

Fwd: One-day online workshop on Unified Scheme/New Pension Scheme by ISTM

Shri Dharmendra <csdelhi@nic.in>

Mon, 21 Jul 2025 12:37:46 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"ACS Finance & Planning"<psfin@nic.in>



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

To: jsns@ddpmod.gov.in

Sent: Monday, July 21, 2025 11:26:35 AM

Subject: One-day online workshop on Unified Scheme/New Pension Scheme by 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 : One-day online workshop on Unified Scheme/New Pension Scheme

Course Code : W-UPS/NPS-04

Date : 08 Aug 2025 to 08 Aug 2025

Mode : Offline

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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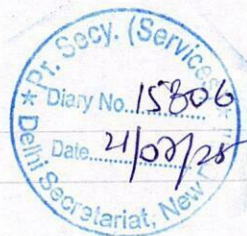
Regards

O/o The Chief Secretary, Delhi

Santosh Dabho
21/7/25

sp. secy (CS)
DS-III (S)
21/7

Fwd: Workshop on e-Office by ISTM



Shri Dharmendra <csdelhi@nic.in>

Fri, 18 Jul 2025 3:14:21 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

Sent: Friday, July 18, 2025 2:36:17 PM

Subject: Workshop on e-Office by 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-21

Date : 08 Sep 2025 to 09 Sep 2025

Mode : Offline

Nominations are invited from the MDOs for above workshop for successful implementation of eOffice to Govt. organisations. For more details, click here for "[COURSE CIRCULAR](#)" and please visit our website at www.istm.gov.in.

Regards

Hanuman Prasad Nishad

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Santosh Dahiya
18/7/25

2

Sp. Secy (Sr)

21/7

DS-III (S)



Shri Dharmendra <csdelhi@nic.in>

Mon, 21 Jul 2025 6:37:13 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: "aditi mishra" <aditi.mishra@npcindia.gov.in>
To: "Shri Dharmendra" <csdelhi@nic.in>
Sent: Monday, July 21, 2025 5:27:39 PM
Subject: NPC Jaipur Launches Residential Training Programs

Chief Secretary
Govt. of NCT of Delhi
Level-4, C Wing, Delhi Secretariat, I.P. Estate
New Delhi

Dear Madam/Sir,

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of DPIIT, Ministry of Commerce and Industry, GOI. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programs. NPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality and Human Resources for more than three decades.

We are sure that you would take advantage of these programmes and nominate a few officials from your organization. For further information and detailed brochure of the below-mentioned programs kindly email at aditi.mishra@npcindia.gov.in or may call [9928226777](tel:9928226777).

NPC is organizing following Residential/Online Training Programs –

Residential Training Programs						
No.	Title of the Programme	Duration & Dates	Level	Venue	Fee (R)	Fee (NR)
1	Zero Based & Outcome Budgeting			June 16-20, 2025		All Levels
2	Advance Course on Secretarial Effectiveness			July 7-11, 2025		All Level

Santhosh Dabala
PS
22/7/15

~~sp. 1.5 (Cm)~~

2277
DS-III (S)

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3		Administrative Effectiveness: e-Procurement and GEM		August 18-22, 2025		All Level	Udai pur	Rs . 65000/-+GST	Rs . 44000/-+GST
4		Administrative Effectiveness, Focus: HR, RTI & POSH		November 17-21, 2025		All Levels	Jaisalmer	Rs . 65000/-+GST	Rs . 44000/-+GST

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सादर/Regards

अदिति मिश्रा /Aditi Mishra

उप निदेशक /Deputy Director

राष्ट्रीय उत्पादकता परिषद /National Productivity Council

DPIIT, Ministry of Commerce and Industry, GOI

SB-96 Bapu Nagar, JLN Marg, Jaipur 302015

Phone No- 0141- 2702935, 2703573 (Fax)

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Regards
O/o The Chief Secretary, Delhi

Fwd: Responsible use of AI in Workplace by ISTM

Shri Dharmendra <csdelhi@nic.in >

Thu, 24 Jul 2025 10:23:31 AM +0530

To "Secretary (IT)"<secyit@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

Sent: Thursday, July 24, 2025 9:50:47 AM

Subject: Responsible use of AI in Workplace by ISTM



Sir/Madam,

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

Course Name : Responsible use of AI in Workplace

Course Code : RU-AI-W-05

Date : 29 Sep 2025 to 30 Sep 2025

Mode : Offline

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

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

Fwd: Five days training programme on “Experiential Learning Tool (DTS-II-ELT)” to be held from 27.10.2025 to 31.10.2025, at ISTM, New Delhi

Shri Dharmendra <csdelhi@nic.in >

Thu, 24 Jul 2025 10:08:40 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

Sent: Thursday, July 24, 2025 8:24:45 AM

Subject: Five days training programme on “Experiential Learning Tool (DTS-II-ELT)” to be held from 27.10.2025 to 31.10.2025, at ISTM, New Delhi



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 : Experiential Learning Tools (DTS-II-ELT)

Course Code : DTS-II-ELT

Date : 27 Oct 2025 to 31 Oct 2025

Mode : Offline

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

Regards

Pramod Kumar Jaiswal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Regards

O/o The Chief Secretary, Delhi

Fwd: ICC/IC Members workshop @ Crowne Plaza 7-8 Aug 2025**Shri Dharmendra** <csdelhi@nic.in >

Fri, 25 Jul 2025 4:10:03 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: harikrishan@lifetransformationacademy.co.in**To:** "Shri Dharmendra" <csdelhi@nic.in>**Sent:** Friday, July 25, 2025 3:17:39 PM**Subject:** ICC/IC Members workshop @ Crowne Plaza 7-8 Aug 2025

Chief Secretary
Delhi
(Delhi)

Dear Leadership,

**Subject: Orientation and Skill-Building, and Capacity-Building Workshop for ICC Members
 – 7–8 August 2025, New Delhi**

As per Section 19 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 13 of the Rules framed thereunder, it is the statutory obligation of every employer to ensure the orientation and capacity-building of the members of the Internal Complaints Committee (ICC) regularly.

In line with this mandate, we are pleased to announce a Two-Day Orientation, Skill-Building, and Capacity-Building Workshop for ICC Members. This programme will strengthen the legal, psychological, and procedural competencies of ICC Members and related officers.

Sessions will be led by an experienced panel including a senior civil servant, a government officer, and a university professor –all of whom have served as ICC Members and possess deep expertise in law, HR, and psychology. The details are as follows:

Workshop Details

Workshop Title:	Orientation and Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC) Members: <i>Equipping ICC Members to Uphold Workplace Dignity under the Prevention of Sexual Harassment (PoSH) Act, 2013</i>
Dates & Timings:	7-8 August 2025 (Thursday & Friday) 9:30 AM to 5:30 PM on both days
Venue:	Hotel Crowne Plaza, Okhla, New Delhi

Workshop Highlights

- Deep understanding of the PoSH Act, 2013, Rules, Govt. notifications, and key court rulings
- Legal duties, roles, and liabilities of ICC Members
- Psychological insights on handling trauma-related sensitive complaints
- Step-by-step inquiry procedure with mock inquiry simulation
- Handling Digital Evidence in Sexual Harassment Cases
- Gender sensitisation: bias, power dynamics, and inclusivity
- Drafting legally sound reports and notices
- Preventive role of ICCs: awareness, training, and annual reporting
- Comprehensive Handbook and ICC Toolkit with ready-to-use formats and templates



- Step-by-step live simulation of an ICC inquiry – from complaint registration to report submission.

Expert Panel of Speakers

- **Mr. Hari Krishan** – Former Civil Servant (1995 Batch), ICC Member, Life Coach, PoSH & Governance Trainer
- **Dr. Ishita Upadhyay** – Associate Professor, Dept. of Psychology, University of Delhi, ICC Member and trauma expert
- **Mr. Ravindra Kumar** – Former Director, Government of India; DoPT & ISTM Faculty; ICC Member & Inquiry Specialist

Who Should Attend

- ICC Members
- HR, Legal, Training, Ethics, and Vigilance Officers
- Senior Management responsible for PoSH compliance

Our Esteemed Clients

Our ICC/POSH and other training programs have been successfully conducted for 100+ organisations, including Ministries (Steel, Law & Justice, Railways), CPSEs (NTPC, AAI, GAIL, POWERGRID), Banks (PNB, BoB, Kotak), and premier institutes (IIM Mumbai, IIFT).

How to Nominate

Please email participant details to harikrishan@lifetransformationacademy.co.in with:

- Name, Designation, Mobile, and Email
- Organisation name, address, and GST details (for invoicing)

☐ For any queries, please contact: +91-8368480712 | +91-9717636975

Detailed proposal with workshop highlights, topics, speaker profiles, fee details, and registration process. is attached herewith.

We look forward to your organisation's participation in this impactful and compliance-driven initiative.

Warm regards,

Hari Krishan

Founder & Lead Facilitator

Former Civil Servant (1995 Batch)

☐ harikrishan@lifetransformationacademy.co.in

☐ +91-8368480712 | +91-9717636975

Life Transformation Academy Pvt. Ltd.

☐ Enclosure: Detailed Workshop Proposal

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Regards

O/o The Chief Secretary, Delhi

1 Attachment(s)

ICC Workshop Proposal - Chie...
827.4 KB



Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/2025/ Workshop/ ICC

New Delhi, 25 July 2025

Chief Secretary

Delhi

(Delhi)

Dear Leadership,

Subject: Orientation, Skill-Building, and Capacity-Building Workshop for ICC/IC Members

We are pleased to announce a Two-Day Orientation, Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC) Members, designed to equip participants with legal, procedural, and psychological tools to ensure effective compliance under the Prevention of Sexual Harassment (PoSH) Act.

Workshop Details

Workshop Title:	Orientation, Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC/IC) Members <i>Equipping ICC/IC Members to Uphold Workplace Dignity under the Prevention of Sexual Harassment (PoSH) Act, 2013</i>
Dates & Timings:	7-8 August 2025 (Thursday & Friday) 9:30 AM to 5:30 PM on both days
Venue:	Hotel Crowne Plaza, Okhla, New Delhi https://maps.app.goo.gl/EvDVnbZ7qTEA3mdHA

Context & Statutory Mandate

The *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* mandates the formation of an Internal Complaints Committee (ICC/IC) in every workplace and entrusts it with the responsibility of handling complaints in a fair, sensitive, and legally sound manner. Under **Section 19** of the Act and **Rule 13** of the Rules framed

thereunder, it is the **statutory duty** of the employer to provide **orientation, capacity building, and skill development training for ICC/IC Members at regular intervals.**

This workshop is designed to fulfill this legal requirement while building the practical capacity and confidence of ICC members to perform their duties with empathy, neutrality, and competence.

Workshop Highlights

- Deep understanding of the PoSH Act, 2013, Rules, Govt. notifications, and key court rulings
- Legal duties, roles, and liabilities of ICC Members
- Psychological insights on handling trauma-related sensitive complaints
- Step-by-step inquiry procedure with mock inquiry simulation
- Handling Digital Evidence in Sexual Harassment Cases
- Gender sensitisation: bias, power dynamics, and inclusivity
- Drafting legally sound reports and notices
- Preventive role of ICCs: awareness, training, and annual reporting
- Comprehensive Handbook and ICC Toolkit with ready-to-use formats and templates



Who Should Attend

- Internal Complaints Committee (ICC/IC) Members
- HR / Training / Legal Officers involved in workplace compliance
- Ethics, Vigilance, and Gender Sensitisation Officers
- Senior executives responsible for policy implementation and workplace safety

Expert Faculty

Mr. Hari Krishan

Former Civil Servant (1995 Batch)

With over 28 years of service in senior roles in the Government of India and CPSEs, Mr. Hari Krishan has served extensively as an **ICC Member** in multiple organizations. A certified Life Coach and legal educator, he has led workshops on PoSH, Ethics, Governance, and Gender

Sensitisation for over 100 organisations. He brings a rich blend of HR, legal, and practical field experience.

Dr. Ishita Upadhyay

Associate Professor, Department of Psychology, University of Delhi

A leading academic and psychologist, Dr. Upadhyay brings a trauma-informed perspective to ICC roles. Her session will help participants sensitively address mental health aspects in harassment complaints. She has served on ICCs in academic and public institutions, helping ICC members handle sensitive cases with psychological awareness.

Mr. Ravindra Kumar

Former Director, Government of India

With experience in the Ministry of Law & Justice, Department of Personnel & Training, and as Faculty at ISTM, Mr. Kumar is a seasoned inquiry expert. He has mentored multiple ICCs and provides hands-on guidance on managing complaints, inquiry documentation, and compliance with principles of natural justice.

Key Topics to Be Covered

1. **Legal Framework of the PoSH Act, 2013 and Rules:** Key provisions, definitions, applicability, and timelines.
2. **Latest Government Instructions and Judicial Interpretations:** Analysis of recent DoPT/Ministry of Women & Child Development circulars and landmark judgments from High Courts and the Supreme Court.
3. **Roles, Responsibilities and Powers of ICC Members:** Functions, decision-making powers, composition, tenure, confidentiality, and accountability.
4. **Principles of Natural Justice:** Understanding audi *alteram partem* (right to be heard) and *nemo judex in causa sua* (rule against bias), which are vital for ensuring procedural fairness and upholding ICC reports before Hon'ble Courts.
5. **Psychological Aspects of Sexual Harassment:** Recognising trauma symptoms, handling vulnerable complainants, applying trauma-informed inquiry approaches
6. **Handling Complex and Sensitive Complaints:** Anonymous complaints, retaliatory complaints, and complaints of non-sexual harassment cases.
7. **Handling Digital Evidence in POSH Investigations:** Equip ICC members with knowledge and skills to responsibly handle, examine, and document digital evidence.
8. **Drafting Inquiry Documents:** Complaint intake forms, show-cause notices, response templates, inquiry questionnaires, interim orders, and final reports.
9. **Annual Reporting and Record-Keeping:** Structuring of annual reports, submission protocols, reporting formats, and record confidentiality.
10. **Creating a Preventive and Safe Work Environment:** Role of ICC in Awareness Creation, Campaigns, Workplace Training, and Behavioral Audits.

11. **Mock Inquiry and Simulation:** Step-by-step live simulation of an ICC inquiry—from complaint registration to report submission.

Our Esteemed Clients & Participation Record

We have conducted successful workshops for over **100 organisations**, including:

- **Government Ministries:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, AAI, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
- **Banks & Financial Institutions:** PNB, BoB, EXIM Bank, UCO Bank, Canara Bank, Kotak Bank
- **Insurance & Regulatory Bodies:** LIC, AIC, IIFCL, PFRDA, IFCI
- **Academic & Training Bodies:** IIM Mumbai, IIFT, IRISSET, Baroda Apex Academy

Our programs consistently receive excellent feedback from both senior leadership and participants.

Participation Fee

Category	Fee per Participant (INR)
1–2 Participants	₹19,500
3–4 Participants	₹18,525 (5% discount)
5 or more Participants	₹17,550 (10% discount)

Note: *GST @18% is applicable unless exempt.*

Inclusions

- Lunch & Refreshments (on both days)
- Comprehensive Handbook: PoSH Act, rules, govt. guidelines, case laws
- ICC Toolkit: Ready-to-use formats and inquiry templates
- Certificate of Participation (with individual & group photos)

Payment Details

Account Name: Life Transformation Academy Pvt. Ltd.

Bank: Indian Bank | **Branch:** New Delhi Lajpat Nagar

A/C No.: 50522861294 | **IFSC:** IDIB000L512

GSTIN: 07AAECL1465D1ZS | **PAN:** AAECL1465D

TReDS ID: LI0064568

How to Nominate

Please send nominations to:

Email: harikrishan@lifetransformationacademy.co.in

with the following details:

- Name, Designation, Email, Mobile
- Organisation Name, address and GST details (for invoicing)

Note: Seats are limited and will be confirmed on a first-come, first-served basis. We request you to confirm nominations at the earliest to reserve participation.

We look forward to your organisation's active participation in this high-impact and compliance-oriented program.


Warm regards,




Hari Krishan

Founder & Lead Facilitator

Former Civil Servant (IRPS 1995 Batch)

 harikrishan@lifetransformationacademy.co.in

 +91-8368480712 | +91-9717636975

Fwd: Stores Management & Inventory Control - 30 JUL**Shri Dharmendra** <csdelhi@nic.in>

Fri, 25 Jul 2025 4:11:05 PM +0530

To "Commissioner of Industries" <comind@nic.in>, "Sh Anil Kumar Singh" <secservices@nic.in>

From: register@princetonvirtualclasses.com**To:** "Shri Dharmendra" <csdelhi@nic.in>**Sent:** Friday, July 25, 2025 3:00:12 PM**Subject:** Stores Management & Inventory Control - 30 JUL

Classroom Workshop on

**Stores Management &
Inventory Control**

30 July 2025 – Holiday Inn, **CHENNAI**
 7 Aug 2025 – Holiday Inn, **BANGALORE**
 8 Aug 2025 - Holiday Inn, **MUMBAI**
 8 AUG 2025 - Holiday Inn, **DELHI**

Time: 10:00 AM - 5:00 PM

Course Outline:**Supply Chain 4.0**

- Block-chain, IoT and AI and their impact on the supply chain

**Managing the Stores Function Efficiently
Stockyard and Warehouse Setup & Operations**

- Outdoor storage: Risks, layout planning, and material protection
- Manual vs. powered material handling: Tools, trolleys, forklifts
- Training staff in safe equipment usage
- General storage and measuring equipment—use and upkeep

Inventory Receiving, Documentation and Storage

- Goods receiving procedures: Inspections, checklists, and GRNs
- Storage categorization: Raw material, spares, finished goods

- Order picking techniques: FIFO, LIFO, batch control
- Packaging, palletization and safe racking practices
- Preventing spoilage, leakage and breakage—causes and remedies

Ordering, Stock Levels and Inventory Planning & Control

- Stock ordering cycle: Requisition, approval, lead time management
- Setting reorder levels and safety stocks
- ABC analysis, EOQ and demand forecasting
- Procurement coordination with finance and operations

Inventory Coding, Documentation & Records

- Inventory identification systems: SKUs, barcodes, QR codes
- Creating practical, user-friendly coding systems
- Physical vs. digital stock records – best practices
- Importance of accuracy and audit-readiness
- Report generation: Stock status, slow movers, stock age

Health, Safety & Accident Prevention

- Legal and operational responsibilities of store managers and staff
- Workplace safety standards: Protective clothing, equipment and training
- Safety audits, safety signage and incident protocols

Reporting & Dashboards for Store Management

Store managers should have a practical reporting framework to track, control, and optimize store operations through relevant dashboards and analytics

- Stock Ledger vs Physical Count Variance Report
- Fast-Moving vs Slow-Moving Items Dashboard
- Dormant & Obsolete Inventory Report (Ageing Analysis)
- Out-of-Stock (OOS) Report by Location and SKU
- Floor vs Racking Occupancy Dashboard
- High-Value SKU Movement Tracker
- GRN vs Gate Entry vs Physical Receipt Mismatch Report
- Material Handling Time per Inward/Outward Cycle

Handling Critical Issues in Stores

- Managing audits, stock mismatches and physical losses
- Fast-moving vs. non-moving inventory management
- Emergency response (fire, flood, strikes, shutdowns)

Timings: 10:00 am - 5:00 pm, Registration begins at 9:30

How to Register :

- Fees: Rs. 12,500/- + GST PP per program
Rs. 10,000/- + GST PP for 2+ participants
Rs. 8,750/- + GST PP for 4+ participants
- Please write to register@princetonacademy.co.in
- Call or WhatsApp Pankita - 97699 84690 / 97695 79090
- Mention the name of the participant, company, and contact details.

- You will receive a Certificate of course completion
- Fees include Lunch, tea/coffee, course material etc.

UPCOMING WORKSHOPS -

- Advanced Stores Management & Inventory Control
- ISD & IMS (Invoice Mgmt System) under GST
- Leadership Skills
- Internal Financial Control - IFC
- AI Tools for HR & Admin
- Excel, Power BI & AI for Finance & Accounts
- Purchasing Management & Negotiation
- FMEA, Quality Tools & Root Cause Analysis
- AI - Agentic AI, Prompt Engineering & Gen AI
- Labour laws incl New Labour Code
- Advanced SAP FICO & Financial Control
- EDPMS & IDPMS Compliance - eBRC, RBI Penalties
- Advanced Negotiation Skills
- Microsoft Copilot - Excel, Word, Powerpoint & Emails
- Advanced EXCEL, Dashboards & AI
- Business Communication & Etiquette -Ms Sabira Merchant

Incase the email does not suit you, kindly forward to your HR, Personnel, Learning & Training department, Import Export, accounts & finance, supply chain department

Disclaimer:

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502 Shalimar Morya Park, Andheri W, Mumbai - 400053

this email was sent from register@princetonvirtualclasses.com to csdelhi@nic.in
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Marketing

Princeton Academy | 502, Shalimar Morya Park, Andheri link Road, Andheri West, Mumbai 400053

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Regards
 O/o The Chief Secretary, Delhi

Fwd: NPC Residential Training Program on "Procurement Management & Financial Management" (Sept 08-12, 2025)- Gangtok, Sikkim - Request for Nominations

Shri Dharmendra <csdelhi@nic.in>

Tue, 29 Jul 2025 3:00:28 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Commissioner of Industries"<comind@nic.in>

From: "rajesh sund" <rajesh.sund@npcindia.gov.in>

To: "Shri Dharmendra" <csdelhi@nic.in>

Sent: Tuesday, July 29, 2025 11:39:45 AM

Subject: NPC Residential Training Program on "Procurement Management & Financial Management" (Sept 08-12, 2025)- Gangtok, Sikkim - Request for Nominations

T2526ESG04
28th July 2025

Sub: NPC Residential Training Program on "Procurement Management & Financial Management"
(Sept 08-12, 2025)- Gangtok, Sikkim -Request for Nominations

Sir/Madam,

National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "Procurement Management & Financial Management" during Sept 08-12, 2025 at Gangtok, Sikkim.

The NPC Training Program has been designed to inculcate the importance of Public Procurement & Financial Management by updating skills, knowledge on best practices needed to effectively manage procurements and contracts in the public sector environment within the organization. The Training shall also emphasize various aspects of managing financial resources more productively in improving managerial effectiveness and performance.

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

The participation fee is Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.

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

Please confirm the participations latest by **Aug. 25th, 2025**. Please feel free to contact us in case of any further clarifications or queries.

Thanking you and looking forward to receiving nominations.

Yours faithfully,

(Rajesh Sund/राजेश सण्ड)

Director (Economic Services)/निर्देशक (इकनोमिक सर्विसेज)

और/and कार्यक्रम संचालक/Program Coordinator

राष्ट्रिय उत्पादकता परिषद/ National Productivity Council

नई दिल्ली - ११०००३/ New Delhi - 110003

दूरभाष - ०११- २४६०७३०३/८७९९७८४७१५

Phone -011-24607303/8799784715

Email: rajesh.sund@npcindia.gov.in

ABOUT TRAINING PROGRAM

1. LEARNING OBJECTIVES

- To understand the kind of system and practices existing in Procurement Management and to evolve better methods.
- To understand the General Financial Rules in Public Procurement
- To understand the importance of early resolution of disputes related to supply chain and the mechanisms to deal.

- To understand the pitfalls of Financial Management.
- To enable the participants to use qualitative and quantitative tools and measures to distinguish the key Financial Risks;

2. BROAD PROGRAMME COVERAGE

- Concept of Public Procurement Management
- Procurement of Consulting Services
- Contract Management & Vendor Selection
- Approaches to Financial Management
- Tools and Techniques of Financial Risk Management
- Financial Decision Making & Valuation Techniques

3. METHODOLOGY

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

4. PARTICIPANTS' PROFILE

Officials awarding public contracts or new to the process of procuring public work, or, who wants an understanding of the foundations of the procurement process from various functions in Centre & State Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume this role in future.

5. FACULTY

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

6. PROGRAMME FEE & VENUE

Programme Code	T2526ESG04
Programme Fees	For Residential Participants-- Rs. 70,000 (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit. For Non-Residential Participants-- Rs. 55,000 (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.
Program Schedule	Gangtok, Sikkim (Sept. 08-12, 2025) Programme starts on 08- 09-2025 at 1530 hrs. Programme closes on 11- 09-2025 at 1800 hrs. Check in for Residential Participants: 08- 09-2025 (AN) Check out for Residential Participants: 12- 09-2025 (FN)
NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked on first-come-first-served basis subject to realization of participation fee before the last date of submission of nominations. For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.8,000 respectively for the entire duration, payable directly to the hotel by the participant. Participation fee is non-refundable. However, substitution can be made, or the fees can be adjusted against future nominations.	

7. PAYMENT DETAILS

Programme Fee inclusive of GST to be paid in advance and proof of payment to be attached.	
<ul style="list-style-type: none"> • ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • In case of ECS Payment, the payment details should be intimated accordingly along with UTR number. • Programme Fees per Participant plus GST to be paid in advance. • NPC'S PAN No: AAATN0402F, • NPC'S GSTIN: 07AAATN0402F1Z8 	

8. HOW TO APPLY

Please fill the following details of Nominated Participants

S. No	Name of Delegate	Designation	Years of Experience	Mobile No.	Email ID	Official Address for Correspondence
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee

(RTGS / NEFT Details; Cheque, DD):

Also provide **GST No. of Organization/Institution** along with details of UTR No. towards Participation fees including GST @18%☐☐

Tick, if Organization is GST Exempted

OR if Organization is Not GST Exempted**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

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

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

DECLARATION

I certify that the above information is correct

Signature: _____ Date: _____ Place: _____

9. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Attendance is mandatory for all participants.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- NPC shall offer a 5% discount on participation fees to organizations sponsoring more than 10 participants in any program.
- **Nominations may be sent to the following address:**

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

➤ **Last date for Receiving of Nominations: 25-08-2025**

FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

Effective Office Administration and Financial Management	Oct 13-17, 2025	Gangtok, Sikkim
Stress Management and Strategic Financial Planning for Organizational Excellence	Nov 17-21, 2025	Port Blair, A & N
Project Management and Financial Management	Dec 15-19, 2025	Gangtok, Sikkim
Effective Office Administration and Financial Management	Jan 19-23, 2026	Port Blair, A & N
Procurement Management and Financial Management	Feb 23-27, 2026	Port Blair, A & N

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Regards
O/o The Chief Secretary, Delhi

Fwd: ICC/IC Members workshop @ Crowne Plaza 7-8 Aug 2025**Shri Dharmendra** <csdelhi@nic.in >

Fri, 25 Jul 2025 4:10:03 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: harikrishan@lifetransformationacademy.co.in**To:** "Shri Dharmendra" <csdelhi@nic.in>**Sent:** Friday, July 25, 2025 3:17:39 PM**Subject:** ICC/IC Members workshop @ Crowne Plaza 7-8 Aug 2025

Chief Secretary
Delhi
(Delhi)

Dear Leadership,

**Subject: Orientation and Skill-Building, and Capacity-Building Workshop for ICC Members
 – 7–8 August 2025, New Delhi**

As per Section 19 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rule 13 of the Rules framed thereunder, it is the statutory obligation of every employer to ensure the orientation and capacity-building of the members of the Internal Complaints Committee (ICC) regularly.

In line with this mandate, we are pleased to announce a Two-Day Orientation, Skill-Building, and Capacity-Building Workshop for ICC Members. This programme will strengthen the legal, psychological, and procedural competencies of ICC Members and related officers.

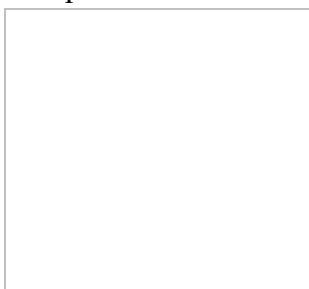
Sessions will be led by an experienced panel including a senior civil servant, a government officer, and a university professor –all of whom have served as ICC Members and possess deep expertise in law, HR, and psychology. The details are as follows:

Workshop Details

Workshop Title:	Orientation and Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC) Members: <i>Equipping ICC Members to Uphold Workplace Dignity under the Prevention of Sexual Harassment (PoSH) Act, 2013</i>
Dates & Timings:	7-8 August 2025 (Thursday & Friday) 9:30 AM to 5:30 PM on both days
Venue:	Hotel Crowne Plaza, Okhla, New Delhi

Workshop Highlights

- Deep understanding of the PoSH Act, 2013, Rules, Govt. notifications, and key court rulings
- Legal duties, roles, and liabilities of ICC Members
- Psychological insights on handling trauma-related sensitive complaints
- Step-by-step inquiry procedure with mock inquiry simulation
- Handling Digital Evidence in Sexual Harassment Cases
- Gender sensitisation: bias, power dynamics, and inclusivity
- Drafting legally sound reports and notices
- Preventive role of ICCs: awareness, training, and annual reporting
- Comprehensive Handbook and ICC Toolkit with ready-to-use formats and templates



- Step-by-step live simulation of an ICC inquiry – from complaint registration to report submission.

Expert Panel of Speakers

- **Mr. Hari Krishan** – Former Civil Servant (1995 Batch), ICC Member, Life Coach, PoSH & Governance Trainer
- **Dr. Ishita Upadhyay** – Associate Professor, Dept. of Psychology, University of Delhi, ICC Member and trauma expert
- **Mr. Ravindra Kumar** – Former Director, Government of India; DoPT & ISTM Faculty; ICC Member & Inquiry Specialist

Who Should Attend

- ICC Members
- HR, Legal, Training, Ethics, and Vigilance Officers
- Senior Management responsible for PoSH compliance

Our Esteemed Clients

Our ICC/POSH and other training programs have been successfully conducted for 100+ organisations, including Ministries (Steel, Law & Justice, Railways), CPSEs (NTPC, AAI, GAIL, POWERGRID), Banks (PNB, BoB, Kotak), and premier institutes (IIM Mumbai, IIFT).

How to Nominate

Please email participant details to harikrishan@lifetransformationacademy.co.in with:

- Name, Designation, Mobile, and Email
- Organisation name, address, and GST details (for invoicing)

☐ For any queries, please contact: +91-8368480712 | +91-9717636975

Detailed proposal with workshop highlights, topics, speaker profiles, fee details, and registration process. is attached herewith.

We look forward to your organisation's participation in this impactful and compliance-driven initiative.

Warm regards,

Hari Krishan

Founder & Lead Facilitator

Former Civil Servant (1995 Batch)

☐ harikrishan@lifetransformationacademy.co.in

☐ +91-8368480712 | +91-9717636975

Life Transformation Academy Pvt. Ltd.

☐ Enclosure: Detailed Workshop Proposal

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Regards

O/o The Chief Secretary, Delhi

1 Attachment(s)

ICC Workshop Proposal - Chie...
827.4 KB



Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/2025/ Workshop/ ICC

New Delhi, 25 July 2025

Chief Secretary

Delhi

(Delhi)

Dear Leadership,

Subject: Orientation, Skill-Building, and Capacity-Building Workshop for ICC/IC Members

We are pleased to announce a Two-Day Orientation, Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC) Members, designed to equip participants with legal, procedural, and psychological tools to ensure effective compliance under the Prevention of Sexual Harassment (PoSH) Act.

Workshop Details

Workshop Title:	Orientation, Skill-Building, and Capacity-Building Workshop for Internal Complaints Committee (ICC/IC) Members <i>Equipping ICC/IC Members to Uphold Workplace Dignity under the Prevention of Sexual Harassment (PoSH) Act, 2013</i>
Dates & Timings:	7-8 August 2025 (Thursday & Friday) 9:30 AM to 5:30 PM on both days
Venue:	Hotel Crowne Plaza, Okhla, New Delhi https://maps.app.goo.gl/EvDVnbZ7qTEA3mdHA

Context & Statutory Mandate

The *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* mandates the formation of an Internal Complaints Committee (ICC/IC) in every workplace and entrusts it with the responsibility of handling complaints in a fair, sensitive, and legally sound manner. Under **Section 19** of the Act and **Rule 13** of the Rules framed

thereunder, it is the **statutory duty** of the employer to provide **orientation, capacity building, and skill development training for ICC/IC Members at regular intervals.**

This workshop is designed to fulfill this legal requirement while building the practical capacity and confidence of ICC members to perform their duties with empathy, neutrality, and competence.

Workshop Highlights

- Deep understanding of the PoSH Act, 2013, Rules, Govt. notifications, and key court rulings
- Legal duties, roles, and liabilities of ICC Members
- Psychological insights on handling trauma-related sensitive complaints
- Step-by-step inquiry procedure with mock inquiry simulation
- Handling Digital Evidence in Sexual Harassment Cases
- Gender sensitisation: bias, power dynamics, and inclusivity
- Drafting legally sound reports and notices
- Preventive role of ICCs: awareness, training, and annual reporting
- Comprehensive Handbook and ICC Toolkit with ready-to-use formats and templates



Who Should Attend

- Internal Complaints Committee (ICC/IC) Members
- HR / Training / Legal Officers involved in workplace compliance
- Ethics, Vigilance, and Gender Sensitisation Officers
- Senior executives responsible for policy implementation and workplace safety

Expert Faculty

Mr. Hari Krishan

Former Civil Servant (1995 Batch)

With over 28 years of service in senior roles in the Government of India and CPSEs, Mr. Hari Krishan has served extensively as an **ICC Member** in multiple organizations. A certified Life Coach and legal educator, he has led workshops on PoSH, Ethics, Governance, and Gender

Sensitisation for over 100 organisations. He brings a rich blend of HR, legal, and practical field experience.

Dr. Ishita Upadhyay

Associate Professor, Department of Psychology, University of Delhi

A leading academic and psychologist, Dr. Upadhyay brings a trauma-informed perspective to ICC roles. Her session will help participants sensitively address mental health aspects in harassment complaints. She has served on ICCs in academic and public institutions, helping ICC members handle sensitive cases with psychological awareness.

Mr. Ravindra Kumar

Former Director, Government of India

With experience in the Ministry of Law & Justice, Department of Personnel & Training, and as Faculty at ISTM, Mr. Kumar is a seasoned inquiry expert. He has mentored multiple ICCs and provides hands-on guidance on managing complaints, inquiry documentation, and compliance with principles of natural justice.

Key Topics to Be Covered

1. **Legal Framework of the PoSH Act, 2013 and Rules:** Key provisions, definitions, applicability, and timelines.
2. **Latest Government Instructions and Judicial Interpretations:** Analysis of recent DoPT/Ministry of Women & Child Development circulars and landmark judgments from High Courts and the Supreme Court.
3. **Roles, Responsibilities and Powers of ICC Members:** Functions, decision-making powers, composition, tenure, confidentiality, and accountability.
4. **Principles of Natural Justice:** Understanding audi *alteram partem* (right to be heard) and *nemo judex in causa sua* (rule against bias), which are vital for ensuring procedural fairness and upholding ICC reports before Hon'ble Courts.
5. **Psychological Aspects of Sexual Harassment:** Recognising trauma symptoms, handling vulnerable complainants, applying trauma-informed inquiry approaches
6. **Handling Complex and Sensitive Complaints:** Anonymous complaints, retaliatory complaints, and complaints of non-sexual harassment cases.
7. **Handling Digital Evidence in POSH Investigations:** Equip ICC members with knowledge and skills to responsibly handle, examine, and document digital evidence.
8. **Drafting Inquiry Documents:** Complaint intake forms, show-cause notices, response templates, inquiry questionnaires, interim orders, and final reports.
9. **Annual Reporting and Record-Keeping:** Structuring of annual reports, submission protocols, reporting formats, and record confidentiality.
10. **Creating a Preventive and Safe Work Environment:** Role of ICC in Awareness Creation, Campaigns, Workplace Training, and Behavioral Audits.

11. **Mock Inquiry and Simulation:** Step-by-step live simulation of an ICC inquiry—from complaint registration to report submission.

Our Esteemed Clients & Participation Record

We have conducted successful workshops for over **100 organisations**, including:

- **Government Ministries:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, AAI, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
- **Banks & Financial Institutions:** PNB, BoB, EXIM Bank, UCO Bank, Canara Bank, Kotak Bank
- **Insurance & Regulatory Bodies:** LIC, AIC, IIFCL, PFRDA, IFCI
- **Academic & Training Bodies:** IIM Mumbai, IIFT, IRISSET, Baroda Apex Academy

Our programs consistently receive excellent feedback from both senior leadership and participants.

Participation Fee

Category	Fee per Participant (INR)
1–2 Participants	₹19,500
3–4 Participants	₹18,525 (5% discount)
5 or more Participants	₹17,550 (10% discount)

Note: *GST @18% is applicable unless exempt.*

Inclusions

- Lunch & Refreshments (on both days)
- Comprehensive Handbook: PoSH Act, rules, govt. guidelines, case laws
- ICC Toolkit: Ready-to-use formats and inquiry templates
- Certificate of Participation (with individual & group photos)

Payment Details

Account Name: Life Transformation Academy Pvt. Ltd.

Bank: Indian Bank | **Branch:** New Delhi Lajpat Nagar

A/C No.: 50522861294 | **IFSC:** IDIB000L512

GSTIN: 07AAECL1465D1ZS | **PAN:** AAECL1465D

TReDS ID: LI0064568

How to Nominate

Please send nominations to:

Email: harikrishan@lifetransformationacademy.co.in

with the following details:

- Name, Designation, Email, Mobile
- Organisation Name, address and GST details (for invoicing)

Note: Seats are limited and will be confirmed on a first-come, first-served basis. We request you to confirm nominations at the earliest to reserve participation.

We look forward to your organisation's active participation in this high-impact and compliance-oriented program.


Warm regards,




Hari Krishan

Founder & Lead Facilitator

Former Civil Servant (IRPS 1995 Batch)

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