Fwd: A 5 DAYS COURSE ON "OSINT & SOCIAL MEDIA ANALYSIS" IS SCHEDULED TO BE HELD AT THE SVP NATIONAL POLICE ACADEMY ,HYDERABAD FROM 05TH- 09TH JANUARY, 2026- INVITING NOMINATION- REG

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 13 Nov 2025 12:13:53 PM +0530

To   "Secretary Services"<secservices@nic.in>,"Bipul Pathak"<pshome@nic.in>

============ Forwarded message ============
From: D Bala Siddiq <fax@svpnpa.gov.in>
To: "CS AP"<cs@ap.gov.in>, "Jishnu IAS"<cs-assam@nic.in>, "Naresh Kumar"<cs-arunachal@nic.in>, "Chief Bihar"<cs-bihar@nic.in>, "Chief Office"<csoffice.cg@gov.in>, "Chief Secretary"<cs-goa@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "Mr VARDHAN"<cs@hry.nic.in>, "Anil Khachi"<cs-hp@nic.in>, "Shri Singh"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "V.P.Joy IAS"<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 miz"<cs_miz@rediffmail.com>, "Chief Nagaland"<csngl@nic.in>, "Suresh Mahapatra"<csori@nic.in>, "Chief Punjab" <cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "Prakash"<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-uttarakhand@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Chief Andamans"<cs-andaman@nic.in>, "adcgovpb"<adcgovpb@gmail.com>, "Administrator administrator"<administrator-dnh@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Advisor LG"<advisor-lg-ladakh@gov.in>, "A. Anbarasu IAS"<Lk-advisor@gov.in>, "Praful Patel"<lk-admin@nic.in>, "Shri Dev" <csdelhi@nic.in>, "Chief CS"<cs.pon@nic.in>, "Nitin Yadav"<hs-chd@nic.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>, "Assam DGP"<dgp@assampolice.gov.in>, "arpolice"<arpolice@rediffmail.com>, "DGP Room"<dgpcr.pat-bih@gov.in>, "D M Awasthi" <dgp-phq.cg@gov.in>, "DGP Office"<ps.dgp-cg@gov.in>, "ddpcrphq" <ddpcrphq@gmail.com>, "DIG Daman"<digp-daman-dd@nic.in>, "Shri Prabhudessai" <sphq@goapolice.gov.in>, "Director Police"<dgpgoa@goapolice.gov.in>, "Police"<police-statecr-hp@nic.in>, "cchrpkl"<cchrpkl@gmail.com>, "Haryana Police" <POLICE@HRY.NIC.IN>, "dgp"<dgp@jhpolice.gov.in>, "dgp-control"<dgp-control@jhpolice.gov.in>, "Police kashmir"<phqjk@jkpolice.gov.in>, "DGP" <dgp.pol@kerala.gov.in>, "ANIL KANT"<dgp@keralapolice.gov.in>, "DGP POLICE" <dgpms.mumbai@mahapolice.gov.in>, "Devesh Chandra"<dgp-aizawl@mizoram.gov.in>, "mizopol"<mizopol@rediffmail.com>, "digtrainingmizoram" <digtrainingmizoram@gmail.com>, "DGP Meghalaya"<dgp-meg@nic.in>, "T. J. Longkumer" <dgp-ngl@nic.in>, "Vizovoto Richa"<scrb-ngl@nic.in>, "SCRBPNAGA" <scrbpnaga@yahoo.com>, "dgpnld"<dgpnld@yahoo.co.in>, "State Quarters" <sphqrs.odpol@nic.in>, "DG Cuttack"<dgp.odpol@nic.in>, "DGP Department" <dgp.pon@nic.in>, "scr intelligence"<scr.intelligence@rajpolice.gov.in>, "DGP RAJASTHAN" <dgp-rj@nic.in>, "adgp training"<adgp.training@rajpolice.gov.in>, "Sikkim PCR" <pcr@sikkimpolice.nic.in>, "Director Sikkim"<DGP@SIKKIMPOLICE.NIC.IN>, "dgp" <dgp@tn.gov.in>, "TNDGPCONTROLROOM"<tndgpcontrolroom@gmail.com>, "policewb" <policewb@yahoo.com>, "SSP Leh"<ssp-leh1@police.ladakh.gov.in>, "igpladakh" <igpladakh@gmail.com>, "lak-sop"<Lak-sop@nic.in>, "LAK-SOP"<LAK-SOP@LAKSHA.NIC.IN>, "hq ndrf"<hq.ndrf@nic.in>, "Duty Agency"<do.nia@gov.in>, "DG NIA"<dg.nia@gov.in>, "Director CBI"<dcbi@cbi.gov.in>, "Ops Room"<cr.ssbdel@nic.in>, "comnfhqssb"<comn.fhqssb@ssb.gov.in>, "Kuldiep Singh"<dg@crpf.gov.in>, "Director NICFS"<director.nicfs@nic.in>, "director dc"<director_dc@nfsu.ac.in>, "Director NCRB" <director@ncrb.gov.in>, "DG BPR&D"<dg@bprd.nic.in>, "ASSISTANT ESTABLISHMENT"

<ad.estab@bprd.nic.in>, "C CONTROL ROOM"<fhqr-control@cisf.gov.in>, "Rohit Nayak" <narcoticsbureau@nic.in>, "NCB DG"<DG-NCB@NIC.IN>, "Samant Goel"<secretary-csr@gov.in>, "nepa-meg"<nepa-meg@nic.in>, "G Swan Lian"<ddestt@natgrid.gov.in>, "Arun Sinha"<CHAIRMAN@NTRO.GOV.IN>, "Control MHA"<iocdm.mha@nic.in>
Date: Thu, 13 Nov 2025 11:46:32 +0530
Subject: A 5 DAYS COURSE ON "OSINT & SOCIAL MEDIA ANALYSIS" IS SCHEDULED TO BE HELD AT THE SVP NATIONAL POLICE ACADEMY ,HYDERABAD FROM 05TH- 09TH JANUARY, 2026- INVITING NOMINATION- REG
============ Forwarded message ============

Respected Sir,

Please find the attachment

With regards
SVP National Police Academy, Hyderabad.
04024234476

1 Attachment(s)

E-22553.pdf
1.2 MB

2

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 01/12/2025 05:17 pm

2/2

By Fax / Speed Post

SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY
(Government of India: Ministry of Home Affairs)
Hyderabad - 500 052

No. 12011/02/2026-Trg (E-22553)   Dated: November 12th, 2025

To

1. The Chief Secretaries of all States / U.T.s
2. The Director General & Inspector General of Police of all States / U.T.s
3. The Commissioner of Police, Delhi / Kolkata / Mumbai /Chennai/Hyderabad/ Bengaluru
4. The Director General, BSF/CRPF/CISF/ITBP, CGO Complex, Lodhi Road, New Delhi.
5. The Director General, Sashastra Seema Bal, Block-V (East), R. K. Puram, New Delhi-66
6. The Director, Central Bureau of Investigation, Plot No. 5-B, 6th Floor, CGO Complex, Lodhi Road, New Delhi-110003
7. The Director, Intelligence Bureau, 35 Sardar Patel Marg, New Delhi
8. The Director General, Bureau of Police Research & Development, National Highway No. 8, Mahipalpur, New Delhi-110037
9. The Director General, Narcotic Control Bureau, West Block-I, Wing No. 5, R. K. Puram, New Delhi
10. The Director General, National Crime Records Bureau, East Block VII, R. K. Puram, New Delhi
11. The Director, National Institute of Criminology & Forensic Science, Sector-3, Outer Ring Road, Rohini, Delhi
12. The Director, North Eastern Police Academy, Umsaw (Meghalaya)
13. The Director General, National Disaster Response Force, 6th Floor, NDCC-II Building, Jai Singh Road, New Delhi-110001
14. The Chief Executive Officers, National Intelligence Grid (NATGRID), New Delhi
15. The Advisor, National Technical Research Organization (NTRO), New Delhi
16. The Secretary(R), Cabinet Secretariat, New Delhi
17. The Director General, National Investigation Agency, Lodhi road, New Delhi

Sub: **A 5 days Course on "OSINT & Social Media Analysis" is scheduled to be held at the S.V.P. National Police Academy, Hyderabad from 05th - 09th January, 2026-Inviting nomination —reg.**

Madam/Sir,

A 5 days Course on **"OSINT & Social Media Analysis"** scheduled to be held at the S. V.P. National Police Academy, Hyderabad from **05th-09th January,2026** for the officers of the rank of Addl. Superintendent of Police to Inspector General of Police.

2. **The objectives of the Training Programme is to cover following aspects: -**

➢ To train in skills, techniques and tools to gather information from internet.
➢ Profiling of person using OSINT.
➢ Social media platforms for gathering intelligence and information.
➢ Doing time analysis, sentiment analysis, trend analysis on social media.

3. It is requested to nominate three eligible officers rank of Addl. SP to IG from each State/UT/CPOs/CAPFs to attend the Course as per the format given below: -

S.No.	Name and Designation with batch	Address	Telephone No/Mobile No/Fax No.	Email-id

4. **The nominations for the Course may please be sent to the Academy latest by December 22nd , 2025** through Fax (040-24015179) /E-mail: saxena@svpnpa.gov.in for acceptance and forwarding joining instructions to the nominated officers directly. For any assistance the Course Secretary Shri S.R.Saxena can be contacted Landline No. 040-24235743 and M. No-9290448976

5. The Course is residential and the participants of the Course will be staying in the accommodation provided by the Academy. **The expenditure to be incurred on boarding and lodging of the participants shall be met by the Academy.** However, the expenditure on account of travel of officers for attending the Course may be borne by the respective state/Central Government Department. It is informed that as per SOP of the Academy, those officers against whom any criminal case, DE/PE etc. is in currency or contemplated are not **eligible** to undergo any training programme/course/seminar/workshop at the Academy. Hence, nominations of eligible officers may only be sent accordingly.

6. The dress order for the Course participants is Civvies i.e., shift (full sleeves), Trouser & tie for gentlemen and Salwar Kameez / Saree / Business suit for ladies.

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7.   **The nominees may be advised to proceed for the Course only after receiving confirmation of acceptance of their nominations from the Academy.** The officers nominated for the Course are required to report at the Academy by the evening of **04th January, 2026** i.e., one day before the commencement of the Course. Transport from Hyderabad Airport / Railway station to the Academy and back will be provided by the Academy as per travel plan provided by the participants.

Yours faithfully

12/11/25

(**Ajit Pratap Singh**)
Assistant Director (IT-II)
Course Director

Copy to:

1.   The Secretary, Government of India, Ministry of Home Affairs, North Block, New Delhi110 001.

Fwd: Level - A - DAKSHTA by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 10:21:20 AM +0530

To   "Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Fri, 14 Nov 2025 10:17:19 +0530
Subject: Level - A - DAKSHTA 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 : Level - A - DAKSHTA
Course Code : LA-DAKSHTA-05
Date :   12 Jan 2026 to 16 Jan 2026
Mode :   Offline

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

6

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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1/1

Fwd: Level - A - DAKSHTA by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 10:21:20 AM +0530

To   "Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <csoffice.cg@gov.in>
Date: Fri, 14 Nov 2025 10:17:19 +0530
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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

7

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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Fwd: Call for Nominations - Executive Development & Onsite Capacity Building Programmes

Shri Rajeev Verma < csdelhi@nic.in >

Mon, 17 Nov 2025 8:18:14 PM +0530

   To   "Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: chiefexecutiveofficer <chiefexecutiveofficer@nistd.org>
To: <csdelhi@nic.in>
Date: Mon, 17 Nov 2025 20:05:10 +0530
Subject: Call for Nominations - Executive Development & Onsite Capacity Building Programmes
============ Forwarded message ============

To

The Chief Secretary

Delhi Secretariat, IP Estate, New Delhi - 110002

Sir/Madam,

The **National Institute of Secretariat Training & Development (NISTD)**, an autonomous body under the Government of NCT of Delhi, is pleased to present its key training offerings designed to strengthen the administrative and functional capabilities of government officers.

NISTD conducts two major formats of training:

• **Executive Development Programmes (EDP):**
These are **residential, structured and detailed programmes** conducted at select locations across India. The annual EDP calendar covers essential areas such as administration, finance, procurement, ICT, leadership, behavioural skills, governance reforms, and specialised technical subjects. The programmes are facilitated by expert faculty and provide officers with comprehensive learning and exposure to best practices.

• **Onsite Capacity Building Programmes:**
These programmes are **delivered directly at the department's premises** and can be fully **customized** based on the specific training needs of your organisation. Onsite programmes allow larger participation, minimise logistical challenges, and focus on practical, department-oriented learning for engineers, administrative staff, and other officials.

We request your kind consideration in **nominating suitable officers** for the upcoming EDPs and, if required, allowing us to organise **customised onsite programmes** for your department.

We look forward to your valued participation in these capacity-building initiatives.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You

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File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 01/12/2025 05:17 pm

1/2

Regards

For National Institute of Secretariat Training & Development

SD/-

Akash Choudhary

Manager (TRG)

Mob No +91-9811094923

National Institute of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

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

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2 Attachment(s)

Capacity Building Onsite Traini…	Executive Development Progra…
668.8 KB	774.3 KB

9

National Institute Of Secretariat Training & Development
(An ISO 9001;2015 Institute.)
Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107,0120- 2682110, 0120-2682111, Fax No:-+91-120-2682109, WhatsApp No +91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

_____

Ref No OS/M/23-63-669   Dated 17th November, 2025

To,   By E Mail

The Chief Secretary
Delhi Secretariat, IP Estate,
New Delhi - 110002

Subject: Capacity Building Onsite Training programs for Engineers & Admin staff

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide quality training to officers belonging to the Central and State Government services, as well as officers from other organized and subsidiary services operating within these departments. Our training programs aim to enhance the skills, knowledge, and professional capabilities of participants, thereby enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a vital role in strengthening human resource capacity and improving administrative efficiency across government institutions.

Capacity Building for Better Cities
Capacity building is a structured and sustained effort to strengthen and enhance the abilities of personnel and organizations so they can perform their tasks in a more effective, efficient, and sustainable manner. It is a long-term and ongoing process that needs to be institutionalized at all levels — from Urban Local Bodies (ULBs) to State and Central Government programs.

Our approach emphasizes continuous learning and benchmarking against measurable indicators to ensure consistent improvement and alignment with evolving urban management goals.

Objectives of the Capacity Building Programme:
Professionalizing urban management through the creation of a municipal cadre and city managers capable of managing and governing cities effectively — especially in areas such as urban planning, e-governance/IT, municipal infrastructure, and service delivery.
Enhancing the capacities of agencies and personnel by equipping them with state-of-the-art skills and knowledge to meet the growing demands of urban governance, infrastructure, and service delivery.
Institutionalizing the use of appropriate tools, methodologies, and processes to ensure better planning, implementation, and monitoring of municipal infrastructure, governance reforms, and service delivery.

NISTD would be pleased to organize onsite capacity building programs for engineers and administrative staff tailored to the specific needs of your organization. These programs are designed to strengthen functional competencies, improve efficiency, and contribute to sustainable development at the city and organizational levels.

List of Training Programs:

Code No	Training Topics	Duration	Course Fee
OS 01	"Right to information Act 2005, Case Studies/Court Cases & rovement of Record Management System & a tool of Transparency & Citizen Charter" In Government Departments Autonomous Bodies & PSUs"	2 Days	1,98,000.0
OS 02	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	1,98,000.0
OS 03	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress."	2 Days	1,98,000.0
OS 04	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 05	"Book Keeping & Accounting, Accounting Standards &Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 06	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	2,69,000.0
OS 07	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	3 Days	2,96,000.0
OS 08	"Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies &PSUs".	2 Days	1,98,000.0
OS 09	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	1,98,000.0
OS 10	"Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 11	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies & Psus".	2 Days	1,98,000.0
OS 12	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	1,98,000.0
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	2,96,000.0
OS 14	Swatch Bharat Mission	3 Days	2,96,000.0
OS 15	''Finance Management in Govt. with Financial & Administrative Powers	2 Days	1,98,000.0
OS 16	CPM as Tool for Construction Management	2 Days	1,98,000.0
OS 17	Project Management for Engineers	2 Days	1,98,000.0
OS 18	Quality Control & Quality Assurance	2 Days	1,98,000.0
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	2,69,000.0
OS 20	Project Management in Construction Industry	3 Days	2,69,000.0
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	2,69,000.0
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	1,98,000.0

OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	2,96,000.0
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	1,98,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,98,000.0
OS 26	"Advanced Surveying Techniques for Civil Engineering Projects"	2 Days	1,98,000.0
OS 27	"Site Selection for new project: Key Criteria and Processes for Civil Engineers"	2 Days	1,98,000.0
OS 28	"New Methods & Materials in Construction Technology & Building Repairing"	2 Days	1,98,000.0
OS 29	"Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR"	2 Days	1,98,000.0
OS 30	"Advance Course on RTI Act, 2005 and Modern Office Management"	2 Days	1,98,000.0
OS 31	"Project Management and Financial Management"	2 Days	1,98,000.0
OS 32	"Personal & Organisational Cyber Security Essentials"	2 Days	1,98,000.0
OS 33	"Human Rights, Anti-Corruption, and Anti-Bribery: Strengthening Transparent Governance in ESG"	2 Days	1,98,000.0
OS 34	"Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management"	2 Days	1,98,000.0
OS 35	"Evolution of Green Hydrogen – A revolution in Clean Energy Focusing on Conservation"	2 Days	1,98,000.0
OS 36	"Office Management, Team Building, Leadership & Performance Management"	2 Days	1,98,000.0
OS 37	"AI Project Management and Team Collaboration"	2 Days	1,98,000.0

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

The participants will be issued course material during the courses.

The participants will be issued course material during the course. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

National Institute of Secretariat Training & Development (NISTD), shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session &certificate distribution.

The Department/Boards/Corporations/ Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NISTD Staff.
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & NISTD Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Institute of Secretariat Training & Development" payable at New Delhi.
Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You,
For National Institute of Secretariat Training & Development

(S K Gupta)
Deputy Director (Training)

12

National Institute Of Secretariat Training & Development

(An ISO 9001;2015 Institute)

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India
Ph. +91-120-2682110,+91-120-2682111,Fax No:-+91-120-2682109
E-Mail:-info@nistd.in, infonistd@gmail.com, Website:-www.nistd.in

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Ref No:-EDP/M/93-63-6393   **New Delhi, Dated 12th November, 2025**

To,

The Chief Secretary
Delhi Secretariat, IP Estate,
New Delhi - 110002

Subject: Executive Development Program - Call for Nominations

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NISTD 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.

NISTD extends its services to various organisations from its headquarters and through 08 regional offices across the country manned by more than 80 full- time professionals. The clientele base of NISTD extends from Government, PSU, Private organisations as well as organisations of international repute. NISTD has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) Services to various organisations including Central Government Ministries and State Governments.

NISTD since its inception is leading the productivity movement in the country by extending its specialized consultancy and training services to various stakeholders in areas crucial to industrial economic growth with an objective to enhance profitability and competitiveness.

NISTD has also played a pivotal role over the past 25 years in capacity building of various stakeholders (Govt. PSU PVT) in order to achieve the productivity mandate. The training programs of NISTD are primarily focused on developing human resource: people who can act as catalysts for the productivity movement of Indian economy across various domains.

The Training calendar of NISTD for the Financial Year 2025-26 is compilation of self-run training programs at various locations across various subjects.

NISTD also conducts focused designed training programs as per special and customized requirements of Client organizations.

List of Executive Development Programs

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
1	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	22-23 December,2025	Goa, India	56,890.00	36,690.00
2	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	22-23 December,2025	Goa, India	56,890.00	36,690.00
3	Advance course on e Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	22-23 December,2025	Goa, India	56,890.00	36,690.00
4	Stress Management and Strategic Financial Planning for Organizational Excellence	22-23 December,2025	Goa, India	56,890.00	36,690.00
5	Human Rights, Anti Corruption, and Anti Bribery: Strengthening Transparent Governance in ESG	22-23 December,2025	Goa, India	56,890.00	36,690.00
6	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	22-23 December,2025	Goa, India	56,890.00	36,690.00
7	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00

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S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
8	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
9	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
10	Advance course on e Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
11	Preventive Vigilance, E- Procurement and Key to Good Governance	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
12	Behaviour Safety Improving safety culture at workplace	12-13, January,2026	Cochin (Kochi) Kerala, India	56,890.00	36,690.00
13	"Evolution of Green Hydrogen – A revolution in Clean Energy Focussing on Conservation"	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00
14	Office Management, Team Building, Leadership & Performance Management	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
15	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00
16	Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00
17	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST " Under Capacity Building program	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00
18	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	23-24 January, 2026	Sri Vijaya Puram (Port Blair)	56,890.00	36,690.00
19	Project Management and Financial Management	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
20	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00

4

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
21	Procurement, GeM and Contract Management	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
22	Leadership & Managerial Skills, Management & Business Administration	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
23	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
24	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 February, 2026	Jim Corbett (Uttarakhand) India	56,890.00	36,690.00
25	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00
26	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00
27	e-governance & advance IT Tools: Transforming Government Sector" & GST Under Capacity Building	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00

5

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
28	Environmental, Social, and Governance (ESG): A Pathway to Sustainability and Net Zero Transition	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
29	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00
30	Advance Course on RTI Act, 2005 and Modern HR Practices	23-24 February, 2026	Srinagar (Jammu & Kashmir)	56,890.00	36,690.00
31	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00
32	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) , PFMS & GST " Under Capacity Building program	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00
33	Effective Office Administration and Financial Management	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00

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S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
34	Advanced Course on Leadership Excellence & Productivity Management.	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00
35	Stress Management & Work Life Balance	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00

S.N	Title of Programme	Date	Venue	Fee in Rs. (Residential)	Fee in Rs. (Non Residential)
36	Government e-Market place (Portal), Procurement from GeM, e- tendering, e-Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	09-10 March,2026	Darjeeling West Bengal, India	56,890.00	36,690.00
37	Advance Course on RTI Act, 2005 and Modern HR Practices	23-24 March,2026	Jaisalmer	56,890.00	36,690.00
38	Productivity Edge: Stress Free Work Life Balance	23-24 March,2026	Jaisalmer	56,890.00	36,690.00
39	Artificial Intelligence (AI), Machine Learning (ML) and Blockchain in Agriculture: The future of Smart Farming	23-24 March,2026	Jaisalmer	56,890.00	36,690.00
40	Effective Office Administration and Financial Management	23-24 March,2026	Jaisalmer	56,890.00	36,690.00
41	Advanced Course on Leadership Excellence & Productivity Management.	23-24 March,2026	Jaisalmer	56,890.00	36,690.00

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| 42 | Stress Management & Work Life Balance | 23-24 March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |
| 43 | Developing Competencies of Executives Secretaries, Personal Assistants & Office Staff for Better Performance | 23-24 March,2026 | Jaisalmer | 56,890.00 | 36,690.00 |

"Essential Instructions for Nominating Officials"

1. All programs intend to provide a broad perspective on the topic and are applicable to all levels of employees.

2. The last date to receive nominations is one weeks before the scheduled date of the program.

3. NISTD shall offer a 5% discount on participation fee to organizations sponsoring more than 10 participants in any program.

4. The participants shall be awarded Certificates of Participation on successful completion of the program. Attendance is mandatory for all participants.

5. Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends.

6. Participants choosing the residential program will be accommodated for **4 days and 3 nights**.

7. Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast, Lunch & Dinner at hotel.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

ADMISSION PROCEDURE
Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue.
For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible.

Yours Truly,

For National Institute Of Secretariat Training & Development

Deepak Kumar

Addl Director (TRG)

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9

Fwd: Call for Nominations - Executive Development & Onsite Capacity Building Programmes

Shri Rajeev Verma < csdelhi@nic.in >

Sat, 15 Nov 2025 11:06:22 AM +0530

To   "Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: deputydirectorgeneral <deputydirectorgeneral@nistd.org>
To: <csdelhi@nic.in>
Date: Sat, 15 Nov 2025 01:57:36 +0530
Subject: Call for Nominations - Executive Development & Onsite Capacity Building Programmes
============ Forwarded message ============

To

The Chief Secretary

Secretariat Delhi 110002

Sir/Madam,

The **National Institute of Secretariat Training & Development (NISTD)**, an autonomous body under the Government of NCT of Delhi, is pleased to present its key training offerings designed to strengthen the administrative and functional capabilities of government officers.

NISTD conducts two major formats of training:

• **Executive Development Programmes (EDP):**
These are **residential, structured and detailed programmes** conducted at select locations across India. The annual EDP calendar covers essential areas such as administration, finance, procurement, ICT, leadership, behavioural skills, governance reforms, and specialised technical subjects. The programmes are facilitated by expert faculty and provide officers with comprehensive learning and exposure to best practices.

• **Onsite Capacity Building Programmes:**
These programmes are **delivered directly at the department's premises** and can be fully **customized** based on the specific training needs of your organisation. Onsite programmes allow larger participation, minimise logistical challenges, and focus on practical, department-oriented learning for engineers, administrative staff, and other officials.

We request your kind consideration in **nominating suitable officers** for the upcoming EDPs and, if required, allowing us to organise **customised onsite programmes** for your department.

We look forward to your valued participation in these capacity-building initiatives.

Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You   22

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 01/12/2025 05:17 pm

1/2

Regards

For National Institute of Secretariat Training & Development

SD/-

Akash Choudhary

Manager (TRG)

Mob No +91-9811094923

National Institute of Secretariat Training & Development

Plot No B-11c, Inderprastha, NCR New Delhi, Ghaziabad-201102, India

Ph. +91-120-2682107, 2682110, 2682111, Fax No:-+91-120-2682109, WhatsAppNo+91-9811094923

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

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2 Attachment(s)

Capacity Building Onsite Traini…	Executive Development Progra…
668.7 KB	774.2 KB

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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National Institute Of Secretariat Training & Development
(An ISO 9001;2015 Institute.)
Plot No B-11C, Inderprastha, NCR of Delhi, Ghaziabad-201102, India
Ph. +91-120-2682107,0120- 2682110, 0120-2682111, Fax No:-+91-120-2682109, WhatsApp No +91-9811094923
E Mail:-info@nistd.in, infonistd@gmail.com Website:-www.nistd.in

_____

Ref No OS/M/23-63-669   Dated 15th November, 2025

To,   By E Mail
The Chief Secretary
Secretariat
Delhi 110002

Subject: Capacity Building Onsite Training programs for Engineers & Admin staff

Dear Sir/Madam,

National Institute of Secretariat Training & Development (NISTD), (Established by Government of NCT of Delhi) as a autonomous body for different sectors of the Indian industry. The primary objective of NISTD is to provide quality training to officers belonging to the Central and State Government services, as well as officers from other organized and subsidiary services operating within these departments. Our training programs aim to enhance the skills, knowledge, and professional capabilities of participants, thereby enabling them to perform their duties more effectively and efficiently. In essence, NISTD plays a vital role in strengthening human resource capacity and improving administrative efficiency across government institutions.

Capacity Building for Better Cities
Capacity building is a structured and sustained effort to strengthen and enhance the abilities of personnel and organizations so they can perform their tasks in a more effective, efficient, and sustainable manner. It is a long-term and ongoing process that needs to be institutionalized at all levels — from Urban Local Bodies (ULBs) to State and Central Government programs.

Our approach emphasizes continuous learning and benchmarking against measurable indicators to ensure consistent improvement and alignment with evolving urban management goals.

Objectives of the Capacity Building Programme:
Professionalizing urban management through the creation of a municipal cadre and city managers capable of managing and governing cities effectively — especially in areas such as urban planning, e-governance/IT, municipal infrastructure, and service delivery.
Enhancing the capacities of agencies and personnel by equipping them with state-of-the-art skills and knowledge to meet the growing demands of urban governance, infrastructure, and service delivery.
Institutionalizing the use of appropriate tools, methodologies, and processes to ensure better planning, implementation, and monitoring of municipal infrastructure, governance reforms, and service delivery.

NISTD would be pleased to organize onsite capacity building programs for engineers and administrative staff tailored to the specific needs of your organization. These programs are designed to strengthen functional competencies, improve efficiency, and contribute to sustainable development at the city and organizational levels.

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List of Training Programs:

Code No	Training Topics	Duration	Course Fee
OS 01	"Right to information Act 2005, Case Studies/Court Cases & rovement of Record Management System & a tool of Transparency & Citizen Charter" In Government Departments Autonomous Bodies & PSUs"	2 Days	1,98,000.0
OS 02	"Public Procurement, E – Procurement, Govt. E- Marketplace (GeM) & PFMS " In Government Departments Autonomous Bodies & PSUs"	2 Days	1,98,000.0
OS 03	"Office Systems & Office Procedures, E-Governance, Noting & Drafting, Records Management, Office Automation, Personnel Department's Duties in Relation to Social Equity Stress and Its Impact On Work And Methods Of Managing Stress."	2 Days	1,98,000.0
OS 04	"Stress & Stress Management & Staff Development in Improving Enhancing Efficiency and Behavioral Skills" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 05	"Book Keeping & Accounting, Accounting Standards &Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 06	"Materials management and purchase policy & procedure, E-procurement in Govt. departments, autonomous bodies"	3 Days	2,69,000.0
OS 07	"Latest Changes in Pay Fixation Under Fundamental Rules & Its Impact From Time to Time with Focus On Recent Orders& Modified Assured Career Progression" In Government Departments Autonomous Bodies & PSUs".	3 Days	2,96,000.0
OS 08	"Roster Writing and Reservation in Services Govt. Policy for SCs, STs, OBCs And Physically Handicapped & Recruitment Rules" In Government Departments Autonomous Bodies &PSUs".	2 Days	1,98,000.0
OS 09	"Implementation VII Central Pay Commission with Focus on Pay Fixation and New Pension Rules,	2 Days	1,98,000.0
OS 10	"Amendment to CCS (Pension) Rules, Pensioner Benefits Under the Old Pension Scheme And New Pensions Scheme in Wake of VII Pay Commission Report & Grant of Financial Up gradation Under MACP" In Government Departments Autonomous Bodies & PSUs".	2 Days	1,98,000.0
OS 11	"Gender Sensitivity & Prevention And Redressal Of Sexual Harassment Of Women At Work place" In Government Departments Autonomous Bodies & Psus".	2 Days	1,98,000.0
OS 12	"Establishment Rules & General Administration Matters" Of Government Departments Autonomous Bodies & PSU".	2 Days	1,98,000.0
OS 13	Motivation at Work Place, Positive Attitude, Grooming, Planning Skills	3 Days	2,96,000.0
OS 14	Swatch Bharat Mission	3 Days	2,96,000.0
OS 15	''Finance Management in Govt. with Financial & Administrative Powers	2 Days	1,98,000.0
OS 16	CPM as Tool for Construction Management	2 Days	1,98,000.0
OS 17	Project Management for Engineers	2 Days	1,98,000.0
OS 18	Quality Control & Quality Assurance	2 Days	1,98,000.0
OS 19	Project Preparation, DPR Preparation and Core Network	3 Days	2,69,000.0
OS 20	Project Management in Construction Industry	3 Days	2,69,000.0
OS 21	Modern Survey Techniques Including GIS/GPS & total Station.	3 Days	2,69,000.0
OS 22	Construction and Maintenance of Flexible & Rigid Pavements(Including Use of New Materials & Technologies)	2 Days	1,98,000.0

OS 23	Preparation of DPRs (Incl Cost Estimation) for Building & Roads Projects	3 Days	2,96,000.0
OS 24	Procurement & Contract Management for Building & Roads Projects	2 Days	1,98,000.0
OS 25	Quality Control and Material Testing Procedures & Laboratory Practice	2 Days	1,98,000.0
OS 26	"Advanced Surveying Techniques for Civil Engineering Projects"	2 Days	1,98,000.0
OS 27	"Site Selection for new project: Key Criteria and Processes for Civil Engineers"	2 Days	1,98,000.0
OS 28	"New Methods & Materials in Construction Technology & Building Repairing"	2 Days	1,98,000.0
OS 29	"Advance course on e-Procurement through GeM (Cost Optimization Techniques & Contract Management) based on GFR"	2 Days	1,98,000.0
OS 30	"Advance Course on RTI Act, 2005 and Modern Office Management"	2 Days	1,98,000.0
OS 31	"Project Management and Financial Management"	2 Days	1,98,000.0
OS 32	"Personal & Organisational Cyber Security Essentials"	2 Days	1,98,000.0
OS 33	"Human Rights, Anti-Corruption, and Anti-Bribery: Strengthening Transparent Governance in ESG"	2 Days	1,98,000.0
OS 34	"Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management"	2 Days	1,98,000.0
OS 35	"Evolution of Green Hydrogen – A revolution in Clean Energy Focusing on Conservation"	2 Days	1,98,000.0
OS 36	"Office Management, Team Building, Leadership & Performance Management"	2 Days	1,98,000.0
OS 37	"AI Project Management and Team Collaboration"	2 Days	1,98,000.0

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

The participants will be issued course material during the courses.

The participants will be issued course material during the course. Expert faculty from industry will cover two topics each in forenoon and afternoon sessions. Delivery mode is in form of lectures audio / video presentation, group exercises, role plays, games, question and answer sessions.

National Institute of Secretariat Training & Development (NISTD), shall take responsibility of all arrangement as appended below:

- Bear travel expenses & honorarium to the faculty.
- Preparation of course contents, computer CD's & course kit for participants.
- Inaugural session, registration, attendance, feedback, examination, valedictory session &certificate distribution.

The Department/Boards/Corporations/ Undertaking/PSU's shall take responsibility of all arrangement in Your State as appended below:

- To arrange Boarding, Lodging for faculty & NISTD Staff
- Arrangement conveyance for Pickup & Drops from Airport/Railway Station & local Work for faculty & NISTD Staff.
- Arrangement of Venue, lunch and 2 times tea for participants, faculty & NISTD Staff.

Payment: In advance or before commencement of training program through bank draft in favor of "National Institute of Secretariat Training & Development" payable at New Delhi.
Kindly do the needful & expecting for confirmation and further response at the earliest.

Thanking You,
For National Institute of Secretariat Training & Development

(S K Gupta)
Deputy Director (Training)

Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 12:08:44 PM +0530

To "Bipul Pathak"<psfin@nic.in>,"Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 14 Nov 2025 11:46:03 +0530
Subject: Programme on Pensions & Other Retirement Benefits by ISTM
============ Forwarded message ============

ISTM

Sir/Madam,

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

Course Name : Programme on Pensions & Other Retirement Benefits
Course Code : PRB-01-21
Date :   27 Jan 2026 to 29 Jan 2026
Mode :   Offline

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

27

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Fwd: Programme on Pensions & Other Retirement Benefits by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 12:08:44 PM +0530

To   "Bipul Pathak"<psfin@nic.in>,"Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 14 Nov 2025 11:46:03 +0530
Subject: Programme on Pensions & Other Retirement Benefits by ISTM
============ Forwarded message ============

ISTM

Sir/Madam,

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

Course Name : Programme on Pensions & Other Retirement Benefits
Course Code : PRB-01-21
Date :   27 Jan 2026 to 29 Jan 2026
Mode :   Offline

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

Regards

Jitender Bhatti

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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1878941/2025/Secretary Services

14/11/2025, 12:41   Fwd: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12…

Fwd: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025. – reg.

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 12:00:31 PM +0530

To   "Secretary Services"<secservices@nic.in>,"Joint Director Planning" <jdplg@nic.in>,"Bipul Pathak"<psfin@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 14 Nov 2025 11:37:35 +0530
Subject: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025. – reg.
============ Forwarded message ============

ISTM

Sir/Madam,

I am directed to refer to this Institute's Circular (https://www.istm.gov.in/home/circular) of even number dated 17.09.2025 and to say that the closing date of Training for One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025 is now being extended upto 23rd November, 2025.
2.   You may kindly send the nominations of eligible officers from your organization for this online training programme. All interested officers are to register online their nomination for the aforesaid training programme in the link given below.
https://www.istm.gov.in/home/online_nomination_form

3.   The last date for receipt of online nominations by the ISTM is 23rd November 2025. The programme will be conducted **ONLINE** mode.

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

Regards

Namita Malik

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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1878941(1)/2025/Secretary Services

14/11/2025, 12:41   Fwd: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12…

Fwd: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025. – reg.

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 14 Nov 2025 12:00:31 PM +0530

To   "Secretary Services"<secservices@nic.in>,"Joint Director Planning" <jdplg@nic.in>,"Bipul Pathak"<psfin@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Fri, 14 Nov 2025 11:37:35 +0530
Subject: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025. – reg.
============ Forwarded message ============

ISTM

Sir/Madam,

I am directed to refer to this Institute's Circular (https://www.istm.gov.in/home/circular) of even number dated 17.09.2025 and to say that the closing date of Training for One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12) to be conducted through online mode on 03rd, December 2025 is now being extended upto 23rd November, 2025.
2.   You may kindly send the nominations of eligible officers from your organization for this online training programme. All interested officers are to register online their nomination for the aforesaid training programme in the link given below.
https://www.istm.gov.in/home/online_nomination_form

3.   The last date for receipt of online nominations by the ISTM is 23rd November 2025. The programme will be conducted **ONLINE** mode.

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

Regards

Namita Malik

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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1878941(1)/2025/Secretary Services

14/11/2025, 12:41   Fwd: Extension of closing date - One Day Online Workshop on "Monitoring & Evaluation of Government Schemes" (MEGS-12…

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1886679/2025/Secretary Services

18/11/2025, 16:22 Fwd: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

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

Shri Rajeev Verma < csdelhi@nic.in >

Tue, 18 Nov 2025 4:05:49 PM +0530

To "Secretary Services"<secservices@nic.in>

============ Forwarded message ============
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Tue, 18 Nov 2025 15:35:02 +0530
Subject: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM
============ Forwarded message ============

ISTM

Sir/Madam,

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

Course Name :	Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters
Course Code :	CBHOAVFM-04
Date :	09 Feb 2026 to 11 Feb 2026
Mode :	Offline

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

Regards

Rahul Agarwal

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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1886679/2025/Secretary Services

18/11/2025, 16:22 Fwd: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

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Rahul Agarwal

Deputy Director

Institute of Secretariat Training & Management

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