

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 04 Dec 2025 10:07:01 AM +0530

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

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

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

Date: Thu, 04 Dec 2025 09:51:12 +0530

Subject: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place 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 Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment
Name : of Women at Work Place

Course WCICRSHW-10
Code :

Date : 15 Dec 2025 to 16 Dec 2025

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

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM**Shri Rajeev Verma** <csdelhi@nic.in>

Mon, 08 Dec 2025 2:32:05 PM +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: Mon, 08 Dec 2025 09:36:55 +0530

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Assistant Director

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JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Sopa9m:Workshop on Work Life Balance & Leadership Development by NAHRD at Amritsar (February 2026)**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 04 Dec 2025 12:45:51 PM +0530

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

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

From: National Academy of HRD <info@na-hrd.cam>To: <csdelhi@nic.in>

Date: Thu, 04 Dec 2025 11:06:08 +0530

Subject: Sopa9m:Workshop on Work Life Balance & Leadership Development by NAHRD at Amritsar (February 2026)

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

Respected Sir/ Madam,

Greetings from NAHRD!!

WORKSHOP ON WORK LIFE BALANCE & LEADERSHIP DEVELOPMENT AT AMRITSAR

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Work Life Balance & Leadership Development** is being organized by NAHRD from **22.02.2026 to 25.02.2026 at Amritsar.**

Today's career-oriented people are continuously challenged by the demands of full-time work and when the day is done at the office, they carry more of the responsibilities and commitments at home. As per various surveys, majority of working force are struggling to achieve work life balance. The present workshop will turn up the focus and vitality with solutions that create more effective work practices. The present workshop will also focus on developing/ improving leadership qualities in participants attending the present workshop. This program will lead to improvement not only in job performance but also in knowledge, personality, attitude and behavior of an executive, which will benefit not only the executive but also the organization. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop, the officers shall have updated their knowledge and skills in the following areas:

- Identify time management challenges & assess their efficiency
- How to prioritize, delegate effectively and mastering priorities
- Analyze stress symptoms, their causes & its impact on work
- Techniques for Handling Stress
- Apply principles of time management to increase productivity on the job and enhance quality of work without/ with less stress
- Enhance level of self-awareness
- Increase Personal Leadership Impact
- Develop Leadership Style for individual effectiveness
- Identify and improve their Influencing Tactics and Resiliency Building

Workshop Methodolgy

The present program will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, Bureau of Indian Standards and many more.

Participation Fee:

Single Occupancy - Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Holiday Inn Amritsar, Ranjit Avenue, Amritsar, Punjab-143001

Check In- 22.02.2026 (03:00 P.M.)

Check Out- 26.02.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 23.02.2026 and will conclude at 5:30 P.M. on 25.02.2026. However, there will be an introductory session on 22.02.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620

PAN: AAJFN7963N **GSTIN:** 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any

reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **09.02.2026.**

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

NAHRD

A-456, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India, www.nahrd.in

UNSUBSCRIBE

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UNSUBSCRIBE

Fwd: AI tools for HR & Admin - 11 Dec**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 04 Dec 2025 1:00:52 PM +0530

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

===== Forwarded message =====
From: Princeton Classroom <info@updates.princetoninsight.com>
To: <csdelhi@nic.in>
Date: Thu, 04 Dec 2025 11:26:32 +0530
Subject: AI tools for HR & Admin - 11 Dec
===== Forwarded message =====

Classroom Hands-on Workshop on

AI for HR & Admin

with Live Demos

11 Dec - Courtyard Marriott, Chennai

12 Dec - Holiday Inn, Mumbai

19 Dec - Holiday Inn, Delhi

Time: 9:30 AM - 5:00 PM

Course Outline:**Getting Started with AI Tools****AI Landscape**

- How companies using Claude, ChatGPT, Copilot and Gemini
- Quick wins vs. long-term transformation opportunities

Prompt Engineering: The Base for AI I GEN AI

- How to get the results you want
- The CRAFT framework for writing prompts that actually work
- Hands-on practice & Group Discussion
- Creating your personal prompt library for recurring tasks

HR & Admin AI Transformation**AI Assistants for Daily HR & Admin Work**

13

Tools: ChatGPT, Claude, Perplexity, POE, Merlin

- Drafting job descriptions, policies, and emails
- Creating company handbook and HR manuals
- Summarizing long employee reports or policies
- Automating FAQs for employees
- Managing HR communications across departments

AI in Recruitment, Resume Screening & Interviewing**Tools: Aragon ai, Resume io, LinkedIn Xray, Metaview, Yoodli**

- AI tools for resume parsing and matching
- Enhancing JD-to-candidate alignment
- Mock interviews using Yoodli and Interview Warmup
- LinkedIn profile analysis using CrystalKnows

Document Automation & Compliance Management**Tools: Microsoft Copilot (Word/Excel), Superchargexcel, Notion AI, Emily**

- Auto-generating HR letters (appointment, warning, promotion)
- Excel automation for employee data, attendance & leave tracking
- Using AI to draft contracts, check tone/formality
- Smart tracking of document workflow and reminders

Employee Engagement, Culture & L&D Enablement**Tools: Microsoft Viva, Leapsome, Assembly, Docebo AI, Notion AI**

- Measuring engagement & wellness using AI dashboards
- Recognizing employees with auto-generated appreciation
- Creating personalized learning journeys with Docebo
- Using Assembly for building culture and recognition

Visual Design & AI Presentation Tools for HR Communication**Tools: Gamma, Canva AI, AIPPT, Remove bg, Dektopus, Canva presentations**

- Designing HR policy posters and internal newsletters
- Creating quick presentations
- Removing image backgrounds, generating AI graphics

Workflow Automation & Integration**Tools: Zapier, Make.com, Easygen, Automate.io, Dante.ai**

- Trigger-based automation (e.g., new hire → welcome email)
- Connecting HRMS to Google Sheets, Outlook, Slack
- Setting up bots for employee FAQs (e.g., Dante.ai trained on company handbook)

Upcoming HR workshops -

- Appointment & Termination of Employment Laws
- New Labour Codes latest changes
- Designing & Upgrading HR Policies & Handbook
- POSH for ICC
- KRA's and KPI's & Giving Feedback₁₄

How to Register :

- Fees: Rs. 12,500 + Gst pp per program
Rs. 10,000 + Gst pp for 2 participants
Rs. 8,950 + Gst pp for 3+ participants
- Please write to register@princetonacademy.co.in
- Call or WhatsApp
 - Pankita - 97699 84690 / Neha - 97695 40040
- You will receive a Certificate of course completion
- Fees include Lunch, tea/coffee, course material etc.

Disclaimer:

This email is intended for past clients of our online or classroom sessions and contains information about upcoming programs.

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Shalimar Morya Park, Andheri, Mumbai.

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 - Pankita - 97699 84690 / Neha - 97695 40040
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Disclaimer:

This email is intended for past clients of our online or classroom sessions and contains information about upcoming programs.

Princeton Academy - 25+ Years of Excellence in Corporate Training
Shalimar Morya Park, Andheri, Mumbai.

[Unsubscribe](#)

Fwd: Sopa9m:Workshop on Advance Excel & Data Analytics by NAHRD at Amritsar (February 2026)**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 03 Dec 2025 2:10:05 PM +0530

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

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

From: National Academy of HRD <info@na-hrd.cam>To: <csdelhi@nic.in>

Date: Wed, 03 Dec 2025 14:03:11 +0530

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Respected Sir/ Madam,

Greetings from NAHRD!!

WORKSHOP ON ADVANCE EXCEL & DATA ANALYTICS AT AMRITSAR

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Advance Excel and Data Analytics** is being organized by NAHRD from **22.02.2026 to 25.02.2026 at Amritsar.**

Analytics is the process of collecting, analyzing and interpreting data to inform decisions and improve business results. In today's fast-paced business environment, organizations need analytics to understand their operations, customers and business. Few of the main reasons organizations need analytics are:

- Better decision making:
- Improving Customer Experience:
- Optimizing operations:
- Identifying New Markets:
- Performance Measurement:

The workshop is designed for the officers and managers who are decision makers in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. the program will enable the attendees to understand the basics of Analytics and the different aspects of implementation. They will also get to know the different tools which are being used in the market and its pros and cons. The workshop would give a general understanding and the fundamentals of business analytics and how to use it to understand & leverage market dynamics. Things like types of data, their storage technologies and analysis tools and visualization of data. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Advanced Excel and its application
- Types of data

- Problems and tools to handle data
- Concepts of Data Lake and Data Ocean
- Descriptive analytics
- Predictive and prescriptive analytics
- Different tools for analytics and data integration
- Excel for data analytics and visualization.
- Future technologies and application in market prediction

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc

Faculty

Sh. B.G. Gupta is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the field of IT applications in business and governance, monitoring and evaluation with more than 20 years' experience of commissioning and use of IT for MIS, Project Management and other management systems. He is having rich experience in providing consultancy and training services in e-Governance, Information Security, IT Applications in Business & Governance, DPR/RFP Preparation & Appraisals, Contract & SLA Management, Project Management, MIS, BPR/GPR, GIS, SCM/ERP, E-commerce to Governments, Private & public sector organizations in India and overseas. He has been invited as faculty for NISG, IIPA, NEGD organized Training Programs. He has conducted a number of workshops and is having huge experience on Excel and Data Analytics.

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with "Planman Technology", Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the "School of Computer Science Engineering". He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

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Venue: 4 star property at Amritsar (details will be provided one week before the workshop)

Check In- 22.02.2026 (03:00 P.M.)

Check Out- 26.02.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 23.02.2026 and will conclude at 5:30 P.M. on 25.02.2026. However, there will be an introductory session on 22.02.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620

PAN: AAJFN7963N **GSTIN:** 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **09.02.2026.**

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

NAHRD

A-456, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India, www.nahrd.in

UNSUBSCRIBE

Fwd: Sopa9m:Workshop on Advance Excel & Data Analytics by NAHRD at Amritsar (February 2026)**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 03 Dec 2025 2:10:05 PM +0530

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

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

From: National Academy of HRD <info@na-hrd.cam>To: <csdelhi@nic.in>

Date: Wed, 03 Dec 2025 14:03:11 +0530

Subject: Sopa9m:Workshop on Advance Excel & Data Analytics by NAHRD at Amritsar (February 2026)

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

Respected Sir/ Madam,

Greetings from NAHRD!!

WORKSHOP ON ADVANCE EXCEL & DATA ANALYTICS AT AMRITSAR

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Advance Excel and Data Analytics** is being organized by NAHRD from **22.02.2026 to 25.02.2026 at Amritsar.**

Analytics is the process of collecting, analyzing and interpreting data to inform decisions and improve business results. In today's fast-paced business environment, organizations need analytics to understand their operations, customers and business. Few of the main reasons organizations need analytics are:

- Better decision making:
- Improving Customer Experience:
- Optimizing operations:
- Identifying New Markets:
- Performance Measurement:

The workshop is designed for the officers and managers who are decision makers in Government, Semi Government, Autonomous Bodies, Public Sector Undertakings etc. the program will enable the attendees to understand the basics of Analytics and the different aspects of implementation. They will also get to know the different tools which are being used in the market and its pros and cons. The workshop would give a general understanding and the fundamentals of business analytics and how to use it to understand & leverage market dynamics. Things like types of data, their storage technologies and analysis tools and visualization of data. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Advanced Excel and its application
- Types of data

- Problems and tools to handle data
- Concepts of Data Lake and Data Ocean
- Descriptive analytics
- Predictive and prescriptive analytics
- Different tools for analytics and data integration
- Excel for data analytics and visualization.
- Future technologies and application in market prediction

Workshop Methodology

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, etc

Faculty

Sh. B.G. Gupta is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the field of IT applications in business and governance, monitoring and evaluation with more than 20 years' experience of commissioning and use of IT for MIS, Project Management and other management systems. He is having rich experience in providing consultancy and training services in e-Governance, Information Security, IT Applications in Business & Governance, DPR/RFP Preparation & Appraisals, Contract & SLA Management, Project Management, MIS, BPR/GPR, GIS, SCM/ERP, E-commerce to Governments, Private & public sector organizations in India and overseas. He has been invited as faculty for NISG, IIPA, NEGD organized Training Programs. He has conducted a number of workshops and is having huge experience on Excel and Data Analytics.

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with "Planman Technology", Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the "School of Computer Science Engineering". He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Agriculture, Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India (RBI), Securities & Exchange Board of India (SEBI), Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, State Bank of India, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Bharat Dynamics Ltd. and many more.

Participation Fee:

Single Occupancy - Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 60,000/- plus GST @ 18% per participant

Non-Residential - Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: 4 star property at Amritsar (details will be provided one week before the workshop)

Check In- 22.02.2026 (03:00 P.M.)

Check Out- 26.02.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 23.02.2026 and will conclude at 5:30 P.M. on 25.02.2026. However, there will be an introductory session on 22.02.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. **A/c No.** 8912179265

IFSC Code. KKBK0004620

PAN: AAJFN7963N **GSTIN:** 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **09.02.2026.**

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards

NAHRD

A-456, Defence Colony,

New Delhi- 110024

National Academy of HRD, A-304, Ground Floor, Defence Colony, New Delhi, ` , 110024, India, www.nahrd.in

UNSUBSCRIBE

Fwd: Training Course on MS-Office Suite (MS-OS-11) to be conducted from 27, Jan 2026 to 28, Jan 2026.**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 04 Dec 2025 10:34:35 AM +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: Thu, 04 Dec 2025 10:32:50 +0530

Subject: Training Course on MS-Office Suite (MS-OS-11) to be conducted from 27, Jan 2026 to 28, Jan 2026.

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

**फा.सं / FILE NO:Y15011/3/2025-ISTM****दिनांक / Date: 04.12.2025**

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Course on **MS-Office Suite (MS-OS-11)** to be conducted from **27, Jan 2026 to 28, Jan 2026.**

Sir/Madam,

I am directed to say that a training course / workshop "**MS-Office Suite**" will be conducted at this Institute from **27, Jan 2026 to 28, Jan 2026 (2 Days)**. Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I.**

2. ISTM has state-of-the-art ICT labs having over 135 computers which are internet enabled and fully equipped with latest software and hardware.

3. Nomination form for the training course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

4. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **26, Dec 2025**.



5. Only such officials, whose nominations are accepted for the training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Balaji N)

Deputy Director & Course Director
Email ID: balaji [dot] n [at] gov [dot] in
Tel: 01126737516
Mob: 9971721231

ANNEXURE-I

COURSE INFORMATION SHEET

Code : MS-OS-11
Title : MS-Office Suite
Duration : 2 Days (From 27, Jan 2026 to 28, Jan 2026)
Aim of the Course: To develop the skills required for work in MS-Office Suite, 2016

Course Contents:

- | | | |
|----|----------------|---|
| 1. | MS-Word | Creation, Saving & Formatting of a Document, Creation of Tables, Charts, Mail Merge, Track Changers, Smart Art, and Graphics |
| 2. | MS-Excel | Getting Started with Excel, formatting of worksheet, Working with multiple worksheets, Page layout and printing, Formulas, Organization of Data, Groups, Tables and Pivot Tables. |
| 3. | MS-Power Point | Power Point user interface, creation and managing of slides, Smart Art, Graphics and Multimedia. |
| 4. | MS-Access | Introduction to Data Base, Forms Query Reports, Managing Data Base and Objects, Designing Query Creating Reports, Modifying Tables, Creating Forms |

Course Methodology:

Main emphasis of the Workshop shall be on practical aspect by participants themselves under guidance of faculty. The Workshop will be organised on highly participative mode. After completion of a topic, the participants will be required to undergo practical session on dedicated computers to translate learning immediately. The training methods will include, lecture, demonstration, individual/Group Exercise.

Eligibility Conditions:

The programme is meant for Officers & Staff in the Central Secretariat offices & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

Course Capacity: 30

Nominations for the Course :

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach by one month before starting of the

course.

Acceptance of Nomination:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

Course Fee:

A course fee of **2000** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi. If the course fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

Accommodation:

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

Fwd: Training Course on MS-Office Suite (MS-OS-11) to be conducted from 27, Jan 2026 to 28, Jan 2026.**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 04 Dec 2025 10:34:35 AM +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: Thu, 04 Dec 2025 10:32:50 +0530

Subject: Training Course on MS-Office Suite (MS-OS-11) to be conducted from 27, Jan 2026 to 28, Jan 2026.

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

**फा.सं / FILE NO:Y15011/3/2025-ISTM****दिनांक / Date: 04.12.2025**

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Training Course on **MS-Office Suite (MS-OS-11)** to be conducted from **27, Jan 2026 to 28, Jan 2026.**

Sir/Madam,

I am directed to say that a training course / workshop "**MS-Office Suite**" will be conducted at this Institute from **27, Jan 2026 to 28, Jan 2026 (2 Days)**. Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I.**

2. ISTM has state-of-the-art ICT labs having over 135 computers which are internet enabled and fully equipped with latest software and hardware.

3. Nomination form for the training course may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

4. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** may kindly be borne in mind. An officer who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **26, Dec 2025**.



5. Only such officials, whose nominations are accepted for the training course by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Balaji N)

Deputy Director & Course Director
Email ID: balaji [dot] n [at] gov [dot] in
Tel: 01126737516
Mob: 9971721231

ANNEXURE-I

COURSE INFORMATION SHEET

Code : MS-OS-11
Title : MS-Office Suite
Duration : 2 Days (From 27, Jan 2026 to 28, Jan 2026)
Aim of the Course: To develop the skills required for work in MS-Office Suite, 2016

Course Contents:

- | | | |
|----|----------------|---|
| 1. | MS-Word | Creation, Saving & Formatting of a Document, Creation of Tables, Charts, Mail Merge, Track Changers, Smart Art, and Graphics |
| 2. | MS-Excel | Getting Started with Excel, formatting of worksheet, Working with multiple worksheets, Page layout and printing, Formulas, Organization of Data, Groups, Tables and Pivot Tables. |
| 3. | MS-Power Point | Power Point user interface, creation and managing of slides, Smart Art, Graphics and Multimedia. |
| 4. | MS-Access | Introduction to Data Base, Forms Query Reports, Managing Data Base and Objects, Designing Query Creating Reports, Modifying Tables, Creating Forms |

Course Methodology:

Main emphasis of the Workshop shall be on practical aspect by participants themselves under guidance of faculty. The Workshop will be organised on highly participative mode. After completion of a topic, the participants will be required to undergo practical session on dedicated computers to translate learning immediately. The training methods will include, lecture, demonstration, individual/Group Exercise.

Eligibility Conditions:

The programme is meant for Officers & Staff in the Central Secretariat offices & in other Central Government Offices, State Government Offices and PSUs/Autonomous Bodies.

Course Capacity: 30

Nominations for the Course :

Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Director so as to reach by one month before starting of the

course.

Acceptance of Nomination:

Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

Course Fee:

A course fee of **2000** per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. Course fee is required to be paid through a Crossed Cheque/Bank Draft **in favour of PAO, DP & AR, New Delhi** payable at New Delhi. If the course fee is not paid in advance or at the time of admission of the candidate, he/she will not be admitted to the programme. The Travelling Allowance and Daily Allowance if any of the officers nominated to attend the course will be borne by the Sponsoring authorities.

Accommodation:

ISTM has a modest hostel facility where rooms are available on twin sharing and first-come-first-served basis. Only course participants will be permitted to stay in the hostel. Participants are requested to apply online for hostel facility only after acceptance of their nomination.

Fwd: AO- Postponement of ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh from 02 to 04.12.25 to 28 to 30/01/2026..

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 01 Dec 2025 5:00:15 PM +0530

To "Secretary Services"<secservices@nic.in>,"Bipul Pathak"<pshome@nic.in>,"Sh. Sandeep Kumar"<secyit@nic.in>

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

From: Sushil Kumar <cdti-training@chd.nic.in>

To: "cs-uttarakhand"<cs-uttarakhand@nic.in>,"chiefsecyuk"<chiefsecyuk@gmail.com>,"karmikanubhag1"<karmikanubhag1@gmail.com>,"cruitda"<cru.itda@uk.gov.in>,"cs-hp"<cs-hp@nic.in>,"Section Personnel"<persbr4-hp@nic.in>,"cs"<cs@punjab.gov.in>,"cs-jandk"<cs-jandk@nic.in>,"Mr VARDHAN"<cs@hry.nic.in>,"H. Rajesh Prasad"<adviser-chd@nic.in>,"Advisor LG"<advisor-lg-ladakh@gov.in>,"pstocomsecuti"<pstocomsecuti@gmail.com>,"Shri Dev"<csdelhi@nic.in>

Date: Mon, 01 Dec 2025 16:14:06 +0530

Subject: AO- Postponement of ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh from 02 to 04.12.25 to 28 to 30/01/2026..

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

Sir/Madam

With reference to our attached letter No. 3/CDTI/TRG/2025-26/3557-65 dated 16.10.25 and trailing e-mail dated 16.10.25, it is stated that the course on **"Cyber awareness about Safe use of Smart Devices and Cyber Security" for Administrative officers** was to be held at CDTI, Chandigarh w.e.f. 02.12.25 to 04.12.25, has now been **postponed to 28.01.2026 to 30.01.2026** repeat **postponed to 28.01.2026 to 30.01.2026** due to some administrative reasons. Kindly intimate the nominated officers accordingly.

2. It is requested to kindly send **ten (10) nominations of Officers of State Administrative Services i.e. DM's, ADM's, BDO's, Tehsildars, etc.** rank officers **for re-scheduled date 28.01.2026 to 30.01.2026.**

3. Inconvenience caused is deeply regretted please.

Director
CDTI, Chandigarh

---- On Thu, 16 Oct 2025 16:46:02 +0530 **Sushil Kumar** <cdti-training@chd.nic.in> wrote ---

Respected Sir/Madam,

With reference to our attached letter No.3/CDTI/TRG/2025-26/3557-65 dated 16.10.25, it is requested to kindly send nominations for the Online course on 'Cyber Awareness about Safe use of Smart Devices and Cyber Security' as per schedule mentioned in reference letter.

2. Also requested to kindly occupy all allotted 10 seats.

Regards

Director
CDTI, Chandigarh

1 Attachment(s)

AO-Invitation nominations-Onli...

1 MB



Central Detective Training Institute

Bureau of Police Research & Development,
Govt of India, Ministry of Home Affairs,
CFIs Complex, Sec 36A, Chandigarh
Tel. 0172-2602216 & 2647465
Telefax: 0172-2660312
Email: cdtstrg@chd.nic.in

SPEED POST/EMAIL

No.3/CDTI/TRG/2025-26/3557-65

Dated: 16th October, 2025

To

1. **The Chief Secretary, Uttarakhand**, 4 Subhash Road, Uttarakhand Secretariat, Dehradun-248001, Uttarakhand. → 3557
2. **The Chief Secretary, Himachal Pradesh**, H.P. Secretariat, Shimla-171002 - → 3558
3. **The Chief Secretary, Punjab**, Room No. 26, 6th Floor, Punjab Secretariat, Sector-1, Chandigarh. → 3559
4. **The Chief Secretary, J&K**, Room No. 2/7, 2nd Floor, Main Building, Civil Secretariat, Jammu-180001. → 3560
- 4 A. **The Chief Secretary, J&K**, Room No. 318, 3rd Floor, Civil Secretariat, Srinagar, Kashmir-19001 → 3561
5. **The Chief Secretary, Haryana**, Room No. 4, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. → 3562
6. **The Chief Secretary, Chandigarh**, UT Secretariat, Sector-9, Chandigarh, → 3563
7. **The Advisor to Hon'ble Lt. Governor (Home/Finance)**, Civil Secretariat, Leh-Ladakh-194101. → 3564
8. **The Chief Secretary, NCT of Delhi**, 3rd level, Delhi Secretariat, IP Estate, New Delhi -110002. → 3565

Sub: **INVITATION FOR NOMINATIONS FOR ONLINE MODE COURSE ON 'CYBER AWARENESS ABOUT SAFE USE OF SMART DEVICES AND CYBER SECURITY' FOR ADMINISTRATIVE OFFICERS TO BE CONDUCTED BY CDTI, CHANDIGARH W.E.F. 02.12.25 TO 04.12.25- REG.**

Sir/Madam,

The Central Detective Training Institute, Chandigarh, functioning under the aegis of Bureau of Police Research & Development, Ministry of Home affairs, Govt. of India, conducts various courses on Crime Investigation and legal aspects related to criminal justice system. These courses are attended by the Police officers of India as well as foreign countries, Judicial Officers, prosecutors, Officers of State Administrative Services, Prison Officers, Wildlife & Forest Officers, and from the feedback provided by the participants of our previous courses, it has been observed that the courses have been found to be highly beneficial by them.

-2-

2. CDTI, Chandigarh has planned to hold a **03 days' Online mode course for the Officers of State Administrative Services of our jurisdictional States/UTs** to make them aware about **'Cyber awareness about safe use of smart devices and Cyber Security'**. The Institute has very competent faculty to deal with this topic and the participants would surely benefit from the interactions. The schedule of the Online Course is given below:-

S. No.	Topic	duration	from	to	Level of participants	Seats allotted
1.	03 days' Online mode course on 'Cyber Awareness about safe use of smart devices and cyber security' for Administrative officers of States.	Online	02.12.25	04.12.25	'Officers of State Administrative Services' i.e. DM's, ADM's, BDO's, Tehsildars, etc.	10 seats for each State/UT

3. It is requested that the nominations of ten (10) Officers of State Administrative Services may kindly be sent to the undersigned through email cdtstrg@chd.nic.in (**kindly note-nomination by email is must**) and by Fax 0172-2660312 (**optional**) as per format given below:-

S.No.	Name & post of officer	Present place of posting	Mobile No.	Whatsapp No.	email i.d. (NIC email IDs preferable)
1.					

4. I shall feel highly thankful, if you kindly utilize all allotted seats for the aforesaid Online Course by nominating Administrative officers of your esteemed State.

5. **JOINING INSTRUCTIONS FOR ONLINE MODE COURSES:**

General Instructions for Online-Classes for Participants/Trainees:

- (i) **The officers can attend the classes from their official workplace. They can use desktops, laptops or even their Smart phones to attend sessions.**
- (ii) **There will be only three (3) sessions every day of 80 minutes duration each. The sessions will be held from (first) 1020 hrs to 1140 hrs. (2nd) 1200 hrs to 1320 hrs., and (3rd) 1430 hrs to 1550 hrs.**
- (iii) The officers are advised to use their proper names while registering/logging in, to be easily identified.
- (iv) NIC e-mail IDs are preferable along with nominations but at this stage not many would have NIC IDs, and their current e-mail IDs are acceptable for registering them and forwarding Course Link for online classes.
- (v) All the officers must ensure that they have robust internet connectivity so that the e-learning process can go on uninterrupted and without buffering.
- (vi) If the officer is not using an official location for attending the e-class, he should ensure that no one else apart from him overhears the proceedings.
- (vii) **Security Precautions:** Please note that deliberations during training sessions are confidential. These are meant strictly for trainees' learning. Under no circumstances, the 'links' for a particular e-learning class should be shared on any social media platform or other public forums as it can allow anyone to get the link and join the e-class and be privy to the entire proceedings.

-3-

(b) The classes will be held online on **WebEx platform**. We will share the link of the classes well in advance with all the nominated officers and also send online registration links. The participants are to ensure that they get themselves registered by 9.30 AM on the day of commencement of the course.

(c) You will also be sent link of Daily Feedback form everyday and you are requested to fill up and send it back every day by 8 pm.

(d) A link of Final Feedback form will also be sent to you and you have to send it back duly filled in by 8 pm on the last day.

(e) All important information will be sent to trainee officers on Whatsapp group. Please keep on checking it.

(f) For any query, you may contact Sh. Gurcharan Singh, Cyber Faculty,
at his Mob. No.97817-13329.

Copy of the joining instructions may also please be sent to the individual officers nominated for the courses so that they are well aware of the instructions and other norms before their arrival at the CDTI Chandigarh.

Yours faithfully,


(Dr. Kulwant Singh, IPS)
Director