

बिहार सरकार
सचिव काबांग
साधारण्य प्रशासन विभाग
ई-मेल संख्या...26.8.64
दिनांक...1.9.26.

369 386

Fwd: Seminar on Right to Information by ISTM

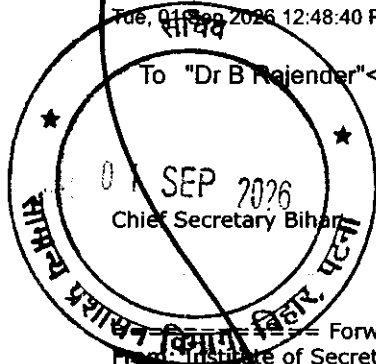
secy-par-bih < secy-par-bih@nic.in >

J.S (18)

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

Tue, 01 Sep 2026 12:48:40 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@doptomod.gov.in >

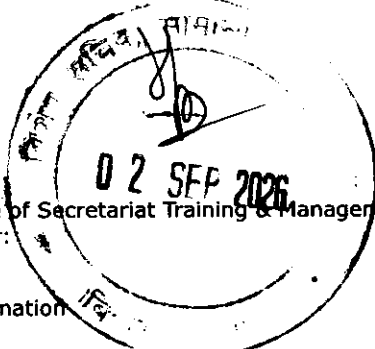
Date: Tue, 01 Sep 2026 10:49:35 +0530

Subject: Seminar on Right to Information 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 : Seminar on Right to Information

Course Code : S-RTI-27

Date : 21 Sep 2026 to 21 Sep 2026

Mode : Offline

4735/का-18
3-9-26

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

Regards

Anit Shishir Kerketta

02 SEP 2026

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री अरशद
रविका
2.9.2026

बिहार सरकार
सचिव कोषागार
सामान्य प्रशासन विभाग
ई-मेल संख्या-26.8.65.
दिनांक-1-9-26.

3-9-26
02-09-26

368 388

Fwd: Workshop on Team Building and Leadership by ISTM

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

5/1/26

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

Tue, 01 Sep 2026 12:50:15 PM +0530

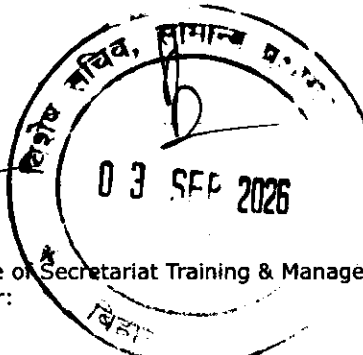
To: "Dr B Rajender" < secy-par-bih@nic.in >



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jshs@ddp.mod.gov.in>
 Date: Tue, 01 Sep 2026 10:50:54 +0530
 Subject: Workshop on Team Building and Leadership 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 Team Building and Leadership

Course Code : WTB-15

Date : 28 Sep 2026 to 29 Sep 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

श्री अखिलेश जी
 विनीत
 3.9.2026

बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 2.6.9.6.7
 दिनांक..... 2.9.26

4750/आ-18
 7.9.26
 S.O-18
 03.09.26

36584

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

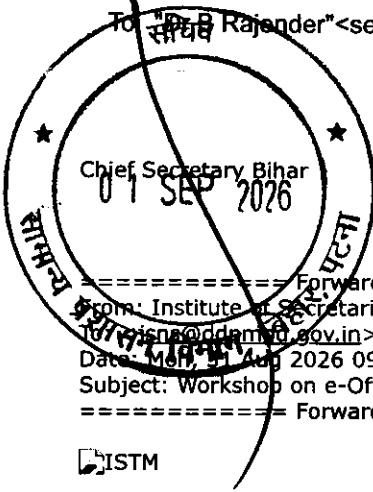
Fwd: Workshop on e-Office by ISTM

55118

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

Mon, 31 Aug 2026 11:43:10 AM +0530

To: "Pr. 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: Mon, 31 Aug 2026 09:58:33 +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

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 .

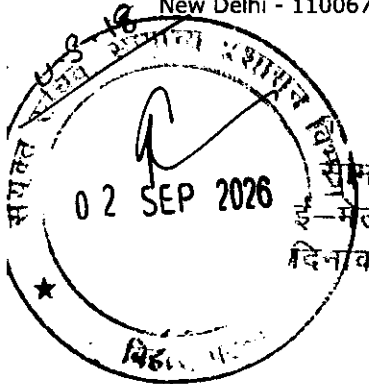
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 26.811/
 दिनांक... 1.9.26

S.O.-18
 02.09.26
 श्री अरबाजी
 विनीता
 2.9.2026

4724/20018
 3.9.26

365/383

Fwd: Workshop on Emerging Technology and Dashboard by ISTM

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

365/383

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

Mon, 31 Aug 2026 11:44:14 AM +0530

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

सचिव

Chief Secretary Bihar

01 SEP 2026

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

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

To: secy-par-bih@nic.in

Date: Mon, 31 Aug 2026 09:53:03 +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

U.S-18

बिहार सरकार
सचिव कोषांग
सामान्य प्रशासन विभाग
प्रेम संख्या... 26810
दिनांक... 1.9.26

02 SEP 2026

S.D-18

अरशदी

विनीता
2.9.2026

02.09.26

364/382

Fwd: Use of Artificial Intelligence in Governance by ISTM

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

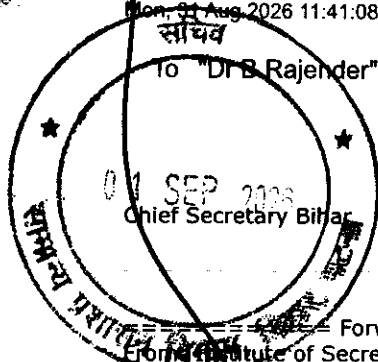
20(18)

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

Mon, 31 Aug 2026 11:41:08 AM +0530

सचिव

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jnsis@ddpmod.gov.in>
 Date: Mon, 31 Aug 2026 10:12:46 +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

4722/कां-18
3.9.26For more details, click here for "COURSE CIRCULAR" and please visit our website at www.istm.gov.in.

Regards

Kishore .

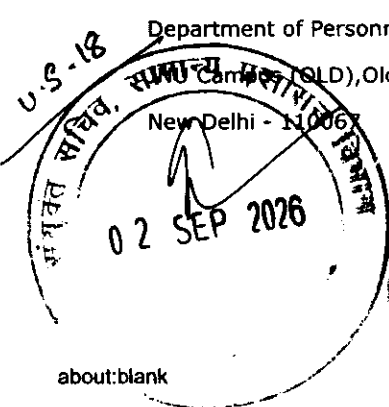
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

Complex (OLD), Olof Palme Marg,

New Delhi - 110067



बिहार सरकार
 सचिव कोषागार
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 26812
 दिनांक... 1.9.26

S.O-18
02.09.26श्री अरशद जी
विनीता
2.9.2026

about:blank

(363/381)

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

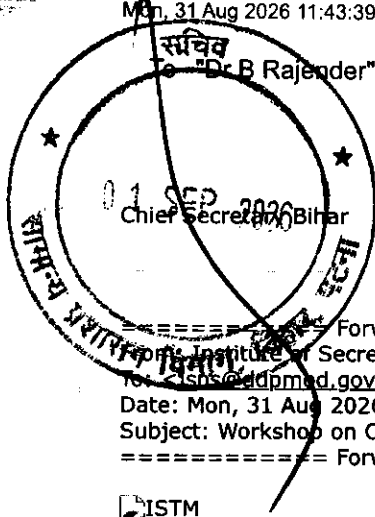
secy-par-bih < secy-par-bih@nic.in >

J.S. (18)

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

Mon, 31 Aug 2026 11:43:39 AM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <istm@dpmad.gov.in>
 Date: Mon, 31 Aug 2026 09:55:26 +0530
 Subject: Workshop on Office Procedure & Noting & Drafting 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 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 .

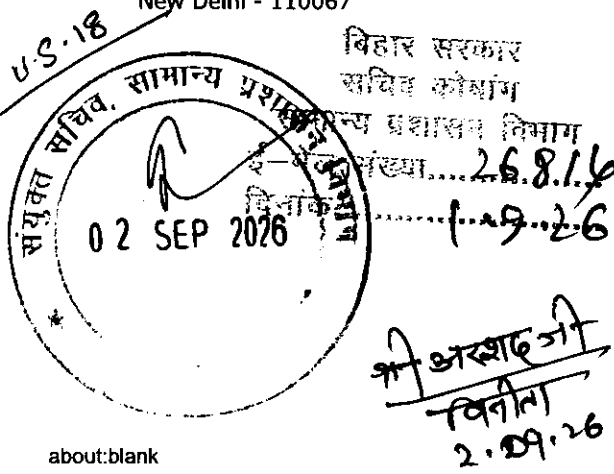
Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



4721 / कार-18
 3.9.26

5.0.18
 02.09.26

जी अश्वरूजी
 विनीता
 2.09.26

Fwd: Workshop on Cyber Security by ISTM

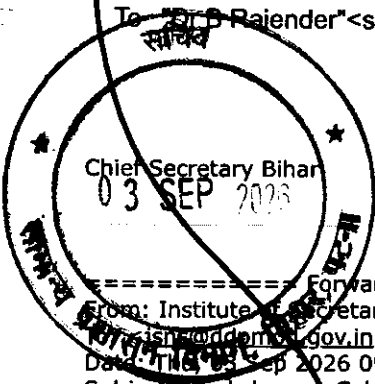
secy-par-bih < secy-par-bih@nic.in >

55(18)

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

Thu, 03 Sep 2026 11:25:44 AM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: secy-par-bih@nic.in
 Date: Thu, 03 Sep 2026 09:20:33 +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

50-18
 08.09.26

4803/211/8

10.9.26

विभागाध्यक्ष
 सचिव, प्रशासन
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 27.12.0
 दिनांक... 3.9.26

श्री अरुण जी
 त्वरीत
 8.9.26

(361) 379

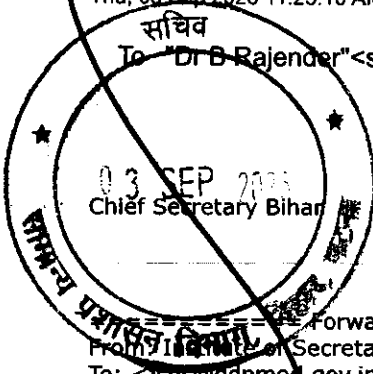
Fwd: Workshop on Emerging Technology and Dashboard by ISTM

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

55(18)

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

Thu, 03 Sep 2026 11:25:10 AM +0530

सचिव
To: "Dr B Rajender" < secy-par-bih@nic.in >03 SEP 2026
Chief Secretary Bihar

Forwarded message =====

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

To: < jns@odpmo.gov.in >

Date: Thu, 03 Sep 2026 09:22:53 +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" 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

50-18
08/09/26
श्री अश्वमेध जी
विनीता
8.9.26

4802/211-18
10-9-26

बिहार सरकार
सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या.. 27.12.0
दिनांक 3-9-26

Fwd: Use of Artificial Intelligence in Governance by ISTM

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

Thu, 03 Sep 2026 11:23:22 AM +0530

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

Chief Secretary Bihar

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <ishs@istm.gov.in>
 Date: Thu, 03 Sep 2026 09:35:18 +0530
 Subject: Use of Artificial Intelligence in Governance by ISTM
 ===== Forwarded message =====



Sir/Madam,

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

Course Name : Use of Artificial Intelligence in Governance

Course Code : U-AI-G-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

4797/शा०-18
 10-9-26

5.0-18
 08.09.26

श्री अरबाद जी
 खीना
 8.9.26

बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 ई-मेल संख्या... 2718/6
 दिनांक... 3-9-26

359/371

Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

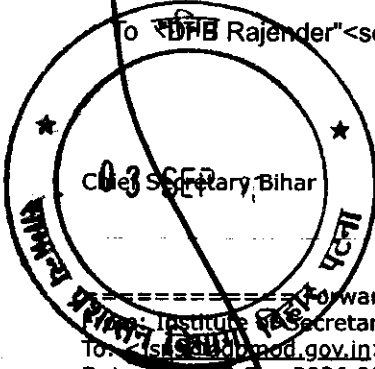
secy-par-bih < secy-par-bih@nic.in >

582181

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

Thu, 03 Sep 2026 11:24:26 AM +0530

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >
 To: "Rajender" < secy-par-bih@nic.in >

Date: Thu, 03 Sep 2026 09:31:40 +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

4796/20-18
 10-9-76

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

50-18
 08-05-16
 श्री अरशद जी
 विनीत
 8.9.26

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या...27.10.7

दिनांक...3.9.26

about:blank

358/376

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

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

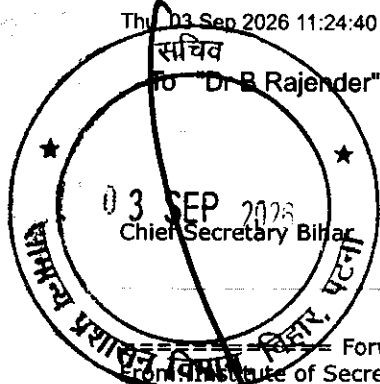
51187

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

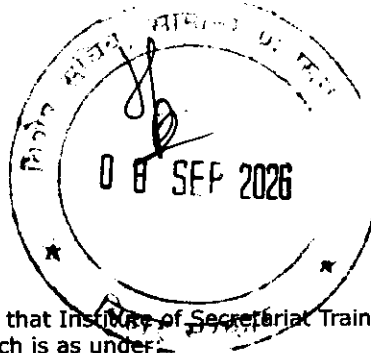
Thu, 03 Sep 2026 11:24:40 AM.+0530

सचिव

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



===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jshs@idpmod.gov.in>
 Date: Thu, 03 Sep 2026 09:24:16 +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

5-0-18
 श्री अरबादनी
 विनीता
 8.9.26
 08.09.26

4794/काग-18
 10-5-26

बिहार सरकार
 सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या.....27109
 दिनांक.....3.9.26

375
357

Fwd: Workshop on e-Office by ISTM

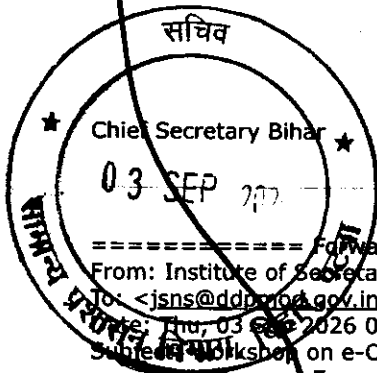
secy-par-bih < secy-par-bih@nic.in >

351182

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

Thu, 03 Sep 2026 11:24:34 AM +0530

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



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

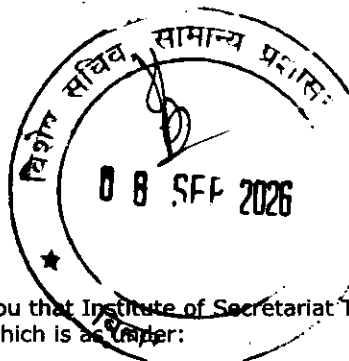
From: Institute of Secretariat Training and Management (ISTM) < istm@nic.in >

To: < jsns@ddpmop.gov.in >

Date: Thu, 03 Sep 2026 09:25:49 +0530

Subject: Workshop on e-Office by ISTM

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



Sir/Madam,

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

Course Name : Workshop on e-Office

Course Code : WEO-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

S.O-18

श्री अरबादजी
विनीता
8.9.26

4793/शा-18
10.9.26

बिहार सरकार

सचिव कोषांग

सामान्य प्रशासन विभाग

ई-मेल संख्या.....27108

दिनांक.....2.9.26

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

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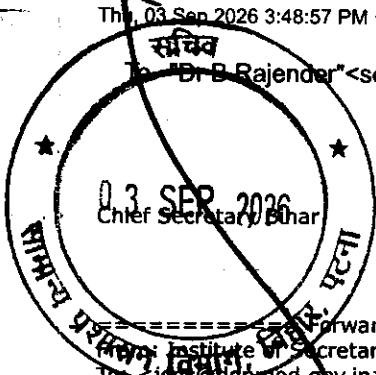
< secy-par-bih@nic.in >

35 (18)

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

Thu, 03 Sep 2026 3:48:57 PM +0530

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

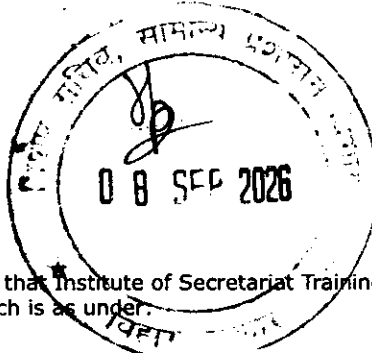


===== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: istm@delmod.gov.in>

Date: Thu, 03 Sep 2026 14:56:47 +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 & Management (ISTM) will be conducting a Training Programme, 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

सी. अरशद जी
रानी
8.9.26

बिहार सरकार
सचिव कोटांग
सामान्य प्रशासन विभाग
ई-मेल संख्या 27111
दिनांक 3-9-26

50-18
8/9/26
08-09-26

4785/27018
10.9.26

Fwd: Invitation for Nomination of Professionals for 04-Day Residential Training Programme on "Motivation, Decision Making, Team Building & Organizational Culture" scheduled from 21st-24th September, 2026 at North Goa

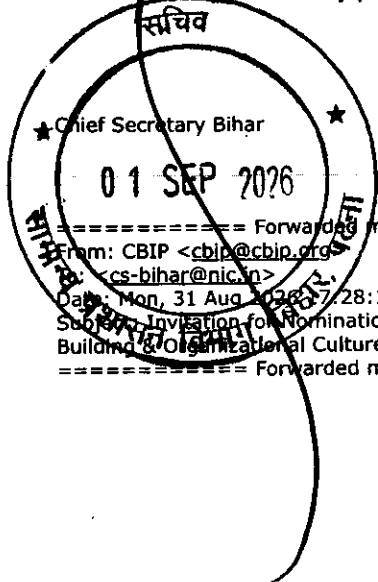
secy-
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< secy-par-bih@nic.in >

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

Mon, 31 Aug 2026 5:29:16 PM +0530

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



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

From: CBIP <cbip@cbip.org>

To: cs-bihar@nic.in

Date: Mon, 31 Aug 2026 5:28:14 +0530

Subject: Invitation for Nomination of Professionals for 04-Day Residential Training Programme on "Motivation, Decision Making, Team Building & Organizational Culture" scheduled from 21st-24th September, 2026 at North Goa

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

J.S-18

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02.08.26

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श्री अरशद जी

विनीता
2.9.2026

02 SEP 2026

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Information Bulletin

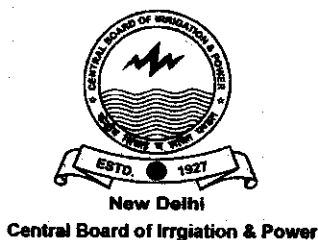
Residential Training on Motivation, Decision Making, Team Building & Organisational Culture

21st – 24th September, 2026
Span Suites & Villas, North Goa

FACULTIES WILL INCLUDE MAHARATNA E9 PRACTITIONER AND RESEARCHER



Organized by



in association with



Supported by



A recognized category-1 training institute by Central Electricity Authority (CEA), Ministry of Power, Govt. of India

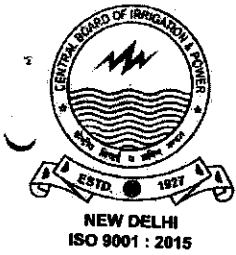
To unsubscribe, please click [here](#).

Central Board of Irrigation and Power

2 Attachment(s)

Information Bulletin.pdf
780 KB

Request Letter.pdf
95.2 KB



केन्द्रीय सिंचाई व शक्ति मंडल CENTRAL BOARD OF IRRIGATION AND POWER

314
371

No- CBIP/ HR/ 95/2026

Dated: 13th August 2026

All Concerned

Subject: Invitation for Nomination of Professionals for 04-Day Residential Training Programme on "Motivation, Decision Making, Team Building & Organizational Culture" scheduled from 21st-24th September, 2026 at North Goa

Dear Sir/Madam,

In today's rapidly evolving professional environment, organizations are required to effectively manage change, take timely and informed decisions, build high-performing teams and nurture a positive organizational culture. The ability to motivate employees, enhance leadership capabilities, resolve challenges through effective decision-making and develop a collaborative work environment has become essential for achieving sustained organizational growth and excellence.

Central Board of Irrigation and Power (CBIP) is pleased to inform that it is organizing a 04-Day Residential Training Programme on "Motivation, Decision Making, Team Building & Organizational Culture" from 21st to 24th September, 2026 at Span Suites & Villas, North Goa.

The programme has been specifically designed to provide participants with practical insights and contemporary approaches in the areas of motivation, leadership, decision making, team building, interpersonal effectiveness and organizational culture. The residential format will further facilitate meaningful interaction, exchange of experiences and networking among professionals from different organizations.

The programme will be conducted by eminent experts, experienced senior professionals, industry leaders, management specialists and subject-matter experts drawn from the relevant fields. The faculty members will share their extensive professional experience, practical knowledge, case studies and proven approaches, enabling participants to relate the learning to real-life organizational situations and challenges.

The programme will enhance participants' leadership, decision-making, team-building and communication skills, while providing practical insights into motivation and organizational culture. It will also promote peer learning, expert interaction and networking, contributing to improved employee engagement, productivity and overall organizational effectiveness.

In view of the above, we request you to kindly nominate officers/professionals from your esteemed organization to participate in this important programme and avail themselves of this valuable learning opportunity.

We are confident that participation in the programme will not only contribute to the professional and leadership development of the nominated participants, but will also have a positive impact on their teams and contribute towards enhancing the overall effectiveness, productivity and organizational performance of your esteemed organization.

We look forward to receiving your active support and valuable participation through nomination of suitable professionals for the programme.

With regards,

Deepak Saigal

Dr. Deepak Saigal
Secretary, CBIP

Malcha Marg, Chanakypuri, New Delhi 110 021
Tel 91-11-2611 5984, 2611 1294, 2611 6567, 2410 1591
E-mail: cbip@cbip.org • Website: www.cbip.org

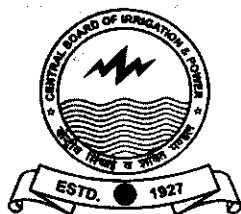
Residential Training on Motivation, Decision Making, Team Building & Organisational Culture

**21st – 24th September, 2026
Span Suites & Villas, North Goa**

FACULTIES WILL INCLUDE MAHARATNA E9 PRACTITIONER AND RESEARCHER



Organized by



New Delhi

Central Board of Irrigation & Power

in association with



SPE

Supported by



Central Electricity Authority

A recognized category-1 training institute by Central Electricity Authority (CEA), Ministry of Power, Govt. of India

- Basic human process: Unravel if 'My Organization' Vision, Mission and objective: has sunk down
- Energy sector conundrum vis 'My Organization' – the melting pot??
- The economic Boundary
- Motivation and Motivation Achievement:
 - Roles and responsibility
 - Perspective and vision
 - Contribution and sharing
- 'My Organization' a Leadership Orientation & Decision Making perspective
 - Diagnosed issues - Credo writing
 - Shared Consolidation - Process setting
 - Institution building processes - living together
 - From here to where - Insight development
- Strategy and strategic decision-making process: ?
- Team Building Process : Beyond the theory and Rituals
- Do I belong to "My Organization"
 - Develop art of writing self-obituary: Signature or autograph...???
- Ownership or belongingness: beyond responsibility.
- 'My Organization' or Institution Building: Caring, concern and passion
- Segmental approach to holistic perspective: Do I belong to 'My Organization'..?
- Inward looking to outward vision: Beyond me.
- 'My Organization' Pure doing to innovative doing: Creating future.
- Revisiting Reactive response to pro-active doing
- Inter Personal Relationship
- Inter Personal Communications

368 (311)

- Culture Building : 5 Ws : What: Why: When: Where: Who
 - Process setting
 - Power of 4Ps
 - Power of 4Ds
 - Power of 1S

4. Methodology

The various tools and techniques to steer the workshop will be

- Instructor Led (Classroom - Lecture Based)
- Instructor Led (Classroom – Interactive)
- Discovery Learning
- Case study:
 - Power Grid Corporation of India (PGCIL) : Acquisition / Merger & Transition
 - NTPC : Simahadri Case Study : Building the Team : Taking Decision, Creating History
 - NHPC
 - Power Plant : Take over _ transition : Pains & Pleasure: (Tanda, Uchahar, Patrattu)
 - NTPC : Training / Retraining and deployment case elaboration (Staff + Driver)
 - PGCIL Case study: Conversion of Work-Charged Employees : Liabilities to Assets
 - Individual to team to 'My Organization' : Process Presentations
- Brainstorming Sessions
- Question Based Discussion
- Explanation: Lecture mode
- Class room orientation
- OBT Activities: Exercises / Soft OBT/ Lawn Activities: followed by applicable debrief
- Psychometric Profiling followed by debriefing
 - FIRO-B
 - Johari Window
 - Leadership
 - IPCR
- Role Play: Case study related Group discussions and presentation

ACTION PLANNING AND FEEDBACK

Participants will be facilitated to plan future course of action, target for completion of assigned task and shall be assisted to audit the achievements. 90 days Hand Holding

SPECIAL FEATURES

OBT Group Activities, Group Work, Evening Team Events, Psychometric Profiling; Alumni Hand Holding Location specific: Outing for emergence of TEAM leader through activities like Safari, Monument and Historical places visits + team events et al

WHO SHOULD ATTEND

Participation invited which is open to Male and Female alike, from forward looking Organisations Central PSUs, State PSUs, Private Power Generator, Transmitter, Distributer and Water Resources to experience innovative & interactive Workshops on Retreat Mode, in favour of Technical; Non-Technical; IT, Finance, HR and Adm Officials JEs, Supervisors and PSUs E2 – E7 (CPSUs, SPSUs, Banks, Centre & State Govt Officials)

DATES AND VENUE

The program will be held on 21st – 24th September 2026, (check in 20th September 2026 and Checkout 25th September 2026) Span Suites & Villas, North Goa



INVESTMENTS

Single Occupancy	Non-Residential
Rs. 69,500.00	Rs. 39,500.00
For Members of CBIP Rs. 67,500.00	For Members of CBIP Rs. 38,000.00

GST 18% extra

Investment includes covers Delegates workbook, basic stationeries staked in a quality lap top bag In addition, delegates lunch + dinner, AMtea PMtea, including team building travel / entry ticket cost

PAYMENT

All payments be made through cheque at par in favour of "Central Board of Irrigation & Power", payable at Gurugram OR by Bank Transfer to the following Bank Account-

Beneficiary Name : Central Board of Irrigation & Power

PAN No. : AAAJC0237F

GST No. : 06AAAJC0237F1ZW

Bank Details : Indian Overseas Bank, SCO 26, Sec. 31, Gurgaon, Haryana, PIN-122001

Saving Bank Account No. : 236701000000922

Branch RTGS/ NEFT/ IFSC : IOBA0002367

Branch Code : 2367

After making the payment online in respect of the event, the details like UTR/Organization name to be furnished immediately.

HOW TO REGISTER

The participants/participating organizations, desirous of attending the above workshop may register themselves by sending nominations in the above mentioned emails along with necessary payments. Participants are advised to bring GST No. of their organization along with name of office to whom the invoice is to be sent.

ABOUT THE ORGANIZERS:

About CBIP:

The Central Board of Irrigation & Power (CBIP), established in 1927 by the Government of India, is a premier institution dedicated to the development of the power, water resources, renewable energy and allied sectors in the country. For nearly a century, CBIP has been actively contributing to knowledge dissemination, professional development and capacity building through conferences, publications, advisory services, workshops and training programmes.

Recognizing that organizational excellence depends not only on technical competence but also on effective leadership, motivated employees, strong teams and a positive organizational culture, CBIP has increasingly focused on the development of managerial and behavioural competencies. Its programmes in the areas of leadership, motivation, decision-making, team building, communication, interpersonal skills, people management and organizational culture are designed to strengthen the human and managerial dimensions of organizational performance.

With a rich legacy of conducting high-quality training programmes, CBIP has successfully trained more than 3 lakh professionals from numerous power utilities and organizations across the country. Through its continued efforts in technical, managerial and behavioural development, CBIP remains committed to building capable, confident and future-ready professionals and nurturing organizations that are productive, collaborative, adaptable and equipped to meet the challenges of a rapidly changing work environment.

About Society of Power Engineers (India) (SPE):

Since its establishment in the years preceding India's Independence, the Society of Power Engineers (India) (SPE) has remained committed to advancing the knowledge and practice of power engineering in the country. Headquartered at CBI&P, New Delhi, the Society brings together a vibrant community of professionals from power utilities, equipment manufacturers, consulting organizations, industries, academic institutions, and research establishments. Our membership represents diverse engineering disciplines including Civil, Mechanical, Electrical, Electronics, and Metallurgical Engineering, comprising experienced professionals, diploma holders, graduates, and engineering students dedicated to the growth of the Indian power sector.

Today, SPE has a membership of nearly 2,400 distinguished engineers and experts who actively share their knowledge, technical expertise, and practical experience through seminars, workshops, technical discussions, conferences, and publications. These collective efforts continue to contribute towards the sustainable development of India's power sector while promoting the adoption of modern technologies and best engineering practices.

(316) (309)

Residential Training on Motivation, Decision Making, Team Building & Organisational Culture

**21st – 24th September 2026
(Check-in 20th Sept. 2026 and Check-out 25th Sept. 2026)**

Span Suites & Villas, North Goa

REGISTRATION FORM

(To be filled in block letters preferably)

Delegate _____
(Surname) (First Name)

Designation _____

Name of Organisation _____

Mailing Address _____

City _____

State _____ PIN _____

Phone _____ Mobile _____ Fax _____

E-mail _____

Dated _____ Signature _____

ADDRESS FOR CORRESPONDENCE

All correspondence relating to the event should be addressed to:

Dr. Deepak Saigal, Secretary, CBIP

Mr. Sandeep Kumar, Director (Water Resources), CBIP

Mr. Anoop Singh, Director (Energy), CBIP

CBIP, Centre of Excellence, Plot No-21, Sector-32, Gurgaon, Haryana-122001

Tel No: 0124-4380272, 4035267, E-mail: training@cbip.org, Website-www.cbip.org

Contact Officers:

Shri Pradeep Kumar Gupta, Joint Advisor, CBIP; M : 9910378062 Email: pradeepgupta@cbip.org

Shri Priya Ranjan, Sr. Consultant, M: 9800848680 Email: p.ranjan@cbip.org

Shri Jaideep Singh, Chief Manager (T), M : 9871718218 Email: jaideep@cbip.org

Note:

- Photocopies of the registration form can be used for additional requirements, if any.
- Spot registration facilities will also be available, provided the prior information is received.

Workshops: POSH & ICC · Rosters & Reservations · Labour Codes

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

5 (18)

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

Sat 05 Sep 2026 9:58:39 AM +0530

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

17 SEP 2026
Additional Chief Secretary / Principal Secretary
General Administration Department, Government of Bihar

Sub: Executive Capacity-Building Workshops: POSH & Internal Complaints Committee Skills · Recruitment, Rosters & Reservations · New Labour Codes & Central Rules 2026

Dear Leadership,

Recent developments in POSH compliance, Reservation & Rosters, and the New Labour Codes require organisations to move beyond regulatory awareness to practical implementation, trained functionaries and audit-ready systems. Against this background, Life Transformation Academy is organising three specialised Two-Day Executive Workshops during September–October 2026 at Hotel Crowne Plaza, New Delhi.

The workshops are offered through one consolidated invitation, enabling organisations to plan nominations across HR, Establishment, Legal, Compliance, Payroll and Compliance according to functional requirements.

The Three Workshops at a Glance

Programme	Dates	Venue
I POSH – Orientation, Capacity Building & Skill Building for ICC Members	22–23 Sept 2026	Hotel Crowne Plaza, New Delhi
II Recruitment, Reservation & Rosters – SC, ST, OBC (NCL), EWS, PwBD & Ex-Servicemen	24–25 Sept 2026	
III New Labour Codes & Central Rules 2026 – Creating Compliance-Based Systems	8–9 Oct 2026	

A Practical Handbook-cum-Workbook for Every Participant

Each participant will receive a specially developed **Handbook-cum-Workbook** containing statutory references, implementation guidance, practical illustrations, checklists, formats and working tools for continued use after the programme.

बिहार सरकार
 सचिव कोषांग
 सामान्य प्रशासन विभाग
 27/188
 4-9-26

5.08.18
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 विनीता
 8.9.26

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387

WORKSHOP I · 22–23 SEPTEMBER 2026

POSH — Orientation, Capacity Building & Skill Building for IC Members

From statutory compliance to competent, fair and defensible workplace processes

The POSH Act has been in force for more than a decade. Yet organisational exposure today increasingly arises not from absence of an Internal Committee, but from **incorrect constitution, inadequately trained members, procedural errors during inquiry, weak documentation, confidentiality breaches and failure to demonstrate effective prevention.**

The NCW Advisory dated 19 June 2026 has further reinforced the need for organisations to examine POSH compliance institutionally, with particular emphasis on Internal Committee capability, sensitisation, reporting and implementation mechanisms.

What the Workshop Will Cover

1. **POSH Statutory Framework** — Act, Rules, employer obligations and institutional accountability
2. **Workplace & Jurisdiction** — physical, virtual, off-site and extended workplace situations
3. **Internal Committee** — constitution, tenure, eligibility, independence, powers and responsibilities
4. **Complaint Handling** — receipt, preliminary issues, conciliation and commencement of inquiry
5. **Conducting a Fair Inquiry** — natural justice, hearings, evidence, witnesses and documentation
6. **Findings & Recommendations** — assessment of evidence, reasoned findings and final report
7. **Confidentiality & Protection** — retaliation, victimisation, privacy and information handling
8. **Compliance Architecture** — annual reporting, SHe-Box, disclosures, records and organisational controls
9. **Prevention & Sensitisation** — moving beyond complaint management to respectful workplace culture
10. **Skill-Building Practicum** — case studies, inquiry situations, evidence assessment and decision-making exercises

Who should attend: Presiding Officers and Members of Internal Committees; HR and Personnel Officers; Legal, Vigilance and Compliance Officers; and officers responsible for POSH inquiries, reporting, sensitisation and organisational compliance.

WORKSHOP II · 24–25 SEPTEMBER 2026

Recruitment, Reservation & Rosters

SC · ST · OBC (NCL) · EWS · PwBD · Ex-Servicemen

From policy provisions to correct recruitment decisions and defensible rosters

Reservation administration is deceptively technical. Errors frequently arise not from lack of policy instructions but from their application to cadres, modes of recruitment, post-based rosters, backlog vacancies, promotions, horizontal reservation, relaxations and category adjustments.

This workshop therefore focuses on the actual decisions Establishment and Recruitment Officers are required to make, rather than merely reproducing Government instructions.

Core Coverage

1. **Reservation Framework** — constitutional provisions, categories, percentages and applicability
2. **Recruitment & Promotion** — direct recruitment, promotion, selection, eligibility and relaxations
3. **Cadre & Roster Management** — cadre strength, sanctioned posts, post-based rosters and replacement points
4. **Vacancy Management** — reservation calculations, backlog, carry-forward, adjustments and category movement
5. **Horizontal Reservation** — PwBD, Ex-Servicemen and interaction with vertical reservation
6. **Verification & Compliance** — certificates, creamy layer, EWS, liaison machinery and documentation
7. **Judicial Developments** — important principles emerging from Supreme Court and High Court decisions
8. **Implementation Clinic** — practical roster exercises, recruitment scenarios and frequently disputed cases

Who should attend: HR, Recruitment, Establishment and Personnel Officers; Liaison Officers; officers maintaining reservation rosters; Legal, Vigilance and Compliance Officers; and administrative officers dealing with recruitment and promotion in Government organisations, Autonomous Bodies, PSUs, Banks, Financial Institutions, Insurance Companies and Universities.

WORKSHOP III · 8–9 OCTOBER 2026

New Labour Codes & Central Rules 2026

Creating Compliance-Based Systems

HR · Payroll · Industrial Relations · Documentation · Inspection Readiness

The implementation challenge under the Labour Codes is no longer simply “What has changed in the law?” The more important management question is:

“What must now change inside the organisation?”

The four Labour Codes have consolidated the earlier labour-law framework and require organisations to examine their salary structures, wage computations, appointment documentation, employment classifications, social-security processes, standing orders, contractor management, statutory records and compliance ownership.

The workshop has therefore been structured around implementation decisions and systems, rather than a section-by-section reading of the Codes.

Implementation Modules

Module	Practical Focus
New Labour Law Architecture	Four Codes, Central Rules and implementation framework
Code on Wages	Wage definition, 50% framework, minimum/floor wages, bonus and payroll implications
Industrial Relations Code	FTE, Standing Orders, trade unions, disputes, lay-off, retrenchment and closure



9/7/26, 2:43 PM

Workshops: POSH & ICC · Rosters & Reservations · Labour Codes

Social Security Code	EPF, ESI, gratuity, maternity benefits and emerging workforce categories
OSHC Code	Working conditions, hours, leave, welfare, women employees and contract labour
HR Documentation Alignment	Appointment letters, employment contracts, policies, Standing Orders and service documentation
Payroll & Benefits Alignment	Wage components, statutory benefits, ceilings and transition calculations
Contract Labour Governance	Contractor–principal employer responsibilities, controls and documentation
Compliance Architecture	Registers, returns, compliance calendar, ownership matrix and document control
Inspection Readiness	Inspector-cum-Facilitator regime, internal audit, records and compliance evidence
Implementation Roadmap	Organisation-wise action points, case studies and implementation clinic

Who should attend: HR Heads and Managers; Personnel, IR and Labour Welfare Officers; Payroll, Compensation, Finance and Accounts professionals; Legal and Compliance Officers; Factory/Plant HR; and Government/PSU officers dealing with labour administration.

Expert Faculty

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch) · Former Principal Chief Personnel Officer, Indian Railways · Former General Manager (HR), DFCCIL · Author

Ms. Sugandha Agarwal

Advocate · Legal & POSH Compliance Expert · Inquiry & Due Process Specialist

Ravindra Kumar

Former Director, DoPT/ISTM

Programme Fee

Total Nominations from an Organisation	Fee per Participant / Workshop
1–2 nominations	₹14,500
3–4 nominations	₹13,500
5 or more nominations	₹12,500

GST @18% extra, as applicable.

361
384

Eligible Government-sponsored training programmes may avail applicable GST exemption, subject to fulfilment of the conditions prescribed under the relevant Government notification.

Participation from Leading Organisations

LTA's capacity-building programmes have received participation from officers and executives of **Central and State Government organisations, Autonomous Bodies, PSUs, Banks, Financial Institutions, Insurance Companies and Universities**, including:

Railways · NITI Aayog · Ministry of Steel · Ministry of Health · Ministry of Law & Justice · C-DOT · CBBT · DDA · Delhi Police · Oil India · BPCL · GAIL · SAIL · HPCL · NTPC · NALCO · BHEL · NMDC · CONCOR · RITES · RailTel · RVNL · POWERGRID · NBCC · SPMCIL · DFCCIL · EIL · RCF · NFL · NSIC · SJVN · PNB · Bank of Baroda · EXIM Bank · UCO Bank · Canara Bank · Bank of India · LIC · PFRDA · IIM Mumbai · IIFT, among others.

Nomination & Registration

Organisations may nominate officers according to their functional responsibilities. Where appropriate, nominations may be distributed across the three programmes so that learning translates into **organisation-wide capability rather than remaining confined to individual officers**.

Nominations may be sent to harikrishan@lifetransformationacademy.co.in

Seats are limited and confirmed in order of receipt. Early nomination is particularly recommended for organisations proposing participation in both September programmes.

We look forward to welcoming officers from your organisation to these **implementation-oriented capacity-building programmes**.

With warm regards,

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch)

Former Principal Chief Personnel Officer, Indian Railways

Founder & Lead Facilitator, Life Transformation Academy

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harikrishan@lifetransformationacademy.co.in

1 Attachment(s)

Workshops: POSH ICC · Rost...

5.4 MB

Life Transformation Academy

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

No. LTA/2026/ Workshop/2026/Sept.-Oct.

New Delhi, dated 5 September, 2026

Additional Chief Secretary / Principal Secretary
General Administration Department, Government of Bihar

Sub: Executive Capacity-Building Workshops: POSH & Internal Committee Skills Recruitment, Rosters & Reservations · New Labour Codes & Central Rules 2026

Dear Leadership,

On 19 June 2026 the National Commission for Women issued an advisory that converts POSH compliance into an annually audited discipline, with specialised training for every Internal Committee member listed as a measure in its own right. The four Labour Codes, notified in November 2025 and followed by the Central Rules on 8 May 2026, have shifted the task from reading the statute to rebuilding payroll masters, appointment letters, registers and returns. And in recruitment, the volume of DoPT instructions and judicial pronouncements on rosters and reservation continues to make an otherwise routine establishment function the single most litigated area in service matters.

Accordingly, Life Transformation Academy is pleased to place before you three Executive Workshops scheduled between September and October 2026 at Hotel Crowne Plaza, New Delhi. They are offered as one consolidated invitation so that an organisation can plan a single nomination exercise across HR, Legal, Vigilance, Establishment and Payroll functions, rather than three unconnected ones.

The Three Workshops at a Glance

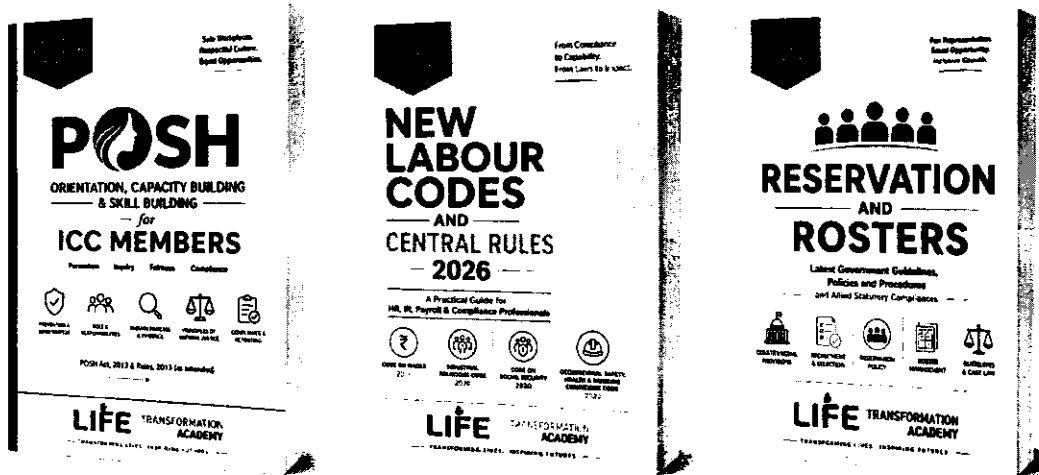
	Workshop	Dates	Venue
I	POSH — Orientation, Capacity Building & Skill Building for ICC Members	22–23 September 2026	
II	Recruitment, Rosters & Reservations — SC, ST, OBC, EWS, PwBD & Ex-Servicemen	24–25 September 2026	Hotel Crowne Plaza New Delhi
III	New Labour Codes & Central Rules 2026 — Creating Compliance-Based Systems	08–09 October 2026	

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A note on sequencing

Workshops I and II run back-to-back across the same week (22–25 September). Organisations nominating officers to both can cover the two subjects in a single four-day deputation, with one travel and accommodation cycle. Workshop III follows on 08–09 October, allowing a clear gap for the payroll and documentation data that participants are asked to bring with them.

Handbook-cum-Workbook for participants



Common to all three programmes

Element	What is provided
Faculty	Former civil servants with first-hand functional experience — not generalist trainers
Materials	Subject-specific Participants' Handbook-cum-Workbook with checklists, formats and templates
Method	Practical and implementation-oriented: real fact patterns, drafting practice, hands-on exercises
Live cases	An open clinic in which participants bring their own institutional questions
Duration	Two days, 09:30 to 17:00 hrs (registration from 09:00 hrs on Day 1)
Venue	Hotel Crowne Plaza, Okhla, New Delhi
Certification	Certificate of Participation issued to every nominee
After the workshop	Post-programme access to updates, clarifications and implementation guidance

POSH — Orientation, Capacity Building and Skill Building for ICC Members

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 has been on the statute book for over a decade. What changed in June 2026 is the standard against which its implementation is now measured.

The NCW Advisory of 19 June 2026

The Advisory calls upon organisations to strengthen POSH implementation through measurable institutional steps. The measures that bear directly on this workshop are set out below.

Measure	What it requires
Annual POSH audit	Mandatory for every establishment; non-conduct of the audit is itself treated as non-compliance
IC in every unit	An Internal Committee in every office, branch and unit — not at headquarters alone
Legally compliant composition	Woman Presiding Officer, external expert member, not less than half the members women
Specialised IC training	Professional training for every Internal Committee member
Recurring sensitisation	Regular workshops across the workforce — not a one-time briefing
Public disclosure	IC details, complaint procedure and grievance mechanism placed in the public domain
SHe-Box	Active registration and use of the platform
Statutory returns	Submission of the annual report under Section 21
Anti-retaliation	Protection for complainants, witnesses and committee members

Why this points directly to training your IC members

Because IC functioning is now an audited criterion, an untrained or lapsed committee is itself an audit finding — and a poorly conducted enquiry can be legally challenged and set aside on appeal. The Advisory therefore treats specialised IC training and recurring sensitisation as compliance obligations, not optional extras.

Coverage

1 The Statutory Framework

- POSH Act, 2013 and the 2013 Rules; the Vishaka guidelines and their constitutional foundations
- Key definitions — sexual harassment, aggrieved woman, workplace, employee, respondent
- Roles of the employer, the Internal Committee and the District Officer / Local Committee

- *Aureliano Fernandes* — POSH compliance is a statutory duty, not a formality

2 Jurisdiction and the Expanded Workplace

- "Workplace" across branches, field units, off-site locations and virtual settings
- *Dr. Sohail Malik v. Union of India* (SC, 10 December 2025) — the IC of the woman's own workplace can inquire even where the respondent works elsewhere
- The two-stage mechanism: IC report forwarded to the respondent's employer for disciplinary action
- Direct relevance to inter-departmental cases in Government and CPSEs

3 Constituting a Legally Compliant Internal Committee

- Composition — woman Presiding Officer, external member, 50%+ women
- Eligibility, tenure, disqualifications, reconstitution and the records that prove it
- An IC in every office, branch and unit — and how to structure committees across a dispersed organisation
- The external member's statutory role; why IC findings cannot be reframed as ordinary misconduct

4 Handling a Complaint — from Receipt to Report

- Registration, the limitation period and condonation
- Conciliation under Section 10 versus inquiry; interim relief under Section 12 during pendency
- The procedural map and the statutory timelines that run from each step
- Correct classification at the outset — recognising what is, and what is not, a POSH complaint

5 Conducting a Fair Inquiry — Natural Justice in Practice

- Framing allegations; the respondent's right to reply; cross-examination in practice
- Standard of proof — preponderance of probabilities
- Appreciation of oral, documentary and digital evidence: email, chat records, CCTV, conflicting versions
- Electronic records under the Bharatiya Sakshya Adhiniyam, 2023 and the certification requirement
- *Aureliano Fernandes* — an inquiry conducted in a "tearing hurry" was set aside; the value of contemporaneous minutes

6 Findings, Report and Recommendations

- Findings that withstand scrutiny — the discipline of proven versus unproven
- Action against the respondent; relief to the complainant; false and malicious complaints under Section 14
- Drafting a legally sustainable Inquiry Report under Section 13
- Section 18 as the appellate route; collateral proceedings as an abuse of process

7 Confidentiality, Anti-Retaliation and Protection

- Section 16 confidentiality and the consequences of breach
- Protection of complainants, witnesses and committee members from victimisation
- Retaliation as an independent illegality
- Building protection into procedure rather than treating it as an afterthought

8 Employer Obligations and the Current Regulatory Regime

- Employer duties under Section 19, the annual report under Section 21, and the mandatory annual POSH audit
- Public disclosure of IC details; SHe-Box registration and active use
- The NCW Advisory of 19 June 2026 — measure by measure
- District-wise ICC survey directions and State orders (e.g. Maharashtra, 15 May 2025 — SHe-Box registration; penalty under Section 26)

9 Building a Respectful Workplace — the Prevention Mandate

- Prevention as a duty distinct from redressal; bystander responsibility
- The role of HR and senior management in setting culture and tone
- Awareness across the full workforce, including contractual and field staff
- Embedding a zero-tolerance posture that is genuine rather than declaratory

10 Practicum — Skill Building

- Mock POSH inquiry with simulated roles of complainant, respondent, IC members and witnesses
- Complaint-to-report exercise: receipt, hearings, findings, recommendations and final report
- Drafting practice — notices, proceedings, order sheets, findings and legally reasoned reports
- Questioning and inquiry skills — examining parties while maintaining neutrality and procedural fairness
- POSH Audit Simulation — identifying gaps in IC constitution, policy, disclosures, training records, annual reports and compliance documentation
- Open clinic on participants' own institutional questions

Who should attend

- Presiding Officers and Members of Internal Committees and Local Committees
- CHROs, HR Heads, HR and Personnel Officers, HR Business Partners
- Heads of Vigilance, Legal, Compliance and CSR functions
- Officers designated to conduct or support POSH inquiries, and those responsible for the annual return

WORKSHOP II · 24-25 SEPTEMBER 2026

Recruitment, Rosters & Reservations

SC, ST, OBC (NCL), EWS, PwBD & Ex-Servicemen — Compliance, Legal Updates and Best Practices

The Constitution mandates strict compliance with reservation in recruitment and promotion. Compliance itself, however, is anything but straightforward. Officers must navigate a maze of DoPT Office Memoranda, circulars and judicial rulings while simultaneously addressing the requirements of six categories. A minor error in roster preparation or in the application of a category does not stay minor — it becomes a dispute, a delay, an audit observation and, frequently, litigation before the CAT.

This workshop provides legal clarity, practical training and hands-on confidence in implementing reservation policy correctly.

Coverage

1 Complex Reservation Issues Simplified

- Constitutional framework and statutory provisions; the evolution of reservation policy in India
- Latest Government instructions and policy updates; landmark Supreme Court and High Court judgments
- Applicability in Ministries, CPSEs, Banks, Public Financial Institutions and Autonomous Bodies
- Roles of Nodal Ministries and Administrative Ministries
- SC, ST, OBC (NCL), EWS, PwBD and Ex-Servicemen — eligibility and benefits, category by category
- Reservation for Persons with Benchmark Disabilities; vertical versus horizontal reservation
- Frequently misunderstood provisions and their practical interpretation



2 Recruitment and Promotion

- Reservation in direct recruitment and in promotion; selection versus non-selection posts
- Promotion through LDCE and departmental competitive examinations
- Deputation, absorption and transfer on absorption; compassionate appointments
- Temporary, ad hoc and officiating appointments; contractual appointments and regularisation
- Scientific and technical posts; industrial, work-charged and casual labour categories
- Age, qualification, experience and suitability relaxations
- Reservation in recruitment through outsourcing, and in special recruitment drives

3 Roster Management and Cadre Issues

- Post-based rosters and reservation registers; vacancy-based versus post-based reservation
- Cadre strength determination, cadre restructuring and cadre review
- Merged, bifurcated and reorganised cadres; small cadres and isolated / single-post cadres
- Ex-cadre posts; newly created, upgraded and abolished posts; multi-location and regional cadres
- Initial roster preparation and subsequent maintenance; running and operating the roster
- Reserved points and replacement points
- Adjustment after promotion, retirement, resignation and death

4 Reservation Calculations and Vacancy Management

- Determination of reservation percentage and calculation of reserved vacancies
- Current, backlog and carried-forward vacancies; exchange and interchange of reserved vacancies
- Own-merit candidates and adjusted candidates; reservation adjustments and the replacement principle
- De-reservation — policy, procedure and approvals; special recruitment drives
- Year-wise versus recruitment-wise vacancy calculation

5 Compliance, Verification and Risk Management

- Verification of caste and category certificates; scrutiny of OBC (NCL), EWS and PwBD claims
- Handling doubtful and fraudulent certificates; responsibilities of appointing authorities
- Reservation registers, records and documentation; annual reservation returns
- The role of the Liaison Officer; representation on Selection Committees and DPCs
- Inspection readiness; audit observations and vigilance issues
- Preventing litigation through legally sustainable decisions

6 Judicial Trends and Frequently Litigated Issues

- Reservation after recent judicial pronouncements
- Promotions and consequential seniority; reservation in reorganised cadres
- Horizontal reservation disputes and roster-related litigation
- Common issues before the CAT, High Courts and the Supreme Court
- Frequently misunderstood DoPT instructions; lessons from landmark judgments

7 Implementation Clinic

- Hands-on roster preparation exercises and vacancy calculation workshops
- Recruitment and promotion case studies; resolution of complex practical scenarios
- Participants' live cases and problem-solving
- Compliance checklists and an implementation roadmap to take back

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Please bring your own cadre data

The roster exercises are considerably more valuable when worked on real numbers. Nominees are encouraged to bring anonymised cadre strength, vacancy position and existing roster registers for their own organisation. Participants' data is used only within the session and is not retained.

Who should attend

Officers and executives from Government Ministries and Departments, Autonomous Bodies, CPSEs and SPSEs, Financial Institutions, Insurance Companies, Banks and Central / State Universities involved in reservation policy implementation and compliance —

- Senior and middle-level HR and Recruitment Officers
- Liaison Officers for SC, ST, OBC, EWS and PwBD categories
- Officers from Establishment, Personnel and Policy Divisions
- Legal, Vigilance and Compliance Officers
- Finance Officers handling establishment and manpower planning
- Officers responsible for roster management and reservation compliance
- Administrative Heads overseeing recruitment and promotions
- Officials preparing for CAG, CVC and Parliamentary Committee audits

WORKSHOP III · 08–09 OCTOBER 2026

New Labour Codes & Central Rules 2026

Creating Compliance-Based Systems — HR, Payroll, Industrial Relations and Inspection Readiness

The notification of the four Labour Codes in November 2025, followed by the Central Rules on 8 May 2026, marked the beginning of an implementation phase. The focus has shifted from understanding the provisions to demonstrating organisational readiness — and readiness is evidenced by systems, not by awareness.

The reform has been presented, correctly, as a simplification. Simplification of the statute book, however, is not the same thing as simplification of the employer's task in the transition year. Every consolidation requires the employer to map an existing practice onto a new provision, identify what has silently changed, and rebuild the underlying record.

Five features that make this urgent rather than merely desirable

The definition of wages has already taken effect

The Ministry has confirmed that the definition of wages in Section 2(y) of the Code on Wages has been in effect from 21 November 2025, and that gratuity on the revised definition is payable with effect from that date. Where excluded allowances exceed one-half of all remuneration, the excess is added back to wages. The consequence runs through provident fund, gratuity, retrenchment compensation, leave encashment and overtime simultaneously. An organisation that has not re-run its salary structures against this definition is accruing an exposure with every payroll cycle.

Obligations attach to every new recruit on day one

Rule 6 of the Occupational Safety, Health and Working Conditions (Central) Rules, 2026 prohibits the employment of any employee unless an appointment letter has been issued in the prescribed format, calling for sixteen specified particulars including the Labour Identification Number of the establishment, the type of employment, the category of skill, the wage break-up and the applicability of social security benefits. This is not a policy preference; it is a condition of lawful employment.

Quantified welfare obligations have replaced discretionary ones

Rule 37 of the Social Security (Central) Rules, 2026 provides that where the crèche facility under Section 67 is not provided, a crèche allowance shall be paid every month, of not less than five hundred rupees per month per child, admissible for two children. An obligation of this kind cannot be met by a general welfare policy; it requires a computation, a payroll head and a record.

The compliance calendar is now event-driven

Final dues on exit are to be settled within two days in respect of wages and thirty days in respect of gratuity. Accidents and dangerous occurrences are reportable within twenty-four to seventy-two hours. Annual health examination is to be arranged free of cost for employees who have completed forty years of age in the prescribed categories. Each of these is a deadline that begins to run without any notice from an authority.

The State layer is uneven and the Central layer is not yet complete

Labour is a Concurrent List subject. Central Rules govern establishments for which the Central Government is the appropriate Government; States are notifying their own rules at markedly different speeds, and a number of items remain to be notified centrally, including contribution rates for gig and platform workers. A live understanding of what applies, to whom, and from when is therefore itself a compliance skill — and one this programme teaches directly.

The practical point

The transition risk in most organisations does not sit in the legal department. It sits in the payroll master, in the recruitment file, in the contractor's muster roll and in the registers that nobody has reformatting since the repealed Acts were in force. This programme is built around exactly those artefacts — and around turning each of them into a standing system rather than a one-time correction.

Coverage

Module	Content
India's New Labour Law Framework	The four Codes, the Central Rules 2026, implementation status and the current position on State rules
Code on Wages	Definition of wages, minimum wages, floor wage, payment of wages, bonus, payroll restructuring and the transition computation
Industrial Relations Code	Standing Orders, fixed term employment, trade unions, lay-off, retrenchment, closure and industrial disputes
Code on Social Security	EPF, ESI, gratuity, gig and platform workers, aggregator obligations and practical implementation
OSH & Working Conditions Code	Safety, health and welfare, working hours, leave, women employees, contractor responsibilities and workplace compliance
HR Documentation & Policy Alignment	Appointment letters, service rules, HR policies, employment contracts, Standing Orders and statutory documentation
Building the Compliance System	Compliance calendar, ownership matrix, document control, register and return architecture, contractor and principal-employer controls

Inspection & Audit Readiness Registers, records, returns, digital compliance, the Inspector-cum-Facilitator regime, internal audit checklists and risk management

Implementation Roadmap Department-wise action plan, transition strategy, common implementation challenges, case studies and interactive Q&A

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Who should attend

- HR Heads, HR Managers and Corporate HR teams
- Personnel, Industrial Relations and Labour Welfare Officers
- Payroll, Compensation, Finance and Accounts professionals
- Legal and Compliance Officers
- Factory, Plant and Operations HR executives
- Public sector and Government officers dealing with labour administration
- HR consultants and labour law professionals

Faculty

Every session is led by practitioners who have held the responsibility being taught — in Government, in Central Public Sector Enterprises, or at the Bar.

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch) · Former Principal Chief Personnel Officer, Indian Railways · Former General Manager (HR), DFCCIL · Author

Workshops: I, II and III — Lead Faculty

A former Indian Railway Personnel Service officer with over 28 years of experience in HR, industrial relations, labour administration, disciplinary proceedings and labour litigation across Government and the public sector. He has served as Principal Chief Personnel Officer, Rail Coach Factory, Kapurthala; General Manager (HR), DFCCIL; and Director (Pay Commission), Ministry of Railways. He has served as a Member of the Internal Committee under the POSH Act in two Central Public Sector Enterprises, with hands-on experience of conducting POSH inquiries. He is the author of the revised and updated Hindi edition of Indian Railway Establishment Rules & Labour Laws (रेलवे सेवा नियम एवं श्रम कानून संहिता), published by Bahri Brothers, authorised publishers to the Railways. He has conducted executive development programmes for more than 150 Ministries, CPSEs, Banks, Insurance Companies, Universities and corporate organisations.

Ms. Sugandha Agarwal

Advocate · Legal & POSH Compliance Expert · Inquiry & Due Process Specialist

Workshops: I

An Advocate with 18 years of professional experience spanning corporate HR and legal functions and legal practice. She brings a legal, compliance and inquiry-procedure perspective to POSH matters — complaint assessment, Internal Committee inquiries, procedural fairness, principles of natural justice, appreciation of evidence, confidentiality and reasoned findings.

Ravindra Kumar

Former Director, Government of India

Workshops: II

An authority on reservation policy and roster management, with extensive experience in the Department of Personnel & Training — the nodal ministry for policy guidelines on reservation and rosters — as well as the Institute of Secretariat Training & Management, the Ministry of Law & Justice and the Ministry of Water Resources. He has played a key role in formulating and implementing reservation policies and rosters across Government organisations.

Guest Faculty. Sessions are additionally co-facilitated by distinguished guest faculty comprising former Labour Commissioners, senior HR and industrial relations professionals, and subject specialists in labour law and service jurisprudence.

Programme Particulars and Fee

Workshop I	POSH — Orientation, Capacity Building & Skill Building for ICC Members · 22–23 September 2026
Workshop II	Recruitment, Rosters & Reservations · 24–25 September 2026
Workshop III	New Labour Codes & Central Rules 2026 — Creating Compliance-Based Systems · 08–09 October 2026
Venue	Hotel Crowne Plaza, New Delhi
Timings	09:30 to 17:00 hrs · Registration from 09:00 hrs on Day 1 of each workshop

Fee per participant, per workshop

Number of nominations	Fee per participant, per workshop (₹)
1 – 2 participants	₹ 14,500
3 – 4 participants	₹ 13,500
5 or more participants	₹ 12,500

Consolidated nomination

Nominations are counted across all three workshops taken together. An organisation nominating, for example, two officers to Workshop I, two to Workshop II and one to Workshop III is treated as a five-nomination organisation and the ₹12,500 slab applies to each of them.

The same officer may be nominated to more than one workshop; each attendance is counted as one nomination.

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

GST exemption: As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.2017, Sr. No. 75, Heading 9992 (page 19 of the notification), no GST is applicable where services are provided to the Central Government, State Government or UT Administration under any training programme for which the total expenditure is borne by the Central Government, State Government or UT Administration.

Inclusions

The fee for each workshop includes —

- Participation in the two-day expert-led workshop
- A comprehensive Participants' Handbook-cum-Workbook for the subject, with checklists, formats and templates
- Programme material and reference resources

- Lunch and refreshments on both days
- Certificate of Participation
- Post-programme access to updates, clarifications and additional implementation resources issued by the Academy
- Expert support and professional networking with participating organisations

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Payment details

Account Name	Life Transformation Academy Pvt. Ltd.
Bank	Indian Bank, Lajpat Nagar, New Delhi
Account No.	50522861294
IFSC Code	IDIB000L512
GSTIN · PAN	07AAECL1465D1ZS · AAECL1465D
MSME Udyam · TReDS ID	UDYAM-DL-09-0011080 · LI0064568
CIN	U80102DL2020PTC360741

Our Esteemed Clients and Participation Record

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

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



Nomination and Registration

Organisations are requested to nominate officers connected with the relevant functions — IC and POSH compliance for Workshop I; Establishment, Recruitment and Roster management for Workshop II; HR, Industrial Relations, Payroll, Finance, Legal and Contract Management for Workshop III — so that the capability built is institutional rather than individual.

Nominations may be emailed to harikrishan@lifetransformationacademy.co.in in the format below.

S. No.	Name	Designation	Email	Mobile	Workshop(s) I / II / III
1					
2					
3					
4					
5					

Please also provide the GSTIN of the sponsoring organisation and the name and contact details of the nominating authority.

Seats are limited and are confirmed in order of receipt; early confirmation is recommended, particularly where officers are being nominated to both of the September workshops.

We would be honoured to have participation from your esteemed organisation in these capacity-building and workplace governance initiatives. For any further information, please feel free to contact the undersigned directly.

With warm regards,

Hari Krishan

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

Founder & Lead Facilitator, Life Transformation Academy

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harikrishan@lifetransformationacademy.co.in · www.lifetransformationacademy.co.in

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www.lifetransformationacademy.co.in

Pr. Secy. Vigilance / Home / Finance

NO. LTA/2026/CVC/VAW/2026

New Delhi, dated 27 August, 2026

मुख्य सचिव कायदा, बिहार

**Chief Secretary
Bihar**

27 AUG 2026

Subject: CVC VAW 2026: Capacity-Building Programmes

Reference: CVC Circular No. 04/08/26 (No. 026/VGL/030) dated 03.08.2026 – Observance of Vigilance Awareness Week 2026, theme "सत्यनिष्ठा से समृद्धि / Probity for Prosperity".

Dear Leadership,

The Central Vigilance Commission (CVC), vide the circular under reference, has advised all organisations to undertake a **three-month Preventive Vigilance Campaign** from 17 August 2026 to 16 November 2026. As part of the identified focus area of **Capacity Building Programmes**, organisations have been advised to encourage their employees to undertake courses during the campaign period on four specified areas — **IT & Cyber Security and Cyber Hygiene; Public Procurement; GeM – New Features and Functionalities; and Conduct Rules and Conflict of Interest.**

To facilitate organisations in effectively implementing this important capacity-building initiative within the campaign period, we are pleased to inform you that we are organising a series of focused workshops covering the above areas. These programmes will be conducted by experienced senior Government officers, former CVC/Vigilance officers, civil servants and subject-matter experts, bringing together policy perspective, domain expertise and practical experience. The workshops are designed to provide participants with a practical understanding of the applicable Government guidelines, procedures, emerging challenges, preventive controls and good governance practices, enabling organisations to strengthen institutional capacity and preventive vigilance.

Workshop Particulars

S. No.	Programme (as per CVC Circular)	Dates	Venue & Timings
1	Public Procurement and GeM – New Features and Functionalities	16 – 18 September 2026 (3 days)	Hotel Crowne Plaza, Okhla, New Delhi (09:30 AM -5:30 PM)
2	Conduct Rules and Conflict of Interest	21 September 2026	
	IT & Cyber Security and Cyber Hygiene	25 September 2026	

मुख्य सचिव कार्यालय
डाकरी सं० 147/18-7
दिनांक 01-09-2026

मुख्य सचिव कार्यालय
दिनांक 01-09-2026

प्रतिभा
8.9.26

5.9.26
08 09.26

Broad Areas of Coverage

I. Public Procurement and GeM – New Features and Functionalities

(3 days)

Broad Area	Indicative Coverage
Legal and policy framework	General Financial Rules; Department of Expenditure manuals for procurement of goods, works, services and consultancy; delegation of financial powers; Make in India, MSE and start-up preferences; Public Procurement (Preference to Make in India) Order and restrictions on bidders from countries sharing a land border.
Procurement planning and demand management	Annual procurement planning; need assessment and justification; consolidation of demand and avoidance of splitting; framework and rate contracts; make-or-buy and lease-or-purchase decisions; timelines and lead-time management.
Specifications and estimation	Writing functional and need-based specifications; generic versus proprietary; avoiding restrictive and brand-biased conditions; realistic estimation; market survey and rate analysis; price benchmarking and reasonableness of rates.
Tendering, evaluation and award	Modes of tendering; bid documents and eligibility criteria; e-procurement discipline; bid opening, technical and financial evaluation; single-bid and limited-response situations; negotiation policy; award and communication.
GeM – platform, features and functionalities	Buyer and consignee roles; catalogue, direct purchase, L1 and bid modes; new features, functionalities and recent platform updates; custom bids and category-specific parameters; reverse auction on GeM; price discovery, benchmarking and documentation of GeM decisions; GeM Availability and Assessment Reporting; grievance and vendor rating mechanisms.
Contract formation and management	Essential and protective clauses; delivery schedule, inspection and acceptance; payment terms, price variation, security deposit and performance guarantee; amendments and extensions; liquidated damages, risk purchase and termination; dispute resolution and arbitration.
Contract closure and reconciliation	Completion of warranty and defect liability obligations; final payment; materials reconciliation, payment reconciliation and reconciliation with the user department across departments involved in execution; closure certification and records.
Integrity, audit and vigilance interface	Common audit and vigilance observations in procurement; fraud indicators, cartelisation and bid rigging; conflict of interest and vendor interface protocols; Integrity Pact; file discipline, recording of reasons and audit trail; responding to audit and CVC references.

II. Conduct Rules and Conflict of Interest (1 day)

Broad Area	Indicative Coverage
Conduct rules framework	CCS (Conduct) Rules and the corresponding CDA and conduct rules of CPSEs, banks, insurance companies and autonomous bodies; applicability; the general standards of integrity, devotion to duty and propriety; conduct in the digital and social media environment.

Property, financial and business obligations	Immovable and movable property returns; sanction and intimation requirements; investments, lending and borrowing; insolvency and habitual indebtedness; private trade, employment and consultancy; gifts, hospitality, sponsored visits and foreign travel.
Conflict of interest	Actual, potential and perceived conflict; disclosure and recusal mechanisms; relatives and associates in business dealings with the organisation; post-retirement and cooling-off considerations; conflict in procurement, recruitment, inspection and sanctioning functions.
Misconduct and disciplinary proceedings	Patterns of misconduct and early warning signals; preliminary versus regular enquiry; drafting of charge-sheets and articles of charge; roles of the disciplinary authority, inquiry officer and presenting officer; principles of natural justice; penalties, appeal and review.
Vigilance interface and timelines	Vigilance angle and its determination; First Stage and Second Stage Advice of the Commission and the model timelines for their implementation; consultation with the CVC and UPSC; agreed-list and sensitive-post management; preventive vigilance measures.
Institutional practice	Conduct rules compliance calendar; disclosure formats and registers; sensitisation of officers; documentation that withstands scrutiny in appeal, tribunal and court proceedings.

III. IT & Cyber Security and Cyber Hygiene (1 day)

Broad Area	Indicative Coverage
Threat landscape	Attack patterns directed at Government and public sector organisations; phishing, spear phishing and business e-mail compromise; ransomware; insider threat; supply chain and third-party vendor risk; recent case studies and their administrative consequences.
Personal cyber hygiene	Password and multi-factor authentication practice; official versus personal e-mail and messaging; device, removable media and public Wi-Fi discipline; safe and policy-compliant use of AI and cloud tools with official data; work-from-anywhere precautions.
Data classification, records and privacy	Handling of classified and sensitive information; clean desk and clean screen practice; e-Office and digital file discipline; retention, archival and secure disposal; obligations under the data protection framework; interface with the Right to Information regime.
Institutional controls and governance	Organisational cyber security policy; CERT-In directions and reporting timelines; identity, access and privilege management; backup, recovery and business continuity; patching and asset inventory; IT and information systems audit; procurement of IT systems with security requirements built in.
Incident response	Recognising and escalating an incident; the first hour — containment, preservation of evidence and communication; forensic readiness; statutory and regulatory reporting; post-incident review and corrective action.
Practical drills	Live phishing and social engineering simulation; identification exercise; unit-level cyber hygiene checklist; participant action plans.

Cross-cutting coverage: Each programme additionally addresses documentation and record-keeping standards, the audit and vigilance perspective on the subject, and an

action-planning session that converts learning into unit-level checklists — material that the organisation can annex to its own campaign report.

Faculty

Faculty	Profile
Dr. N. K. Gautam	M.Com, LLB, LLM, MBA (Fin), MBA (DM), CA, CFA, CPA (US), Ph.D.; C-IFRS (ACCA-UK), DISA (ICAI), Certified Forensic Auditor, DoPT Accredited Trainer. 37 years in Central Government Ministries as Examiner / Auditor / Faculty / Master Trainer and Group 'A' officer. Former Programme Coordinator and Faculty Member, INGAF (Institute of Government Accounts & Finance), Ministry of Finance. Has trained officers of NIA, NTRO, EPFO, CRPF, ISTM, NACIN, Income Tax, NIOS, MSME, CAT, IIPA, telecom and PSU organisations, and ITEC participants from over 150 countries, on service rules, public financial management, procurement and GeM, risk and forensic audit and vigilance.
Hari Krishan	<i>Former Civil Servant (IRPS 1995) Former Principal Chief Personnel Officer, Indian Railways Author, "Indian Railway Establishment Rules & Labour Laws" (Hindi)</i> A former Indian Railway Personnel Service (IRPS) officer with over 28 years of experience in HR, Industrial Relations, labour administration, disciplinary proceedings and labour litigation across the Government and Public Sector. He has served as Principal Chief Personnel Officer, Rail Coach Factory; General Manager (HR), DFCCIL; and Director (Pay Commission), Ministry of Railways. Author of "रेलवे सेवा नियम एवं श्रम कानून संहिता" (Indian Railway Establishment Rules & Labour Laws) published by Bahri Publishers — authorised publishers of Railways. He has conducted executive development programmes for more than 150+ Government Ministries, CPSEs, Banks, Insurance Companies, Universities and Corporate organisations on Ethics and Governance, Conduct & Discipline Rules, New Labour Codes, Industrial Relations, HR, governance and workplace compliance.
Guest Faculty	Domain experts drawn from the Central Vigilance Commission ecosystem, GeM, CERT-In empanelled cyber security practitioners and serving procurement and disciplinary-proceedings specialists, invited session-wise.

Who Should Attend

- Procurement and GeM: officers of the indenting, technical, finance, purchase and contract cells; GeM buyers and consignees; and vigilance officers dealing with procurement complaints.
- Conduct Rules and Conflict of Interest: administration and establishment officers, disciplinary authorities, inquiry officers, presenting officers and vigilance functionaries.
- IT & Cyber Security and Cyber Hygiene: all officers handling official data and systems, with a dedicated track for IT, systems and information security teams.

Pedagogy and Deliverables

- Session-wise handouts covering rule principles, decision checklists, sample note structures and monitoring points.
- Case discussions drawn from live audit and vigilance observations, followed by an integrated end-to-end case workshop.

- Pre-training collection of three to five anonymised practical issues from the nominating organisation, for contextual discussion.
- Participant action-plan template for improvements in their own units, and a senior officer clinic for unresolved issues.
- Certificate of participation for each officer with individual and group photographs.

Programme Fee

NUMBER OF NOMINATIONS	Public Procurement and GeM – New Features and Functionalities (16-18 Sept 2026) (3 days)	Conduct Rules and Conflict of Interest (21 Sept 2026) (1 day)	IT & Cyber Security and Cyber Hygiene (25 Sept 2026) (1 day)
	FEE PER PARTICIPANT (₹)	FEE PER PARTICIPANT (₹)	FEE PER PARTICIPANT (₹)
1–2 Participants	₹ 22,500	₹ 10500	₹ 10500
3–4 Participants	₹ 20,500	₹ 9500	₹ 9500
5 or more Participants	₹ 19,500	₹ 8500	₹ 8500

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

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

Inclusions

The programme fee includes:

- Participation in the expert-led workshop
- Programme material and reference resources
- Lunch and refreshments during the programme
- Certificate of Participation with individual and group photograph

Payment Details

Account Name	Life Transformation Academy Pvt. Ltd.
Bank	Indian Bank, Lajpat Nagar, New Delhi
Account No.	50522861294
IFSC Code	IDIB000L512
GSTIN · PAN	07AAECL1465D1ZS · AAECL1465D
MSME Udyam · TReDS ID	UDYAM-DL-09-0011080 · LI0064568

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Our Esteemed Clients & Participation Record

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

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

INVITATION FOR NOMINATIONS

Nominations may be emailed to harikrishan@lifetransformationacademy.co.in with the participant's Name, Designation, Organisation, Email ID, Mobile Number and the Organisation's GSTIN details.

For any further information, please feel free to contact the undersigned directly by email or mobile.

With warm regards,

[Handwritten Signature]

Hari Krishan

Former Civil Servant (1995 Batch)

Former Principal Chief Personnel Officer (Railways)

Founder & Lead Facilitator, Life Transformation Academy

harikrishan@lifetransformationacademy.co.in

+91-8368480712 · 9717636975

ANNEXURE I

PUBLIC PROCUREMENT AND GeM – NEW FEATURES AND FUNCTIONALITIES

16 – 18 September 2026 | Crowne Plaza, Okhla, New Delhi | 15 Sessions over 3 Days

Day 1 – Procurement Framework, Planning and Estimation

Session	Theme	Coverage
1	Public procurement architecture	GFR principles; procurement lifecycle; role of DoE manuals; accountability of indenting, finance, purchase and approving authorities; practical decision checkpoints.
2	Procurement of goods	Need assessment; specification writing; technical eligibility; open, limited and proprietary procurement; avoiding splitting, brand bias and over-specification.
3	Works and services procurement	Key features of works, consultancy and non-consultancy services; scope definition; deliverables; milestones; bid documents; performance and quality requirements.
4	Estimates, rate analysis and price reasonableness	Preparation of realistic estimates; market survey; rate analysis; GeM price benchmarking; reasonableness of rates; avoiding arbitrary estimation practices.
5	Procurement file discipline	Documentation standards; approval notes; audit trail; recording reasons; compliance checklists; practical exercise on strengthening a procurement file.

Day 2 – GeM, Competition, Negotiation and Reverse Auction

Session	Theme	Coverage
6	GeM platform operations and controls	Buyer processes; bid and RA on GeM; catalogue and comparison discipline; price discovery; benchmarking; documentation of GeM decisions.
7	Vendor development and market outreach	Market mapping; vendor base widening; pre-bid engagement; onboarding MSMEs; competition improvement measures; balancing outreach with fairness.
8	Single-bid and limited-bidder situations	Handling poor response; risks of restrictive specifications; re-tender versus acceptance; justification standards; competition failure analysis.
9	Negotiation and value-for-money assessment	Structured negotiation techniques; when negotiation is appropriate; negotiation records; total cost, lifecycle cost and value-for-money evaluation.
10	Reverse auctions	Framework, process and strategic use of reverse auctions; suitability conditions; competition safeguards; floor price concerns; post-RA evaluation and documentation.

Day 3 – Contract Management, Documentation and Integrity

Session	Theme	Coverage
11	Contract drafting essentials	Key clauses; scope clarity; need-based technical specifications; quality parameters; delivery schedule; inspection; acceptance; payment terms; PVC; warranties; dispute avoidance.

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12	Contract monitoring and delivery tracking	Kick-off discipline; milestone monitoring; performance review; delay analysis; timely invocation of contractual provisions including Liquidated Damages.
13	Integrity, ethics and conflict of interest	Ethical procurement conduct; confidentiality; conflict of interest disclosure; vendor interface protocols; fraud indicators and preventive controls.
14	Integrated case workshop	End-to-end case covering estimate, tender strategy, GeM/RA choice, bid evaluation, negotiation, contract clauses, documentation and audit response.
15	Action planning and senior officer clinic	Participant action plans; unresolved issue clinic; common audit observations; institutional checklists; closing assessment and feedback.

ANNEXURE II

CONDUCT RULES AND CONFLICT OF INTEREST

21 September 2026 | Crowne Plaza, Okhla, New Delhi | 5 Sessions, 1 Day

Session	Theme	Coverage
1	Conduct rules framework	CCS (Conduct) Rules and corresponding CDA rules of CPSEs, banks and autonomous bodies; scope, applicability and the general standard of devotion to duty and integrity.
2	Property, transactions and outside activity	Immovable and movable property returns; sanction and intimation requirements; investments; private trade and employment; acceptance of gifts and hospitality; sponsored visits.
3	Conflict of interest	Identifying actual, potential and perceived conflict; disclosure mechanisms; recusal; post-retirement engagement; vendor and contractor interface; relatives in business dealings.
4	Misconduct, discipline and the vigilance interface	Common misconduct patterns; preliminary enquiry versus regular enquiry; charge-sheet drafting; role of inquiry and presenting officers; First and Second Stage Advice timelines and implementation.
5	Case clinic and action planning	Decided cases and CVC advice; drafting exercise on a disclosure and a recusal note; institutional checklist for the organisation; open house.

ANNEXURE III

IT & CYBER SECURITY AND CYBER HYGIENE

25 September 2026 | Crowne Plaza, Okhla, New Delhi | 5 Sessions, 1 Day

Session	Theme	Coverage
1	Threat landscape for Government organisations	Current attack patterns against public offices; ransomware, business e-mail compromise, supply chain and insider threats; recent case studies and their organisational consequences.

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2	Cyber hygiene for every officer	Password and multi-factor practice; official versus personal e-mail and messaging; device, removable media and Wi-Fi discipline; safe use of AI tools with official data; work-from-anywhere precautions.
3	Data classification, records and privacy	Handling classified and sensitive files; clean desk and clean screen; e-Office discipline; retention and disposal; obligations under the data protection framework and the RTI interface.
4	Institutional controls and incident response	Cyber security policy and CERT-In directions; backup and recovery; access and privilege management; audit of IT assets; incident reporting timelines; do's and don'ts in the first hour of an incident.
5	Phishing simulation and action planning	Live phishing and social engineering exercise; identification drill; unit-level cyber hygiene checklist; participant action plans and closing assessment.

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ANNEXURE IV – NOMINATION FORM

To be forwarded to harikrishan@lifetransformationacademy.co.in

Name of the Organisation: _____

Name and Designation of Nominating Authority / CVO: _____

Contact Person: _____ Mobile: _____ E-mail: _____

Sl.	Name of Officer	Designation	Programme	Mobile	E-mail
1					
2					
3					
4					
5					

Signature and Seal of the Nominating Authority

338

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

Thu, 27 Aug 2026 8:42:40 AM +0530

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

**Chief Secretary
Bihar****Subject: CVC VAW 2026: Capacity-Building Programmes****Reference:** CVC Circular No. 04/08/26 (No. 026/VGL/030) dated 03.08.2026 – Observance of Vigilance Awareness Week 2026, theme "सत्यनिष्ठा से समृद्धि / Probity for Prosperity".**Dear Leadership,**

The Central Vigilance Commission (CVC), vide the circular under reference, has advised all organisations to undertake a **three-month Preventive Vigilance Campaign from 17 August 2026 to 16 November 2026**. As part of the identified focus area of **Capacity Building Programmes**, organisations have been advised to encourage their employees to undertake courses during the campaign period on four specified areas — *IT & Cyber Security and Cyber Hygiene; Public Procurement; GeM – New Features and Functionalities; and Conduct Rules and Conflict of Interest*.

To facilitate organisations in effectively implementing this important capacity-building initiative within the campaign period, we are pleased to inform you that we are organising a series of focused workshops covering the above areas. These programmes will be conducted by experienced senior Government officers, former CVC/Vigilance officers, civil servants and subject-matter experts, bringing together policy perspective, domain expertise and practical experience.

Workshop Particulars

S. No.	Programme (as per CVC Circular)	Dates	Venue & Timings
1	Public Procurement and GeM – New Features and Functionalities	16 – 18 September 2026 (3 days)	Hotel Crowne Plaza, Okhla, New Delhi
2	Conduct Rules and Conflict of Interest	21 September 2026	(09:30 AM -5:30 PM)

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3	IT & Cyber Security and Cyber Hygiene	25 September 2026	
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Broad Areas of Coverage

I. Public Procurement and GeM – New Features and Functionalities

(3 days)

Broad Area	Indicative Coverage
Legal and policy framework	General Financial Rules; Department of Expenditure manuals for procurement of goods, works, services and consultancy; delegation of financial powers; Make in India, MSE and start-up preferences; Public Procurement (Preference to Make in India) Order and restrictions on bidders from countries sharing a land border.
Procurement planning and demand management	Annual procurement planning; need assessment and justification; consolidation of demand and avoidance of splitting; framework and rate contracts; make-or-buy and lease-or-purchase decisions; timelines and lead-time management.
Specifications and estimation	Writing functional and need-based specifications; generic versus proprietary; avoiding restrictive and brand-biased conditions; realistic estimation; market survey and rate analysis; price benchmarking and reasonableness of rates.
Tendering, evaluation and award	Modes of tendering; bid documents and eligibility criteria; e-procurement discipline; bid opening, technical and financial evaluation; single-bid and limited-response situations; negotiation policy; award and communication.
GeM – platform, features and functionalities	Buyer and consignee roles; catalogue, direct purchase, L1 and bid modes; new features, functionalities and recent platform updates; custom bids and category-specific parameters; reverse auction on GeM; price discovery, benchmarking and documentation of GeM decisions;*GeM Availability and Assessment Reporting; grievance and vendor rating mechanisms.
Contract formation and management	Essential and protective clauses; delivery schedule, inspection and acceptance; payment terms, price variation, security deposit and performance guarantee; amendments and extensions; liquidated damages, risk purchase and termination; dispute resolution and arbitration.
Contract closure and reconciliation	Completion of warranty and defect liability obligations; final payment; materials reconciliation, payment reconciliation and reconciliation with the user department across departments involved in execution; closure certification and records.
Integrity, audit and vigilance interface	Common audit and vigilance observations in procurement; fraud indicators, cartelisation and bid rigging; conflict of interest and vendor

interface protocols; Integrity Pact; file discipline, recording of reasons and audit trail; responding to audit and CVC references.

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II. Conduct Rules and Conflict of Interest (1 day)

Broad Area	Indicative Coverage
Conduct rules framework	CCS (Conduct) Rules and the corresponding CDA and conduct rules of CPSEs, banks, insurance companies and autonomous bodies; applicability; the general standards of integrity, devotion to duty and propriety; conduct in the digital and social media environment.
Property, financial and business obligations	Immovable and movable property returns; sanction and intimation requirements; investments, lending and borrowing; insolvency and habitual indebtedness; private trade, employment and consultancy; gifts, hospitality, sponsored visits and foreign travel.
Conflict of interest	Actual, potential and perceived conflict; disclosure and recusal mechanisms; relatives and associates in business dealings with the organisation; post-retirement and cooling-off considerations; conflict in procurement, recruitment, inspection and sanctioning functions.
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Data classification, records and privacy	Handling of classified and sensitive information; clean desk and clean screen practice; e-Office and digital file discipline; retention, archival

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

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

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

INVITATION FOR NOMINATIONS

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For any further information, please feel free to contact the undersigned directly by email or mobile.

With warm regards,

Hari Krishan

Former Civil Servant (1995 Batch)

Former Principal Chief Personnel Officer (Railways)

Founder & Lead Facilitator, Life Transformation Academy

harikrishan@lifetransformationacademy.co.in

+91-8368480712 · 9717636975

1 Attachment(s)

CVC VAW 2026: Capacity-Buil...

314.2 KB



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

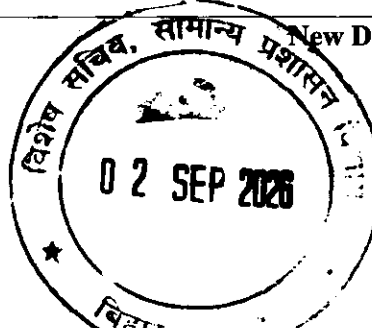
Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654
E-Mail: -info@ncstd.in, info@ncstd@gmail.com, Website:-www.ncstd.in

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

New Delhi, Dated 13th August, 2026

By Registered & Speed Post

To,
मुख्य सचिव का. वि. वि. वि.
मुख्य सचिव का. वि. वि. वि.
Government of Bihar,
Main Secretariat in Patna,
Bihar (PIN Code: 800015)



4739/20-18
7.9.26

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

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

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

List of Training Programs:

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

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डायरी सं. 1261

दिनांक 01/09/26

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

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

Overview & Pedagogy

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

NCSTD Responsibilities

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

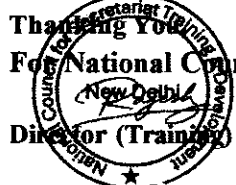
Host Department / PSU Responsibilities

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

Payment Terms

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

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





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

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

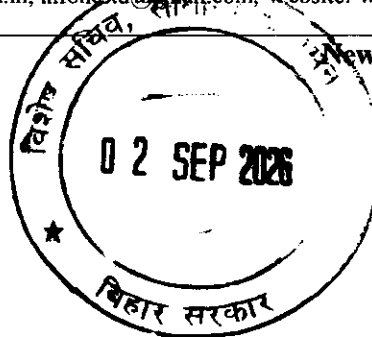
Ph. +91-11-44767807, +91- 9667495189, WhatsApp No. +91-9667493654

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

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

New Delhi, Dated 13th August, 2026

By Registered & Speed Post



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To:
The Chief Secretary
Government of Bihar,
Main Secretariat in Patna,
Bihar (PIN Code: 800015)

31 AUG 2026
Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,
National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

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

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

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

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

1. Programme Overview

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

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2. Nominations & Group Discounts

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

3. Attendance & Certification

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

4. Fee Framework & Logistics

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

5. Financial Terms & GST Exemption

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

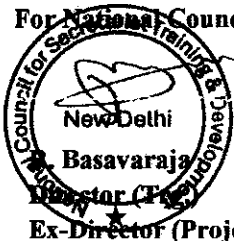
6. Admission & Check-in

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

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

Yours Truly,

For National Council for Secretariat Training & Development



Ex-Director (Projects), MoRD



National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

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

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

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

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

New Delhi, Dated 13th August, 2026

To,

By Registered & Speed Post

Sey. GAD
मुख्य सचिव कार्यालय
The Chief Secretary
Government of Bihar,
Main Secretariat in Patna,
Bihar (PIN Code: 800015)

02 SEP 2026
4760/218/18
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Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

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

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

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

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

Sl. No.	Topic	Location	Duration	Cost
1.	International Executive Exposure Programme on Legislative Procedures, Parliamentary Systems & Democratic Governance	London & Edinburgh (United Kingdom)	06th – 13 th September, 2026	₹ 5,96,000.00
2.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	06th – 13 th September, 2026	₹ 4,96,000.00
3.	International Executive Exposure Programme on Public Sector Reforms, Performance Management & Citizen-Centric Service Delivery	New York & Washington DC (USA)	23rd – 30th September, 2026	₹ 4,96,000.00
4.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th September, 2026	₹ 4,96,000.00

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5.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	06th – 13th October, 2026	₹ 4,96,000.00
6.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	06th – 13th October, 2026	₹ 5,96,000.00
7.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	23rd – 30th October, 2026	₹ 5,96,000.00
8.	International Executive Exposure Programme on Infrastructure Planning, Development & Public-Private Partnerships (PPP)	Dubai & Abu Dhabi (UAE)	23rd – 30th October, 2026	₹ 4,96,000.00
9.	International Executive Exposure Programme on Integrated Transport Systems, Strategic Connectivity & Urban Mobility	Tokyo & Osaka (Japan)	06th – 13th November, 2026	₹ 5,96,000.00
10.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th November, 2026	₹ 4,96,000.00
11.	International Executive Exposure Programme on Affordable Housing, Housing Policy & Urban Development	Melbourne & Sydney (Australia)	23rd – 30th November, 2026	₹ 4,96,000.00
12.	International Executive Exposure Programme on Agriculture Policy, Food Security, Rural Livelihoods & Civil Supplies Management	Vietnam & Indonesia	23rd – 30th November, 2026	₹ 4,96,000.00
13.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	06th – 13th December, 2026	₹ 4,96,000.00
14.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	London & Edinburgh (United Kingdom)	06th – 13th December, 2026	₹ 5,96,000.00
15.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Tokyo & Osaka (Japan)	23rd – 30th December, 2026	₹ 5,96,000.00
16.	International Executive Exposure Programme on Urban Governance, Smart & Sustainable Cities, City Management & Spatial Planning	Barcelona & Madrid (Spain)	23rd – 30th December, 2026	₹ 4,96,000.00
17.	International Executive Exposure Programme on Leadership & Managerial Skills, Management & Business Administration	Dubai & Abu Dhabi (UAE)	06th – 13th January, 2027	₹ 4,96,000.00
18.	International Executive Exposure Programme on Health Infrastructure Planning, Development & Healthcare Operations	Melbourne & Sydney (Australia)	06th – 13th January, 2027	₹ 5,96,000.00
19.	International Executive Exposure Programme on Financial Governance, Government Finance, Fiscal Management & Public Sector Financial Systems	New York & Washington DC (USA)	23rd – 30th January, 2027	₹ 4,96,000.00
20.	International Executive Exposure Programme on Public Health, Preventive Healthcare & Health Promotion Systems	Singapore, Malaysia & Thailand	23rd – 30th January, 2027	₹ 4,96,000.00
21.	International Executive Exposure Programme on Foreign Policy, Diplomacy & Global Cooperation Systems	Paris (France) & Zurich (Switzerland)	06th – 13th February, 2027	₹ 4,96,000.00
22.	International Executive Exposure Programme on National Security, Defence, Justice Systems, Climate Governance, Sustainable Development, Green Growth, Local Government Systems, Decentralization,	Baku (Azerbaijan) & Tbilisi (Georgia)	06th – 13th February, 2027	₹ 4,96,000.00

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

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

1. Program Scope & Institutional Scope

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

2. Direct Program Inclusions

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

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

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3. Explicit Program Exclusions

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

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

4. Funding Mechanism and Financial Protocol

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

5. GST Exemption on Government-Funded Training Programmes

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

6. Administrative Mandates and Compliance Deadlines

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

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

For National Council for Secretariat Training & Development

(Addl Director General)



Kartavya Bhavan-I, New Delhi,
Dated the 28th August, 2026.

TRAINING CIRCULAR

Subject: In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Innovations in Governance" from 29th November to 3rd December, 2026 in Doha, Qatar.

The Republic of Singapore has invited nominations for In-person Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "Innovations in Governance" from 29th November to 3rd December, 2026 in Doha, Qatar under the Technical Assistance Programme with India. The programme is intended for mid-to senior-level government officials who are involved in leading and overseeing public sector reforms. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is Three.

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

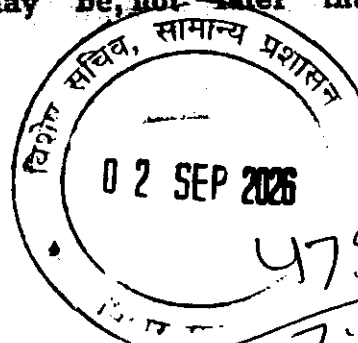
3. The course is sponsored by Government of Singapore and the Government of Qatar under the Singapore-Qatar Asia-Middle East Dialogue (AMED) Training Programme, who will provide round-trip economy class airfare, course fees, including trainers' fees, course materials and training venue. The nominated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

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

- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/sgqatar1ig2026>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (Annex-IV).

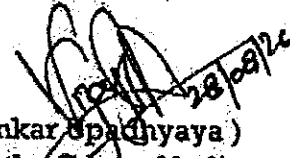
5. Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 25.09.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Phone - 23461 2886
Email - vs.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 Upadhyaya)
Under Secretary to the Govt. of India

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

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

INNOVATIONS IN GOVERNANCE

29 NOVEMBER 2026 TO 3 DECEMBER 2026

Jointly Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

INSTITUTE OF PUBLIC ADMINISTRATION, QATAR

under the

**SINGAPORE – QATAR
ASIA-MIDDLE EAST DIALOGUE (AMED) TRAINING PROGRAMME**

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.

Institute of Public Administration, Qatar

The Institute of Public Administration (IPA) was established in 1964 and has achieved significant milestones throughout its journey. In 1997, it was re-established as the Institute for Administrative Development, expanding its mandate to strengthen the capabilities of government employees and support organizational development across the public sector. In 2021, a notable transformation occurred with the establishment of the Civil Services and Government Development Bureau, with which the IPA became affiliated, demonstrating its essential role in developing the public sector. This evolution was not just a change in structure but also a reinforcement of its role in enhancing governmental operations and services.

The IPA has dedicated itself to fostering cooperation with government entities, aiming to fulfill their evolving training and developmental requirements. The IPA offers a comprehensive range of 1,393 training courses, designed to meet the diverse needs of trainees. By 2023, these efforts had successfully empowered 30,000 government employees and significantly contributed to developing the public sector by elevating government employees and fostering innovation and efficiency across the national workforce.

Course Objectives

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

Synopsis

Topics to be covered include:

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

Methodology

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

Course Duration and Venue

This course will be conducted from 29 November 2026 to 3 December 2026 at the Asia-Middle East Dialogue (AMED) Regional Training Centre for Public Administration (RTCPA) in Doha, Qatar.

Address:

Institute of Public Administration –



Invited Countries

Africa, Asia and the Middle East

Application Information

Applicants should be:

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

Terms of Award

This course is sponsored by the Government of Singapore and the Government of Qatar.

The Governments of Singapore and Qatar will bear the following expenses for successful applicants, thereafter, known as "participants", during the course in Doha, Qatar. These expenses include:

- Course fees, including trainers' fees, course materials, and training venue.
- Round-trip economy-class airfare

Note:

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

Regulations

Participants are required to comply with the following:

- For entry into Qatar, participants are required to adhere to the latest travel and health requirements/advisories as indicated at <https://www.moph.gov.qa/english/departments/ministeroffice/hfid/Pages/Health-Insurance-Scheme.aspx>
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon attaining full attendance of the course. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full attendance will affect the eligibility for future SCP participations; and
- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Note:

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

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends
- IPA Instagram: <https://www.instagram.com/cqbgatar>

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Application Procedure

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

The Governments of Singapore and Qatar are pleased to invite the respective National Focal Points for Technical Assistance to nominate up to **three (3)** suitable candidates for consideration.

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

All nominations are to be submitted online at <https://go.gov.sg/sqgqatariig2026> by **3 October 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. Filling up of application forms:-

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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)				

3/4

ANNEX-IV

CHECK LIST

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

In-person Singapore-Qatar Asia Middle East Dialogue (AMED)
Training Programme on "Innovations in Governance" from 29th
November to 3rd December, 2026 in Doha, Qatar

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

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

<
chourasia.anil@nic.in
>

Fri, 28 Aug 2026 12:23:34 PM +0530

To "Satish Jadhav"<satish.kj@nic.in>,"Arindam Modak"
<arindam.modak@gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"ash-mohfw"
<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"
<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jscheme-
cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"
<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-
mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"Syed Rizwi"
<syed.rizwi@gov.in>,"jsad-moe"<jsad-moe@gov.in>,"Sanjay Kumar Agarwal"
<agarwal.sanjay@nic.in>,"js1tourism"
<js1.tourism@gov.in>,"VENKATESAPATHY S"<js-
shipping@gov.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"Jai Prakash
Shivahare"<js-jps@gov.in>,"Vinamra Mishra"
<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"
<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"
<crb@rb.railnet.gov.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"
<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"ANUPAM KUMAR"
<jsadmin-mnre@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"SAJEESH
KUMAR N"<jsadmin-dosje@gov.in>,"RAJEEV SHARMA"
<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"
<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-dfs@nic.in>,"jse"
<jse@nic.in>,"JS DT"<jsdt-moca@gov.in>,"jsnavy-dma"<jsnavy-
dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"
<sagar.mehra@nic.in>,"Awadhesh Kumar"<srea-dop@gov.in>,"sthakur"
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"SD Sharma"
<js.admn-dopt@gov.in>,"js-ca"<js-ca@nic.in>,"Dushyant Mudgal"
<ddgestt@indiapost.gov.in>,"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>,"jslegal1"<jslegal1@mea.gov.in>,"jsfilmsinb"
<jsfilms.inb@nic.in>,"Dr. Muthukumarasamy B"<js-nlm@dahd.nic.in>,"jsaa"
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<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"
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manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-
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Cc "Vijay Upadhyaya"<vs.upadhyay@gov.in>,"SWEETI GARG"<sweeti.garg@gov.in>

Sir/Madam,

Please find attachment regarding **In-person** Singapore-Qatar Asia Middle East Dialogue (AMED) Training Programme on "**Innovations in Governance**" from **29th November to 3rd December, 2026 in Doha, Qatar**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-41-26-final.pdf

698.3 KB

Kartavya Bhavan-I, New Delhi,
Dated the 1st September, 2026.

01 SEP 2026

TRAINING CIRCULAR**Subject:- In-person Singapore Cooperation Programme on "International Dispute Resolution" from 1st March to 5th March, 2027 in Singapore.**

Chief Secretary, Bihar

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

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

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

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

(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/ldr21>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

(ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects 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 28.12.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2886,
Email- vs.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 Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), Department of Legal Affairs, Ministry of Law and Justice, Shastri Bhawan, New Delhi.
2. Joint Secretary (L&T), Legal & Treaties Division, Ministry of External Affairs, JLN Bhawan, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Commerce, Udyog Bhavan, New Delhi.
4. Joint Secretary (Admn.), Ministry of Corporate Affairs, Shastri Bhawan, New Delhi.
5. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
6. Chief Secretaries of all States Governments/UTs.

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

INTERNATIONAL DISPUTE RESOLUTION

1 TO 5 MARCH 2027

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on development 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 provide an understanding of the key mechanisms to resolve international disputes involving states - litigation, mediation, and arbitration - and the legal and institutional frameworks that support them.

Synopsis

Topics to be covered include:

- Overview of International Dispute Resolution;
- Growing role of International Courts and Tribunals;
- Transformations in investment arbitration, including debates around legitimacy, transparency, and Investor-State Dispute Settlement (ISDS) system;
- Evolving challenges faced by governments in navigating available mechanisms, including the need to balance state sovereignty with international obligations; and
- Dispute resolution, and the Singapore Convention on Mediation.

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 1 to 5 March 2027 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in international dispute resolution;
- 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: **3 January 2027**)

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/idr27> by **3 January 2027**. 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, MTCP - Malaysian Technical Cooperation Programme.

DEA PROFORMA FOR FOREIGN TRAINING

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

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ANNEX-IV

CHECK LIST

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

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

PART-A

UNDERTAKING

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

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

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

This issues with the approval of the Competent Authority.

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

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

232
346

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

<
chourasia.anil@nic.in
>

Tue, 01 Sep 2026 3:00:19 PM +0530

To "mohdmuqeen"<mohd.muqeen@gov.in>,"Luther Rangreji"
<jslegal1@mea.gov.in>,"Mr Kumar"<suresh.kumar1972@gov.in>,"jsbd-mca"
<jsbd-mca@gov.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"
<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-
cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"
<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"
<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-
mowr@nic.in>,"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>,"Jai
Prakash Shivahare"<js-jps@gov.in>,"Vinamra Mishra"
<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"
<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"
<crb@rb.railnet.gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal"
<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"
<samirkumar@nic.in>,"ANUPAM KUMAR"<jsadmin-mnre@gov.in>,"Vijay Kumar
Sinha"<sinha.vijay@nic.in>,"SAJEESH KUMAR N"<jsadmin-
dosje@gov.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-
dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-
dfs@nic.in>,"jse"<jse@nic.in>,"JS DT"<jsdt-moca@gov.in>,"jsnavy-dma"
<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"
<sagar.mehra@nic.in>,"Awadhesh Kumar"<srea-dop@gov.in>,"sthakur"
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"
<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-
ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"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>,"jsfilmsinb"
<jsfilms.inb@nic.in>,"Dr. Muthukumarasamy B"<js-nlm@dahd.nic.in>,"jsaa"
<jsaa@dae.gov.in>,"js-dor"<js-dor@gov.in>,"cs"<cs@ap.gov.in>,"cs-arunachal"
<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"
<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"
<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-
goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-
jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"
<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"
<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-
manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-
mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"
<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-

30/3/23
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 **"International Dispute Resolution" from 1st March to 5th March, 2027 in Singapore**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-43-26-final.pdf

2.1 MB

Kartavya Bhavan-I, New Delhi,
Dated the 27th August, 2026.

BURNING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on "Public Administration and Governance" from 23rd November to 27th November, 2026 in Singapore.

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Public Administration and Governance" from 23rd November to 27th November, 2026 in Singapore under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in public governance and administration. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is One.

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

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

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

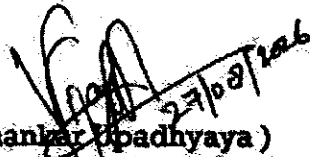
- Sponsoring Government's application to be filled online (available at <https://go.gov.sg/pag-nov26-apply>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
- DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 18.09.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15061, Kartavya Bhavan -1, New Delhi-110001
Ph:- 011 - 2401 2271,
Email- vs.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 Upadhyaya)
Under Secretary to the Govt. of India

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

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

306
998

PUBLIC ADMINISTRATION AND GOVERNANCE

23 TO 27 NOVEMBER 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME CALENDAR COURSES

Singapore Cooperation Programme

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

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

Civil Service College

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

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

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



Course Objectives

This course will share Singapore's experience in public governance and administration in building a future-ready and responsive public service.

Synopsis

Topics to be covered include:

- Singapore's approach to governance and public service transformation
- Public accountability and financial management in the Singapore public service
- Human resource management in the Singapore public service
- Harnessing technology in the public service delivery
- The public service as convenor for citizen engagement and participation

Methodology

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

Course Duration and Venue

The course will be held over 5 days from **23 to 27 November 2026** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials involved in public governance and administration;
- 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 Calendar Courses.

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.

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

Follow us at:

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

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Application Procedure

(Closing date for nomination: **25 September 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/pag-nov26-apply> by **25 September 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.

30/09/95

ANNEX-II

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:-

- Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- 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.
- 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.
- 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:-

- 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.
- Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

301
943

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)

Person Singapore Cooperation Programme on "Public
Administration and Governance" from 23rd November to 27th
November, 2026 in Singapore

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

291

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

<
chourasia.anil@nic.in
>

Thu, 27 Aug 2026 12:01:07 PM +0530

To "ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-
mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-
cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"
<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"
<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-
mowr@nic.in>,"Syed Rizwi"<syed.rizwi@gov.in>,"jsad-moe"<jsad-
moe@gov.in>,"Sanjay Kumar Agarwal"<agarwal.sanjay@nic.in>,"js1tourism"
<js1.tourism@gov.in>,"VENKATESAPATHY S"<js-
shipping@gov.in>,"sureshkumar1972"<suresh.kumar1972@gov.in>,"Jai Prakash
Shivahare"<js-jps@gov.in>,"Vinamra Mishra"
<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"
<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"
<crb@rb.railnet.gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal"
<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"
<samirkumar@nic.in>,"ANUPAM KUMAR"<jsadmin-mnre@gov.in>,"Vijay Kumar
Sinha"<sinha.vijay@nic.in>,"SAJEESH KUMAR N"<jsadmin-
dosje@gov.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-
dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-
dfs@nic.in>,"jse"<jse@nic.in>,"JS DT"<jsdt-moca@gov.in>,"jsnavy-dma"
<jsnavy-dma@gov.in>,"raghurajmr"<raghurajmr@ias.nic.in>,"sagarmehra"
<sagar.mehra@nic.in>,"Awadhesh Kumar"<srea-dop@gov.in>,"sthakur"
<sthakur@nic.in>,"jsadmasi-culture"<jsadmasi-culture@gov.in>,"jsestt"
<jsestt@mea.gov.in>,"Sanjayroy14"<Sanjay.roy14@nic.in>,"satishkj"
<satish.kj@nic.in>,"SD Sharma"<js.admn-dopt@gov.in>,"js-ca"<js-
ca@nic.in>,"Dushyant Mudgal"<ddgestt@indiapost.gov.in>,"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"
<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"
<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"
<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-
goa@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-
jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"
<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"
<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-
manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-
mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"
<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 "**Public Administration and Governance**" from **23rd November to 27th November, 2026 in Singapore**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-40-26-final.pdf

2.3 MB

Kartavya Bhavan-I, New Delhi,
Dated the 28th August, 2026.

TRAINING CIRCULAR

3. **In-person Singapore Cooperation Programme on "Supply Chain Resilience" from 25th January to 29th January, 2027 in Singapore.**

The Republic of Singapore has invited nominations for In-person Singapore Cooperation Programme on "Supply Chain Resilience" from 25th January to 29th January, 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 developing strategies and implementing policies on supply chain resilience for their country. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (Annex-I). Number of slots available for India is Two.

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

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

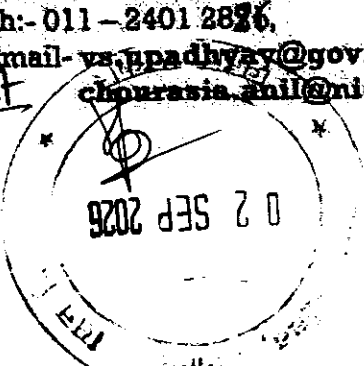
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

(i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/scr26>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.

(ii) DEA's proforma - duly countersigned by competent authority (Annex-IV).

5. Application Form complete in all respects alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 18.10.2026 positively at the following address:-

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011-2401 2826,
Email- vs.upadhyaya@gov.in
chourasia.smil@nic.in



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


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

1. Joint Secretary (Admn./Estt.), Department of Commerce, Udyog Bhavan, New Delhi.
2. Joint Secretary (Admn./Estt.), Department for Promotion of Industry and Internal Trade, Udyog Bhavan, New Delhi.
3. Joint Secretary(Admn.), Ministry of Consumer Affairs, Food and Public Distribution, Krishi Bhavan, New Delhi.
4. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
5. Chief Secretaries of all States Governments/UTs.

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

SUPPLY CHAIN RESILIENCE

25 TO 29 JANUARY 2027

Jointly sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST
CENTURY**

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 development 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.

Japan International Cooperation Agency

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

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

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

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

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

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised, as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

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

Course Objectives

This programme will draw on Singapore's and Japan's experience in economic security and supply chain resilience, examine the impact of recent major events on global supply chains, and explore approaches to strengthening supply chain resilience in an era of geopolitical uncertainty.

Synopsis

Topics to be covered include:

- Economic security and the impact of global events, digitalisation and emerging technologies on the resilience of supply chains.
- Singapore and Japan's approach to investment security and to strengthening national resilience of supply chains for economic security.
- The role of Government in facilitating private-public collaboration to build supply chain resilience.
- The possibility of regional collaboration to strengthen supply chain resilience.

Methodology

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

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

Country Presentation

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

Course Duration and Venue

The course will be held over 5 days from **25 to 29 January 2027** in Singapore.

Application Information

Applicants should be:

- Mid-to-senior level government officials who are involved in developing strategies and implementing policies on supply chain resilience for their country;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

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

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

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

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.

Terms of Award

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

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

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by JICA;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the accommodation from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S\$130) from the first day to the last day of the course. A proportionate reduction in the per diem will be made if the participant is unable to attend the full duration of the course;
- Transportation between hotel and training venue (if any); 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:

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

Note:

- Participants will receive a JSPP21 certificate of completion upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application your application is being processed; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

Follow us at:

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

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Application Procedure

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

The Governments of Japan and Singapore are pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** suitable applicants.

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

All nominees are to submit their applications online at <https://go.gov.sg/scr26> by **Sunday, 25 October 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

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

Eligibility Conditions

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

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

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

HOW TO APPLY

3. Filling up of application forms:-

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

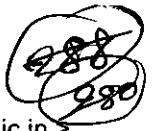
1. Name				
2. Date of Birth		3. Male/Female		
4. Educational Qualifications		5. Date of Entry into Govt. Service		
6. Service to which Officer belongs		7. Date of Regular appointment		
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period 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.	



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

<
chourasia.anil@nic.in
>

Fri, 28 Aug 2026 12:27:35 PM +0530

To "Mr Kumar"<suresh.kumar1972@gov.in>,"Jai Prakash Shivahare"<js-jps@gov.in>,"Anupam Mishra"<js-ca@nic.in>,"ash-mohfw"<ash-mohfw@nic.in>,"RAJEEV KUMAR"<jsadmin-mha@nic.in>,"rohitmathur"<rohit.mathur@nic.in>,"jspc-cpc"<jspc-cpc@gov.in>,"jschem-cpc"<jschem-cpc@gov.in>,"Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>,"jssk-dst"<jssk-dst@gov.in>,"Kchaturvedi"<K.chaturvedi@gov.in>,"jsupa-mhupa"<jsupa-mhupa@gov.in>,"js-mowr"<js-mowr@nic.in>,"Syed Rizwi"<syed.rizwi@gov.in>,"jsad-moe"<jsad-moe@gov.in>,"Sanjay Kumar Agarwal"<agarwal.sanjay@nic.in>,"js1tourism"<js1.tourism@gov.in>,"VENKATESAPATHY S"<js-shipping@gov.in>,"Vinamra Mishra"<js.tech.msme@gov.in>,"satyajitmishra"<satyajit.mishra@nic.in>,"jsrc-mord"<jsrc-mord@gov.in>,"amstaff"<amstaff@rb.railnet.gov.in>,"crb"<crb@rb.railnet.gov.in>,"KS REJIMON"<ks.rejimon@nic.in>,"pallaviagarwal"<pallavi.agarwal@gov.in>,"js"<js@moes.gov.in>,"samirkumar"<samirkumar@nic.in>,"ANUPAM KUMAR"<jsadmin-mnre@gov.in>,"Vijay Kumar Sinha"<sinha.vijay@nic.in>,"SAJEESH KUMAR N"<jsadmin-dosje@gov.in>,"RAJEEV SHARMA"<wb113@ifs.nic.in>,"Jyotsana Ekka"<ddgtrg-dot@nic.in>,"srinivasdanda"<srinivas.danda@gov.in>,"Saurabh Kumar"<eaap-dfs@nic.in>,"jse"<jse@nic.in>,"JS DT"<jsdm-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>,"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"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"csofficecg"<csoffice.cg@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csdelhi"<csdelhi@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs-goat"<cs-goat@nic.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs-jharkhand"<cs-jharkhand@nic.in>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"csngl"<csngl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@nic.in>,"cs-tripura"<cs-tripura@nic.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"csup"<csup@nic.in>,"cs-westbengal"<cs-

287
2-79

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 **"Supply Chain Resilience" from 25th January to 29th January, 2027 in Singapore**, for information and necessary action.

With regards,

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

1 Attachment(s)

12-42-26-final.pdf

2.8 MB

278

Fwd: Implementation of Mid-Career Training Programmes (MCTPs) through e-HRMS 2.0 - reg

secy-par-bih

< secy-par-bih@nic.in >

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

Wed, 02 Sep 2026 12:31:04 PM +0530

To सचिव राजेंद्र < secy-par-bih@nic.in >

Chief Secretary Bihar

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

From: Dalchand Sharma < dalchand.sharma24@gov.in >

To: "Dr. Jyoti" < jyo@ap.gov.in >, "Dharmendra" < cs-arunachal@nic.in >, "PABAN BORTHAKUR" < cs-assam@nic.in >, "Chief Bihar" < cs-bihar@nic.in >, "Chief Office" < csoffice.cg@gov.in >, "Puneet Secretary" < cs-goa@nic.in >, "chiefsecretary" < chiefsecretary@gujarat.gov.in >, "Sanjeev Kaushal" < cs@hry.nic.in >, "Prabodh Saxena" < cs-hp@nic.in >, "Shri Singh" < cs-jharkhand@nic.in >, "cs" < cs@karnataka.gov.in >, "chiefsecy" < chiefsecy@kerala.gov.in >, "Iqbal Bains" < cs@mp.nic.in >, "cs" < cs@maharashtra.gov.in >, "cs-manipur" < cs-manipur@nic.in >, "cso-meg" < cso-meg@nic.in >, "cs-mizoram" < cs-mizoram@nic.in >, "Jan Alam" < csngl@nic.in >, "Shri Jena" < csori@nic.in >, "Chief Punjab" < cs@punjab.gov.in >, "csraj" < csraj@rajasthan.gov.in >, "Vijay Pathak" < cs-skm@hub.nic.in >, "cs" < cs@tn.gov.in >, "CS Telangana" < cs@telangana.gov.in >, "cs-tripura" < cs-tripura@nic.in >, "CHIEF GoUP" < csup@nic.in >, "chief secretary" < cs-uttaranchal@nic.in >, "Shri Dwivedi" < cs-westbengal@nic.in >, "cs-andamannicobar" < cs-andamannicobar@gov.in >, "cs-chd" < cs-chd@chd.gov.in >, "devcom-dd" < devcom-dd@nic.in >, "advisor-dnh-dd" < advisor-dnh-dd@daman.nic.in >, "Shri Kumar" < csdelhi@nic.in >, "lk-advisor" < lk-advisor@gov.in >, "cs-pondicherry" < cs-pondicherry@nic.in >, "Mr IAS" < cs.pon@nic.in >, "cs-jandk" < cs-jandk@nic.in >, "chiefsecretary" < chiefsecretary@ladakh.gov.in >

Cc: "Vijay S" < vijays@cag.gov.in >, "Ajay Kumar Sinha" < ajay.sinha@gov.in >, "Manish Kumar" < m.kumar7@gov.in >, "Laxman Rawat Rawat" < laxman.rawat76@gov.in >, "RAJESH MEENA" < rajesh.meena12@ias.nic.in >, "Training" < trg4.lbsnaa@nic.in >

Date: Wed, 02 Sep 2026 11:07:29 +0530

Subject: Implementation of Mid-Career Training Programmes (MCTPs) through e-HRMS 2.0 - reg

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

Sir,

Kindly find the attachments regarding the subject cited above for information and further necessary action at your end.

Thanks & Regards

Dalchand Sharma, ASO
Academy Section, DoPT
Tel.: 011-26706327

कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

03 SEP 2026
5 Attachment(s)

User manual_IAS.pdf
1.2 MB

User Manual_CCO.pdf
1.1 MB

Annexure-II (1).pdf
519.8 KB

श्री अरुण जी
विभागा
7.9.2026

4766/sec-18
08.9.2026

9/2/26, 12:32 PM

Fwd: Implementation of Mid-Career Training Programmes (MCTPs) through e-HRMS 2.0 - reg

letter reg MCTP through e-HR...
97.8 KB

Annexure-I (1).pdf
412.7 KB

F. No. T-21021/21/2025-Acad.Desk
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
Training Division

Block IV, Old JNU Campus,
New Mehrauli Road, New Delhi – 110067
Dated: 1st September, 2026

To,

The Chief Secretaries/ Administrator of States/UTs (as per annexure-I)

Subject: Implementation of Mid-Career Training Programmes (MCTPs) through e-HRMS 2.0 - reg

Ma'am/Sir,

I am directed to refer to this Department's letter dated 10.06.2026 (copy enclosed) on the subject cited above, wherein all State Cadres/UTs were requested to furnish the details of the designated Cadre Clearance Officer (CCO) competent to process cadre clearance of IAS officers for participation in Mid-Career Training Programmes (MCTPs), in the prescribed online format, for creation of appropriate role and access on the e-HRMS 2.0 platform.

2. As part of the transition towards implementation of MCTPs through e-HRMS 2.0, an end-to-end workflow has been developed on the platform covering nomination of eligible IAS officers, online grant of cadre clearance by the concerned State Cadres/UTs, registration of officers and other related administrative actions. The MCTPs are proposed to be implemented mandatorily through e-HRMS 2.0 w.e.f. 01.04.2027.

3. In this regard, the User Manuals for the **MCTP Module – Cadre Clearance Officer (CCO) Role** and **MCTP Module – IAS Officer Role**, prepared by this Department, are enclosed herewith for information and necessary action. The manuals provide guidance regarding access to and operation of the MCTP functionalities available on the e-HRMS 2.0 platform.

4. The User Manuals are being forwarded to all concerned Cadre Controlling Authorities (CCAs), as per **Annexure-I**, for circulation amongst the designated CCOs/concerned officers and for necessary familiarisation with the online process for examination and grant of cadre clearance for MCTPs through e-HRMS 2.0.

5. It is further informed that the details of the designated CCOs in respect of certain State Cadres/UTs have **not yet been received by this Department**. The position of such State Cadres/UTs is indicated in **Annexure-II**. The concerned CCAs are, therefore, requested to furnish the details of the designated CCO(s), in the prescribed format, to this Department at the earliest so that the requisite role and access may be created/mapped on the e-HRMS 2.0 platform well in advance of commencement of the next MCTP cycle.

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6. In order to facilitate smooth implementation of the MCTP module on e-HRMS 2.0, this Department will also organise an **orientation session for the designated CCOs of the State Cadres/UTs**. The session will focus on familiarisation with the MCTP module, the online process for examination and grant of cadre clearance, and other operational aspects of the e-HRMS 2.0 platform. The session will also provide an opportunity to address queries/issues, if any, of the designated CCOs before the system is fully operationalised.

7. The details regarding the date, time, mode of conduct and other modalities of the orientation session will be communicated separately in due course.

8. All concerned CCAs are requested to kindly ensure that the User Manuals are brought to the notice of the designated CCOs/concerned officers and that the requisite details, wherever pending, are furnished to this Department at the earliest.

Yours faithfully,

Encl.: As above

Digitally signed by
AJAY KUMAR SINHA
Date: 01-09-2026
18:20:47

(Ajay Kumar Sinha)

Under Secretary to the Government of India

Tel.:011-26706306

Annexure-I
[attached with F.No. T-21021/21/2024-Acad Desk]

Sl. No.	Cadre	State/UT	Department / Office	Official Postal Address
A	STATE CADRES			
1	State	Andhra Pradesh	General Administration Department	General Administration Department, Government Secretariat, Velagapudi, Amaravati, Andhra Pradesh
2	State	Assam	General Administration Department	General Administration Department, Janata Bhawan, Dispur, Guwahati – 781006, Assam
3	State	Bihar	General Administration Department	General Administration Department, Government Secretariat, Patna – 800015, Bihar
4	State	Chhattisgarh	General Administration Department	General Administration Department, Mantralaya, Mahanadi Bhawan, Nava Raipur Atal Nagar, Chhattisgarh
5	State	Gujarat	General Administration Department	General Administration Department, Government of Gujarat, Sachivalaya, Gandhinagar, Gujarat
6	State	Haryana	General Administration Department / Chief Secretary's Office	General Administration Department, Haryana Civil Secretariat, Sector-1, Chandigarh – 160001
7	State	Himachal Pradesh	General Administration Department	General Administration Department, Himachal Pradesh Secretariat, Shimla – 171002, Himachal Pradesh
8	State	Jharkhand	Personnel, Administrative Reforms & Rajbhasha Department	Department of Personnel, Administrative Reforms & Rajbhasha, Project Bhawan, Dhurwa, Ranchi – 834004, Jharkhand
9	State	Karnataka	Department of Personnel & Administrative Reforms	Department of Personnel & Administrative Reforms, Vidhana Soudha, Bengaluru – 560001, Karnataka
10	State	Kerala	General Administration Department	General Administration Department, 2nd Floor, North Block, Government Secretariat,

Sl. No.	Cadre	State/UT	Department / Office	Official Postal Address
				Thiruvananthapuram – 695001, Kerala (GAD Kerala)
11	State	Madhya Pradesh	General Administration Department	General Administration Department, Vallabh Bhawan, Mantralaya, Bhopal, Madhya Pradesh
12	State	Maharashtra	General Administration Department	General Administration Department, Mantralaya, Mumbai – 400032, Maharashtra
13	State	Manipur	General Administration Department	General Administration Department, Civil Secretariat, Babupara, Imphal West – 795001, Manipur
14	State	Meghalaya	General Administration Department	General Administration Department, Additional Secretariat Building, Shillong – 793001, Meghalaya
15	State	Nagaland	Personnel & Administrative Reforms Department	Department of Personnel & Administrative Reforms, Nagaland Civil Secretariat, Kohima – 797004, Nagaland
16	State	Odisha	General Administration & Public Grievance Department	General Administration & Public Grievance Department, Lok Seva Bhawan, Bhubaneswar – 751001, Odisha
17	State	Punjab	General Administration Department	General Administration Department, Punjab Civil Secretariat, Sector-1, Chandigarh – 160001, Punjab
18	State	Rajasthan	General Administration Department	General Administration Department, Main Building, Government Secretariat, Jaipur, Rajasthan (gad.rajasthan.gov.in)
19	State	Sikkim	Department of Personnel	Department of Personnel, Government of Sikkim, Tashiling Secretariat, Gangtok, Sikkim
20	State	Tamil Nadu	Personnel & Administrative Reforms Department	Personnel & Administrative Reforms Department, Secretariat, Chennai – 600009, Tamil Nadu
21	State	Telangana	General Administration Department	General Administration Department, Telangana Secretariat, Hyderabad, Telangana

Sl. No.	Cadre	State/UT	Department / Office	Official Postal Address
22	State	Tripura	General Administration Department	General Administration Department, Civil Secretariat, Agartala, Tripura
23	State	Uttar Pradesh	General Administration Department	General Administration Department, Government Secretariat, Lucknow – 226001, Uttar Pradesh
24	State	Uttarakhand	Secretariat Administration Department / General Administration	Secretariat Administration Department, Secretariat, 4 Subhash Road, Dehradun – 248001, Uttarakhand
25	State	West Bengal	Personnel & Administrative Reforms Department	Personnel & Administrative Reforms Department, Nabanna, 325 Sarat Chatterjee Road, Shibpur, Howrah – 711102, West Bengal
B	AGMUT CADRE			
26	AGMUT	Arunachal Pradesh	General Administration Department	General Administration Department, Civil Secretariat, Itanagar – 791111, Arunachal Pradesh
27	AGMUT	Goa	General Administration Department	General Administration Department, Secretariat, Porvorim, Goa – 403521
28	AGMUT	Mizoram	General Administration Department	General Administration Department, Mizoram Secretariat, Aizawl – 796001, Mizoram
29	AGMUT	NCT of Delhi	General Administration Department, GNCTD	General Administration Department, 2nd Level, 'A' Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002
30	AGMUT	Jammu & Kashmir	General Administration Department	General Administration Department, Civil Secretariat, Jammu & Kashmir
31	AGMUT	Ladakh	General Administration Department	General Administration Department, UT Administration of Ladakh, Civil Secretariat, Leh, Ladakh
32	AGMUT	Andaman & Nicobar Islands	General Administration Department / Secretariat Administration	General Administration Department, Secretariat, Sri Vijaya Puram – 744101, Andaman & Nicobar Islands

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Sl. No.	Cadre	State/UT	Department / Office	Official Postal Address
33	AGMUT	Chandigarh	General Administration / Personnel, Chandigarh Administration	Chandigarh Administration Secretariat, Sector-9, Chandigarh - 160009
34	AGMUT	Dadra & Nagar Haveli and Daman & Diu	General Administration / Administration	Secretariat, Daman, Daman & Diu - 396220, UT of Dadra & Nagar Haveli and Daman & Diu
35	AGMUT	Lakshadweep	General Administration & Protocol	General Administration & Protocol Department, Secretariat, Kavaratti - 682555, Lakshadweep
36	AGMUT	Puducherry	Personnel & Administrative Reforms Department	Personnel & Administrative Reforms Department, Chief Secretariat, Puducherry - 605001

Status of Cadre: details of Cadre Clearance Officer (CCO)			
Sl. No.	State/UT / Cadre	Category	Status as on 31.08.2026
A	STATE CADRES		
1	Andhra Pradesh	State Cadre	Not received
2	Assam	State Cadre	Not received
3	Bihar	State Cadre	
4	Chhattisgarh	State Cadre	
5	Gujarat	State Cadre	
6	Haryana	State Cadre	
7	Himachal Pradesh	State Cadre	
8	Jharkhand	State Cadre	Not received
9	Karnataka	State Cadre	
10	Kerala	State Cadre	
11	Madhya Pradesh	State Cadre	
12	Maharashtra	State Cadre	
13	Meghalaya	State Cadre	Not received
14	Nagaland	State Cadre	
15	Odisha	State Cadre	Not received
16	Punjab	State Cadre	
17	Rajasthan	State Cadre	Not received
18	Sikkim	State Cadre	
19	Tamil Nadu	State Cadre	Not received
20	Telangana	State Cadre	Not received
21	Tripura	State Cadre	Not received
22	Uttar Pradesh	State Cadre	
23	Uttarakhand	State Cadre	
24	West Bengal	State Cadre	Not received

Status of Cadre: details of Cadre Clearance Officer (CCO)			
Sl. No.	State/UT / Cadre	Category	Status as on 31.08.2026
25	Manipur	State Cadre	Not received
B	AGMUT CADRE		
26	Arunachal Pradesh	AGMUT	
27	Goa	AGMUT	Not received
28	Mizoram	AGMUT	Not received
29	NCT of Delhi	AGMUT	
30	Jammu & Kashmir	AGMUT	Not received
31	Ladakh	AGMUT	Not received
32	Andaman & Nicobar Islands	AGMUT	
33	Chandigarh	AGMUT	Not received
34	Dadra & Nagar Haveli and Daman & Diu	AGMUT	Not received
35	Lakshadweep	AGMUT	Not received
36	Puducherry	AGMUT	



e-HRMS 2.0

Department of Personnel & Training



कार्मिक एवं प्रशिक्षण विभाग

DEPARTMENT OF

PERSONNEL & TRAINING

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USER MANUAL

Mandatory Mid-Career Training Programme (MCTP)

Officer Eligibility Acknowledgement and Registration

ROLE: IAS OFFICER

e-HRMS Version 2.0

Document	User Manual	Version	1.0
Issued by	Department of Personnel & Training	Date	July 2026

Government of India | Department of Personnel & Training

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Section 3. Using the MCTP Module on e-HRMS	4
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Section 5. Troubleshooting and Support	13

Document use: This manual is task-focused. Eligibility determination, nomination, cadre clearance, attendance and certification are performed by the respective authorities and are outside the officer registration workflow.

Section 1. About this Manual

1.1 Purpose

This manual provides step-by-step instructions for IAS officers to review their MCTP eligibility, acknowledge the eligibility status and complete programme registration through e-HRMS.

1.2 Scope

It covers login, access for on-boarded and non-on-boarded officers, navigation to the MCTP module, review of programme details, eligibility acknowledgement, registration, submission confirmation and status tracking.

1.3 Intended Users

This manual is intended for IAS officers whose batch/chance has been included in an MCTP programme on e-HRMS.

1.4 Disclaimer

Disclaimer: Screenshots contain sample data and are for guidance only. The live portal may differ slightly in appearance. Follow the validations and deadlines displayed on the portal.

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Section 2. IAS Officer Role

2.1 Role and Responsibility

The officer reviews the MCTP programme and eligibility details displayed on e-HRMS, acknowledges whether the eligibility is correct, completes registration within the prescribed timeline and monitors the application and cadre clearance status.

Process note: Officer registration and cadre clearance may be completed in parallel. Final nomination is complete only when the officer is registered and cadre clearance has been granted.

2.2 Before You Begin

- Valid e-Parichay credentials linked to the officer's registered email address or mobile number.
- Access to the registered email account for portal notifications.
- Correct name in Hindi and the exact name to be printed on the certificate.
- Current designation and equivalent rank in the Government of India.
- Awareness of the Last Date of Registration displayed for the programme.

Access: IAS officers may use the MCTP module whether or not their organisation uses the full e-HRMS employee-service suite.

Section 3. Using the MCTP Module on e-HRMS

Complete the following steps in sequence. Verify the registration confirmation and application status before leaving the module.

1 Log in through e-Parichay	2 Open Employee Services > MCTP	3 Review programme and eligibility
4 Acknowledge eligibility (Optional step)	5 Register and submit details	6 Verify status and cadre clearance

3.1 Log in to e-HRMS

Objective: Access the portal using the officer's e-Parichay account.

Open <https://e-hrms.gov.in/login> and complete the following steps:

1. Select Login and then Login with Parichay.
2. Enter the registered email address or mobile number and password.
3. Provide consent, if prompted, and select Next to authenticate.

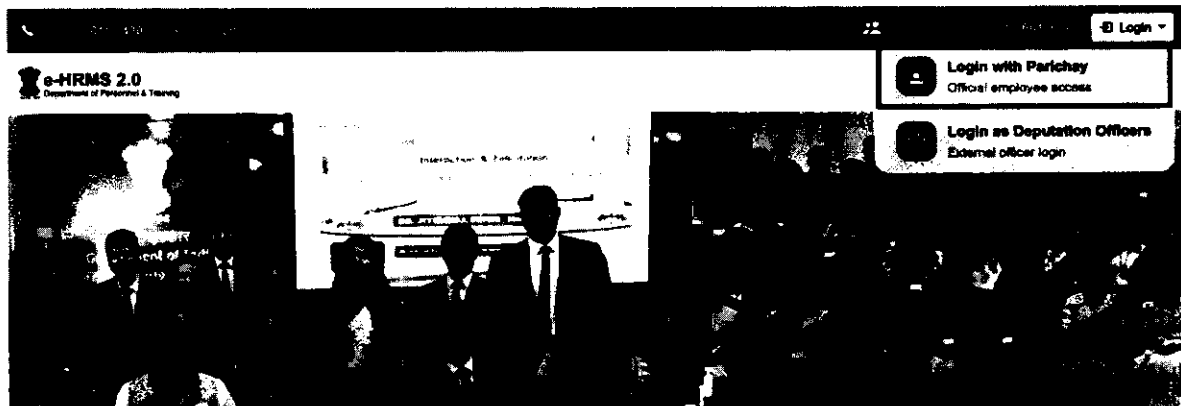


Figure 3.1: Select Login with Parichay on the e-HRMS portal

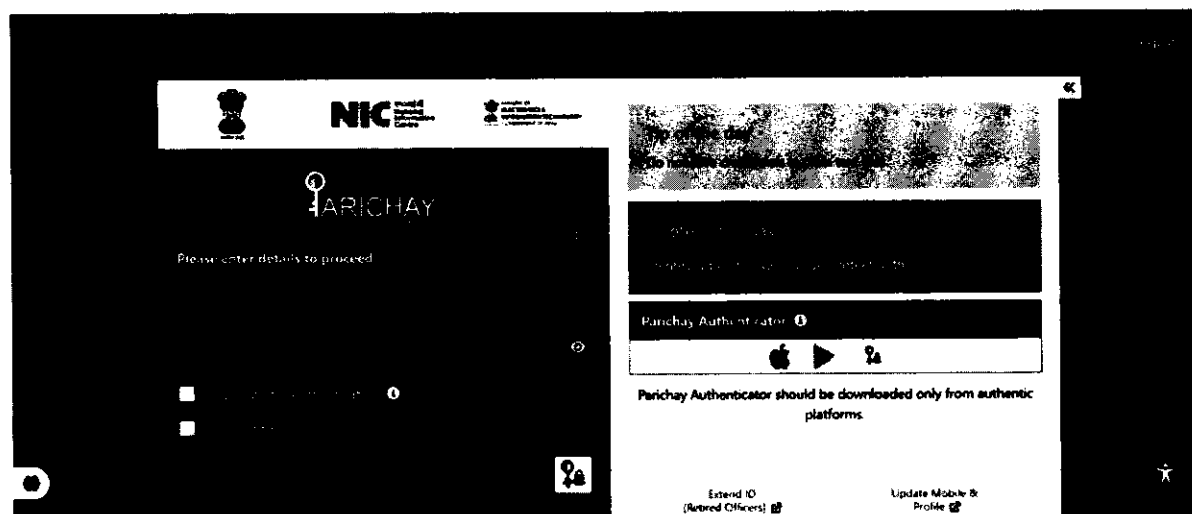


Figure 3.2: Enter e-Parichay credentials

3.2 Proceed Based on On-boarding Status

Objective: Reach the Employee Services menu whether or not the officer is on-boarded for the full e-HRMS service suite.

On-boarded officer

After login, proceed directly to the left navigation panel and open Employee Services.

Officer not on-boarded for full e-HRMS services

1. A profile-completion alert may appear after login.
2. Select View Profile & Update to proceed to the portal page.
3. Navigate to the left menu. Completing the full employee profile is not required solely for MCTP registration.

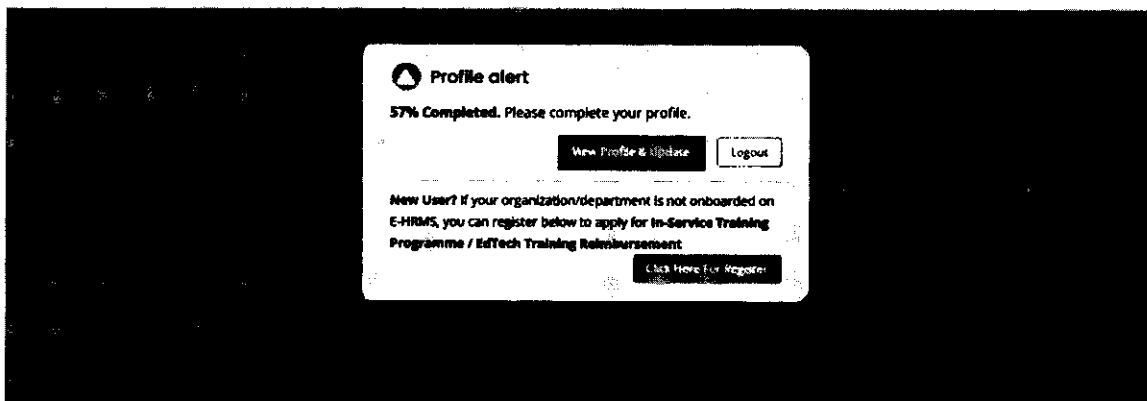


Figure 3.3: Profile alert that may appear after login

Note: The alert may not appear for officers already on-boarded on e-HRMS. In that case, continue directly to Employee Services.

3.3 Open the MCTP Module

Objective: Open the officer enrolment list for the MCTP programme.

1. From the left navigation panel, expand Employee Services.
2. Select MCTP.
3. The Officer Enrolment page displays the MCTP programme(s) associated with the officer's batch/chance.

The screenshot shows the e-HRMS 2.0 interface. On the left, the 'Employee Services' menu is expanded, and 'MCTP' is selected. The main content area displays the following details:

Birth District* Kangpur	State of Permanent Residence Uttar Pradesh	Differently Abled * Chronic Neurological Disorder
PAN No* [REDACTED]	Identification Mark 1* Cut marks on eye	Identification Mark 2 ? Mole on eyes
Blood Group * O+VE	Mother Tongue German	Religion Hinduism
Height (Cm) 138	Vertical Reservation Meritorious Sports Person (MSP)	
Language Known		
Hindi	FLUENT	FLUENT
	FLUENT	FLUENT

Figure 3.4: Navigate to Employee Services > MCTP

3.4 Review Programme and Eligibility Details

Objective: Verify the programme, deadlines, eligibility and current application status before acknowledging eligibility.

The Officer Enrolment page contains the following key information. Use the horizontal scroll bar to view all columns.

Field	Purpose
MCTP Name / Phase	Programme name and MCTP phase.
Chance	Chance allotted for the phase.
Mode of Recruitment	Recruitment mode to service (Direct/ Promoted)
Location / Programme Dates	Venue and start/end dates.
Cadre Clearance Officer Details	Name and contact details of the concerned CCO.
Last Date of Cadre Clearance	Deadline for the cadre authority to record its decision.
Last Date of Registration	Deadline for the officer to complete registration.
Eligibility Status	Eligible or Not Eligible; the system displays the reason where applicable.
Eligibility Acknowledgement	Officer's confirmation that the displayed eligibility is correct.
Application Status	Current workflow stage.
Action	Available registration action.

The screenshot shows the 'Officer Enrollment' page in the e-HRMS 2.0 system. The left sidebar contains navigation options: Dashboard, Employee Services (with sub-options: Leave, Reimbursements, Loan/Advance, LTC, Official Tour, Private Foreign Visit, Transfer/Posting, Resignation/ Technical Resignation), and a home icon. The main content area displays an 'Important Note' at the top, followed by the 'Officer Enrollment' section. A table lists enrollment details for one entry. The table has columns: Sr. No., MCTP Name, Phase, Chance, Mode of Recruitment, Location, Start Date / End Date, and Cadre Clearance Officer Detail. The entry shows '25th Round of Mid Career Training Phase III' at 'Lbsnaa Mussoorie' with dates '01-08-2026 / 15-08-2026' and officer 'Test User / testuser10@gov.in / 6283781397'. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' links.

Sr. No.	MCTP Name	Phase	Chance	Mode of Recruitment	Location	Start Date / End Date	Cadre Clearance Officer Detail
1	25th Round of Mid Career Training Phase III	Phase-III	3rd & Last		Lbsnaa Mussoorie	01-08-2026 / 15-08-2026	Test User / testuser10@gov.in / 6283781397

Figure 3.5: Programme, phase, chance and Cadre Clearance Officer details

This screenshot shows the same 'Officer Enrollment' page but with a different table layout, focusing on deadlines and application status. The table has columns: Location, Start Date / End Date, Cadre Clearance Officer Detail, Last Date of Cadre Clearance, Last Date of Registration, Application Status, and Eligibility Status. The entry shows 'Lbsnaa Mussoorie' with dates '01-08-2026 / 15-08-2026', officer 'Test User / testuser10@gov.in / 6283781397', 'Last Date of Cadre Clearance' as '16-07-2026', 'Last Date of Registration' as '30-07-2026', 'Application Status' as 'Officer Registered - Pending for Cadre Clearance', and 'Eligibility Status' as 'Eligible'. Navigation links 'Previous' and 'Next' are at the bottom.

Location	Start Date / End Date	Cadre Clearance Officer Detail	Last Date of Cadre Clearance	Last Date of Registration	Application Status	Eligibility Status
Lbsnaa Mussoorie	01-08-2026 / 15-08-2026	Test User / testuser10@gov.in / 6283781397	16-07-2026	30-07-2026	Officer Registered - Pending for Cadre Clearance	Eligible

Figure 3.6: Deadlines, application status and eligibility status

Eligibility query: If the displayed eligibility is incorrect, do not register on the basis of incorrect data. Report the issue to the DoPT Training Wing at dopttraining@gov.in, as indicated on the portal.

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3.5 Acknowledge Eligibility

Objective: Confirm whether the eligibility information displayed by the system is correct.

1. Review the Eligibility Status and the reason/ criteria displayed by the system.
2. Select Yes under Eligibility Acknowledgement when the eligibility details are correct.
3. Select No when the details are incorrect and report the discrepancy to the DoPT Training Wing.
4. For an Eligible officer, the Register option becomes available after acknowledgement as Yes.

Note: This step is not mandatory but acknowledging the eligibility helps in maintaining correct database for future references

Officer Enrollment

Last Date of Cadre Clearance	Last Date of Registration	Application Status	Eligibility Status	Eligibility Acknowledgement	Action
16-07-2026	30-07-2026	Officer Registered - Pending for Cadre Clearance	Eligible	YES	[Action Button]

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(Helpline No: 011-43025373 | support.ehrms.dopt@gov.in)

Figure 3.7: Eligibility acknowledgement and Action controls

Important: Selecting No records a disagreement with the eligibility information; it does not complete registration. Registration should proceed only after the eligibility information is correct.

3.6 Register for the MCTP Programme

Objective: Submit the officer details required for programme enrolment and certification.

1. Against the relevant programme, select Action > Register.
2. Verify the MCTP name, programme dates and location displayed in the registration window.
3. Enter the Name in Hindi.
4. Enter the name exactly as it should appear on the certificate.
5. Enter the Present Designation and Equivalent Rank in Government of India.
6. Review all entries and select Submit.

The screenshot shows a registration form titled "Mid Career Training Programme Details". It contains the following information:

MCTP Name	Start Date	End Date	Location
25th Round of Mid Career Training Phase III	01-08-2026	15-08-2026	Lbsnaa Mussoorie

Below this is a section for "Personal Details" with the following fields:

Your Name (In Hindi)	Your Name As You Would Like To Appear On Certificate *	Present Designation *
पवन गुप्ता	Pawan Gupta	City Magistrate

There is also a field for "Equivalent Rank in GOI *" with the value "Deputy Secretary". A "Submit" button is located at the bottom right of the form.

Figure 3.8: Complete the MCTP registration details

The screenshot shows a confirmation message box with a green checkmark icon and the text "Registration details successfully saved." Below the message is an "OK" button.

Figure 3.9: Registration confirmation

Certificate name: Check spelling, initials and order carefully before submission. Any correction after submission may require assistance from the DoPT Training Wing.

3.7 Verify Submission and track Cadre Clearance

Objective: Confirm that registration has been recorded and track the remaining nomination step.

- Return to the Officer Enrolment list and confirm that Eligibility Acknowledgement shows Yes.
- Confirm that the Application Status reflects officer registration.
- Monitor the application until cadre clearance is granted or otherwise decided by the concerned cadre authority.
- Use the Cadre Clearance Officer details displayed on the programme row for cadre-related coordination, where required.
- Check the registered email account for system notifications and programme communications.

Completion: Successful registration alone does not complete the nomination. The completed registration status is Officer Registered - Cadre Clearance Given.

3.8 Understand the Statuses

The exact label displayed depends on the progress of eligibility, registration and cadre clearance.

Eligibility Status and Acknowledgement

Status	Meaning / Action
Eligible	Officer may acknowledge Yes and register before the deadline.
Not Eligible	System displays the reason. Report the issue if the determination appears incorrect.
Acknowledgement - Yes	Officer confirms that the displayed eligibility information is correct.
Acknowledgement - No	Officer disputes the displayed eligibility; registration is not required / completed.

Application Status

Status	Meaning
Eligible	Officer identified as eligible; registration may not yet have been completed.
Nominated - Pending for Cadre Clearance or Officer Registration	Cadre clearance and/or officer registration is pending.
Cadre Clearance Given - Pending for Officer Registration	Cadre clearance granted; officer registration is pending.
Officer Registered - Pending for Cadre Clearance	Officer registration completed; cadre clearance decision is pending.
Cadre Clearance Not Given - Pending for Officer Registration	Cadre clearance not granted; officer registration is pending.
Cadre Clearance Not Given - Officer Registered	Officer registered, but cadre clearance has not been granted.
Officer Registered - Cadre Clearance Given	Officer registration and cadre clearance both are complete.

Section 4. Important Points

Keep the following points in mind while completing MCTP registration.

Officer Checklist

- Complete registration before the Last Date of Registration displayed on the portal.
- Acknowledge Yes only after verifying that the eligibility information is correct.
- Report an incorrect eligibility status to doptraining@gov.in and avoid registration on the basis of incorrect data.
- Enter the certificate name exactly as it should be printed.
- Review designation and equivalent rank before selecting Submit.
- Registration and cadre clearance are separate actions; both are required for final nomination.
- Check the application status and registered email account after submission.
- The live portal's validations, deadlines and displayed instructions take precedence over screenshots in this manual.

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Section 5. Troubleshooting and Support

5.1 Common Issues

Issue	Suggested Action
Unable to log in	Verify e-Parichay credentials and use the official password recovery option, if required.
Profile alert appears	Proceed through View Profile & Update and navigate to Employee Services; full profile completion is not required solely for MCTP registration.
MCTP menu is not visible	Refresh after login and check Employee Services. Contact the e-HRMS Helpdesk if access remains unavailable.
Programme is not visible	Confirm that the officer's batch/ chance has been included and that the programme is active. Check the OM issued by DoPT.
Eligibility appears incorrect	Select No where applicable and report the discrepancy to doptraining@gov.in with the relevant details.
Register option is unavailable	Confirm that the officer is Eligible, acknowledgement is Yes and the registration window is open.
Registration does not save	Complete all mandatory fields, retry once and avoid duplicate submission. Contact the helpdesk if the issue persists.
Cadre clearance remains pending or is not granted	Use the CCO details displayed on the programme row and follow the concerned cadre's instructions.

5.2 Support Contacts

Support	Use For	Phone	Email / Channel
e-HRMS Helpdesk	Login, access and technical portal issues	011-43025373	support.ehrms-dopt@gov.in
DoPT Training Wing	Eligibility, registration and programme queries	-	dopttraining@gov.in
Cadre Clearance Officer	Cadre clearance status and cadre-side action	As displayed	Details shown on the programme row

Contact details: Use the latest contact details displayed on the live portal or in the official MCTP communication if they differ from this manual.



e-HRMS 2.0

Department of Personnel & Training



कार्मिक एवं प्रशिक्षण विभाग
DEPARTMENT OF
PERSONNEL & TRAINING

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USER MANUAL

Mandatory Mid-Career Training Programme (MCTP)

IAS Officers

ROLE: CADRE CLEARANCE OFFICER

e-HRMS Version 2.0

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Document use: This manual is task-focused. Policy decisions, eligibility determination, officer nomination and attendance management are outside the Cadre Clearance Officer workflow.

Section 1. About this Manual

1.1 Purpose

This manual provides step-by-step instructions for a designated Cadre Clearance Officer (CCO) to record cadre clearance for IAS officers nominated to the Mid-Career Training Programme (MCTP) through e-HRMS.

1.2 Scope

It covers login, role selection, access to the MCTP module, review of nominated officers, submission or revision of cadre clearance, and interpretation of application statuses.

1.3 Intended Users

This manual is intended for officers mapped by the Department of Personnel & Training (DoPT) as Cadre Clearance Officers for an IAS cadre.

1.4 Disclaimer

Disclaimer: Screenshots contain sample data and are for guidance only. The live portal may differ slightly in appearance. Follow the validations, file-size limit and deadlines displayed on the portal.

Section 2. Cadre Clearance Officer Role

2.1 Role and Responsibility

The CCO reviews nominated IAS officers belonging to the mapped cadre and records one of two decisions on e-HRMS: Permitted or Not Permitted. The decision must be completed within the deadline specified for the MCTP programme.

Process note: Officer Registration and Cadre Clearance may be completed in parallel. Final nomination is complete only when the officer is registered and cadre clearance has been granted.

2.2 Before You Begin

- Valid e-Parichay credentials.
- Mapping as the Cadre Clearance Officer for the concerned cadre.
- Access to the email account registered for portal notifications.
- Cadre Clearance Letter in PDF format when clearance is to be granted.
- Awareness of the last date for cadre clearance for the programme.

Access: The Cadre Clearance role is visible only after the user has been mapped by DoPT/e-HRMS. If the role is not available, contact the support channels listed in Section 5.

Section 3. Using the MCTP Module on e-HRMS

Complete the following steps in sequence. After each submission, verify the updated cadre and application status before moving to the next officer.

1 Log in through e-Parichay	2 Select Cadre Clearance role	3 Open Trainings > MCTP
4 Select programme and officer	5 Choose Permitted or Not Permitted	6 Submit and verify status

3.1 Log in to e-HRMS

Objective: Access the portal using the e-Parichay account mapped to the CCO role.

Open <https://e-hrms.gov.in/login> and complete the following steps:

1. Select Login and then Login with Parichay.
2. Enter the registered email address or mobile number and password.
3. Provide consent, if prompted, and select Next to authenticate.



Figure 3.1: Select Login with Parichay on the e-HRMS portal

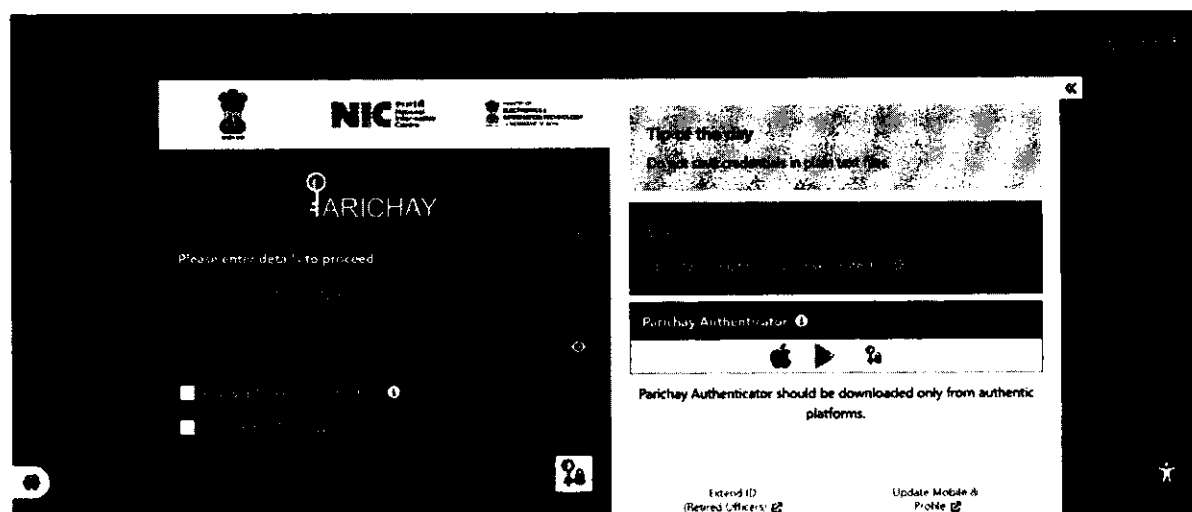


Figure 3.2: Enter e-Parichay credentials

3.2 Select the Cadre Clearance Role

Objective: Switch from the default Employee role to Cadre Clearance.

1. After login, a profile alert may appear. Select View Profile & Update to proceed to the profile page.(Figure 3.3)
2. Open the role drop-down at the top-right of the screen. (Figure 3.4)
3. Select Cadre Clearance.

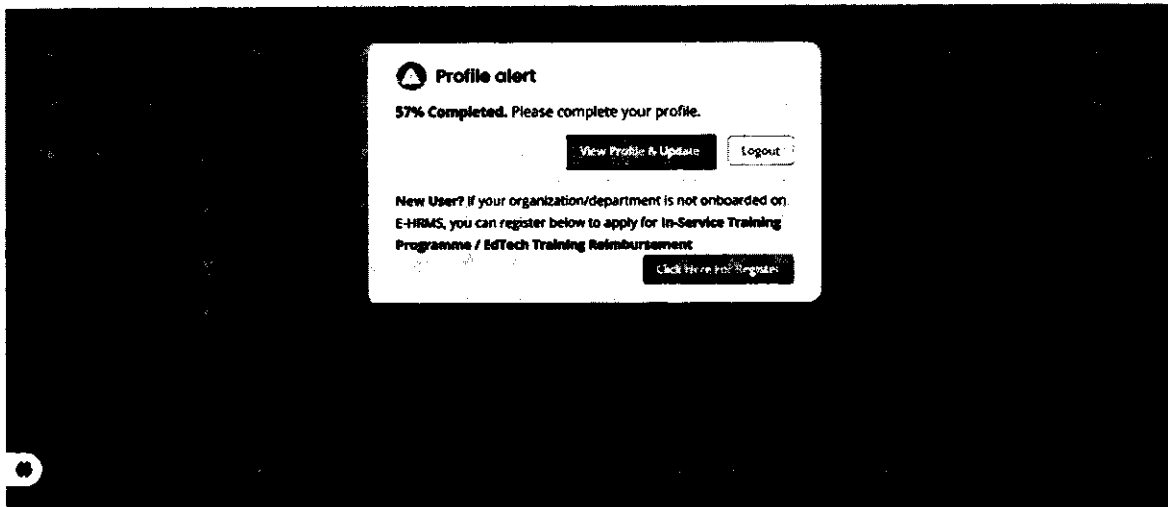


Figure 3.3: Profile alert displayed after login

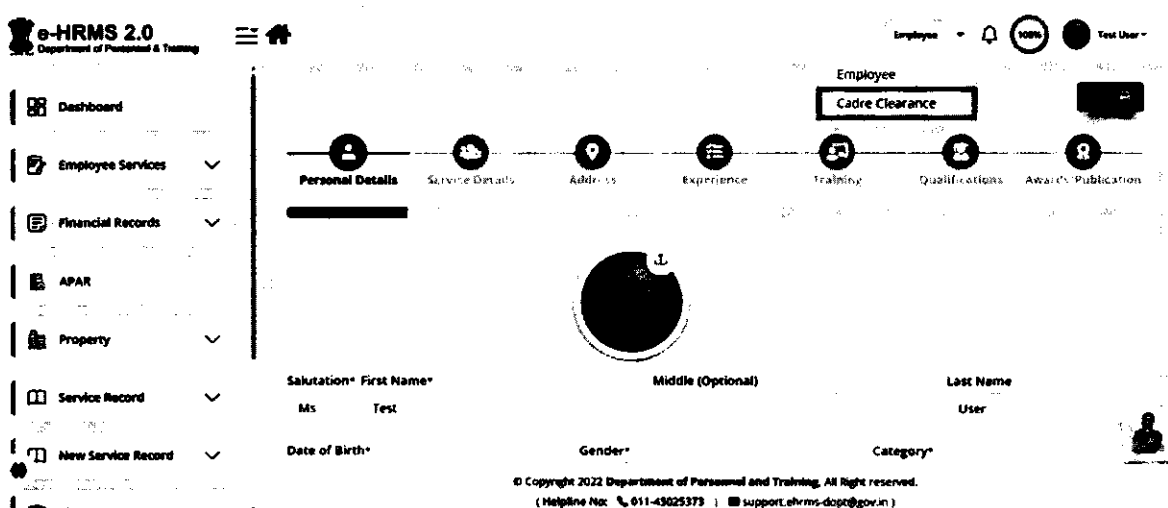


Figure 3.4: Select the Cadre Clearance role

Note: Completing the full employee profile is not required solely for performing GCO actions. The Cadre Clearance role must, however, be available in the role list.

3.3 Access the MCTP Module

Objective: Open the programme for which cadre clearance is required.

1. From the left navigation panel, select Trainings.
2. Expand MCTP and select MCTP Training.
3. Open the relevant MCTP programme and select View Cadre Clearance List.

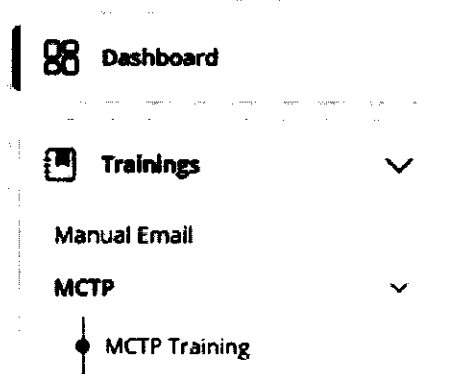


Figure 3.5: Navigate to Trainings > MCTP > MCTP Training

Check before proceeding: Confirm the MCTP phase, programme dates, batch/chance and last date for cadre clearance. Actions cannot be taken after the clearance window closes.

3.4 Review the Officer List

Objective: Use the officer list to verify the nomination and current workflow status before taking action.

The selected programme displays IAS officers belonging to the mapped cadre. The key fields are summarised below.

Field	Purpose
Officer Details	Name, Civil List ID, cadre, batch and contact details.
Chance Status	Chance mapped for the officer for the MCTP phase.
Last Phase MCTP Status	Nomination status in the most recent programme of the same phase.
Officer Acknowledgement	Whether the officer has acknowledged/registered for the programme.
Exception Reason	Reason recorded when clearance is not granted.
Application Status	Combined status of officer registration and cadre clearance.
View CC Letter	Opens the uploaded cadre clearance letter, where available.
Action	Permit or Not Permit.

Officer's Acknowledgement	Current cadre Status	Exception Reason	Application Status	View
Search Ack			Select ▼	
S	Pending		Officer Registered - Pending for Cadre Clearance	--
S	Clear		Officer Registered - Cadre Clearance Given	☐
	Clear		Cadre Clearance Given - Pending for Officer Registration	☐
	Clear		Cadre Clearance Given - Pending for Officer Registration	☐
	Not Clear	Marriage of Children	Cadre Clearance not Given - Pending for	--

Figure 3.6: Key status fields in the officer list

Workflow: Officer registration may still be pending when the CCO records a decision.

3.5 Grant Cadre Clearance (Permitted)

Objective: Grant clearance and upload the supporting Cadre Clearance Letter.

1. Locate the officer and select Action > Permitted.
2. Verify the officer's name, ID number and email address in the Permit Details window.
3. Upload the Cadre Clearance Letter in PDF format and ensure that it is within the file-size limit displayed on the portal.
4. Select Submit.

us	Exception Reason	Application Status	View CC Letter	Action
		Select ▼		
		Officer Registered - Pending for Cadre Clearance	--	Action
		Officer Registered - Cadre Clearance Given	☐	☒ Permitted ☐ Not Permitted
		Cadre Clearance Given - Pending for Officer	☐	Action

Figure 3.7: Select Permitted from the Action menu

Permit Details

Officer Details

Name of Officer

Test User Nine

Id No.

01UP114V11

Email

testuser9@gov.in

Upload CC Letter *

Upload .pdf upto 5mb

Choose File

2010.03.22.pdf

Submit

Figure 3.8: Upload the Cadre Clearance Letter and submit

Result: The Current Cadre Status changes to Clearance Granted, the application status is updated, and an email notification is sent to the officer. Use View CC Letter to verify the uploaded document, where available.

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3.6 Deny Cadre Clearance (Not Permitted)

Objective: Record a non-clearance decision with the applicable exception reason.

1. Locate the officer and select Action > Not Permitted.
2. Verify the officer details displayed in the Not Permit Details window.
3. Select the most appropriate Exception Reason from the drop-down list.
4. If the applicable reason is not listed, select Other and enter the details in Remarks, when the field is enabled.
5. Select Submit.

us	Exception Reason	Application Status	View CC Letter	Action
		Select ▼		
		Officer Registered - Pending for Cadre Clearance		Not Permitted
		Officer Registered - Cadre Clearance Given		<input checked="" type="button" value="Permitted"/> Not Permitted
		Cadre Clearance Given - Pending for Officer		Not Permitted

Figure 3.9: Select Not Permitted from the Action menu

Not Permit Details

Officer Details

Name of Officer

Test User Nine

Id No.

01UP114V11

Email

testuser9@gov.in

Exception Reason

Marriage of Children

▼

Submit

Figure 3.10: Select the exception reason and submit

Result: The Current Cadre Status changes to Clearance not Granted, the selected reason is displayed, the application status is updated, and an email notification is sent to the officer.

3.7 Modify a Submitted Decision

Objective: *Revise a decision, when required, before the last date for cadre clearance.*

A submitted decision may be changed until the cadre clearance window closes. Select Action against the officer and choose the revised decision.

Existing Decision	Revised Decision	Required Input
Permitted	Not Permitted	Select an exception reason; add remarks when Other is selected.
Not Permitted	Permitted	Upload the Cadre Clearance Letter in PDF format.

Important: Every change updates the application status and generates a fresh email notification. After the deadline, the action is no longer available.

3.8 Understand the Statuses

Use Cadre Clearance Status for the CCO decision and Application Status for the combined registration-clearance workflow.

Cadre Clearance Status

Status	Meaning
Pending	No CCO decision has been submitted.
Clearance Granted	Cadre clearance has been granted.
Clearance not Granted	Cadre clearance has not been granted.

Application Status

Status	Meaning
Eligible	Officer identified as eligible; nomination may not yet have been initiated.
Nominated - Pending for Cadre Clearance or Officer Registration	Cadre clearance and/or officer registration is pending.
Cadre Clearance Given - Pending for Officer Registration	Clearance granted; officer registration is pending.
Cadre Clearance Not Given - Pending for Officer Registration	Clearance not granted; officer registration is pending.
Cadre Clearance Not Given - Officer Registered	Officer registration is complete; clearance awaited.
	Officer registration and cadre clearance both completed.

3.9 Verify Completion

- Search for the officer in the selected programme.
- Confirm that Current Cadre Status reflects the submitted decision.
- Confirm that Application Status has updated correctly.
- For a Permitted decision, open View CC Letter and verify the document, where the link is available.

Section 4. Important Points

Keep the following controls in mind while processing cadre clearance.

Operational Checklist

- Complete every decision before the Last Date for Cadre Clearance.
- Verify the programme, phase and officer details before submission.
- For Permitted decisions, upload the PDF within the file-size limit displayed on the portal.
- For Not Permitted decisions, select the most appropriate exception reason and provide remarks when Other is used.
- A decision can be revised only while the cadre clearance window remains open.
- Each submission or revision triggers an email notification to the concerned officer.
- The live portal's validations and displayed limits take precedence over screenshots in this manual.

Section 5. Troubleshooting and Support

5.1 Common Issues

Issue	Suggested Action
Unable to log in	Verify e-Parichay credentials and use the official password recovery option, if required.
Cadre Clearance role is not visible	Confirm that DoPT/e-HRMS has mapped you as the CCO for the concerned cadre.
MCTP menu is not visible	Confirm that the Cadre Clearance role is selected; log out and log in again if necessary.
Programme or officer list is not visible	Confirm that the programme is active and that the cadre/programme mapping has been completed.
PDF upload is rejected	Use PDF format and comply with the file-size limit shown on the upload screen.
Action is unavailable	Check whether the cadre clearance deadline has passed or whether the officer is outside your mapped cadre.
Status does not appear to update	Refresh once and search for the officer again. Avoid duplicate submissions; contact the helpdesk if the issue persists.

5.2 Support Contacts

Support	Use For	Phone	Email / Channel
e-HRMS Helpdesk	Login, role access and technical portal issues	011-43025373	support.ehrms-dopt@gov.in
DoPT Training Division	Programme, nomination, deadline and cadre mapping queries		Use the contact details in the official MCTP communication.

Contact details: The e-HRMS helpdesk details above are those displayed on the portal screenshots used for this manual. Use the latest contact information displayed on the live portal if it changes.