

Fwd: e-Record Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Thu, 08 Jan 2026 3:48:52 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: Thu, 08 Jan 2026 15:42:05 +0530
Subject: e-Record Management by ISTM
==== Forwarded message =====



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-25

Date : 16 Mar 2026 to 16 Mar 2026

Mode : Online

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

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshops for ICC/LC Members (POSH) & PIOs (RTI)

Shri Rajeev Verma <csdelhi@nic.in >

Thu, 08 Jan 2026 12:33:22 PM +0530

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

===== Forwarded message =====
From: Life Transformation Academy <harikrishan@lifetransformationacademy.co.in>
To: <csdelhi@nic.in>
Date: Thu, 08 Jan 2026 08:53:46 +0530
Subject: Workshops for ICC/LC Members (POSH) & PIOs (RTI)
===== Forwarded message =====

Chief Secretary
Delhi

Dear Leadership,

Subject: Capacity-Building & Skill-Development Workshops for

- (i) ICC / LC Members under the PoSH Act, 2013
- (ii) CPIOs, FAAs & Transparency Officers under the RTI Act, 2005

Season’s Greetings and Best Wishes for the New Year 2026!

In today's governance and regulatory environment, organisations are required to ensure a safe, identified and inclusive workplace along with transparency, accountability and citizen-centric governance. In this context, we are pleased to inform you that two Capacity Building and Skill Development Workshops are being organised, as per the details given below:

Workshop Schedule & Venue

Date	Workshop	Venue
19 January 2026 (9:00am – 5:00pm)	Workshop for Internal Complaints Committee (ICC) / Local Committee (LC) Members (PoSH Act) <i>Orientation, Skill-Building & Capacity Building</i>	India International Centre (IIC) 40, Max Mueller Marg, Lodhi Gardens, Lodhi Estate, New Delhi- 10003
20 January 2026	<i>Workshop for</i> 3	

(9:00am – 5:00pm)	Public Information Officers (CPIOs/APIOs), First Appellate Authorities (FAAs), Transparency and Nodal Officers (RTI Act) <i>Orientation, Skill-Building & Capacity Building</i>	
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Context & Statutory Mandate

PoSH Act, 2013

Section **19(c)** of *The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013*, read with **Rule 13** of the PoSH Rules, mandates every employer to **organise regular workshops and awareness programmes for employees and orientation programmes for Members of the Internal Complaints Committee (ICC)/Local Committee (LC)**, in order to ensure effective implementation of the Act.

RTI Act, 2005

Under the *Right to Information Act, 2005*, Section 26(1)(c) places a statutory obligation on the appropriate Government to **train Central Public Information Officers (CPIOs)**, while the overall statutory scheme of the Act, read with **Sections 5, 7, 19, and 20**, necessitates systematic capacity building of **CPIOs and First Appellate Authorities (FAAs)** to enable them to discharge their functions in a timely, accurate, reasoned, and legally sustainable manner, while balancing transparency with the lawful exemptions under the Act.

Key value propositions include:

- **Master Trainer Approach:** Participants are equipped to conduct internal awareness and training sessions within their organisations.
- **Comprehensive Handbook / Workbook:** Dedicated, ready-to-use handbooks for ICC/ LC Members and CPIOs / FAAs, covering latest laws, guidelines, formats, and case references.



- **One-Year Post-Workshop Support:** Continued guidance on procedural and compliance issues arising during actual cases.
- **Latest Legal Updates:** Coverage of recent Government instructions, CIC decisions, and High Court / Supreme Court judgments.
- **Awareness Material:** Notice-board displays and posters for workplace sensitisation and compliance awareness.

Major Topics Covered- ICC/LC (PoSH)

- Gender discrimination and sexual harassment: concepts and scope
- Legal framework: definitions, applicability, timelines, and coverage
- Role and responsibilities of ICC/LC Members under Vishaka Guidelines and the PoSH Act
- Employer's duties and liabilities
- Conciliation – scope, limitations, and dos & don'ts
- Inquiry procedure: stages, documentation, and evidentiary standards
- Admissibility and handling of digital evidence
- Drafting of complaints, notices, questionnaires, interim orders, and final reports
- Handling false and malicious complaints
- Principles of Natural Justice
- Latest Government instructions and landmark court judgments
- Mock inquiry and live simulation

Major Topics Covered- PIOs (RTI)

- Duties, powers, and liabilities of CPIOs and FAAs
- Timelines, transfers, and deemed refusal
- Exemptions and application of the public interest test
- Correct application of exemption clauses
- Proactive disclosures under Section 4
- Third-party information and consultation
- Drafting speaking orders and legally sound replies
- Handling sensitive, voluminous, and repetitive RTI applications
- CIC trends, penalty cases, and best practices
- Record management and retention schedules
- Latest DoPT guidelines and Government instructions
- Landmark CIC and court judgments

Organisations may nominate participants for either one or both workshops, as per functional requirements.

Our Esteemed Clients & Participation Record

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

- **Government Ministries/Departments:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, AAI, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
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Our programs consistently receive ‘**Excellent**’ feedback from both senior leadership and participants.

The detailed proposal, containing inter alia topic-wise coverage, faculty profile, participation fee structure and inclusions, along with nomination and payment details, is attached herewith for your consideration.

How to Nominate

Please email nominations to:  harikrishan@lifetransformationacademy.co.in, along with Name, Designation, Email, Mobile Number, and Organisation Name, Address & GST details. Seats are limited and will be confirmed on a first-come, first-served basis.

We look forward to your organisation's active participation in these high-impact, compliance-oriented capacity-building programs.

Warm regards,

Hari Krishan

Former Civil Servant (IRPS – 1995 Batch)



harikrishan@lifetransformationacademy.co.in



+91-8368480712 | +91-9717636975

1 Attachment(s)

Workshops for ICC_LC Memb...

4.5 MB



Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/ Workshop/2026/ Jan./1

New Delhi, 8 January, 2026

Chief Secretary

Delhi

Subject: Capacity-Building & Skill-Development Workshops for

(i) **ICC / LC Members under the PoSH Act, 2013**

(ii) **CPIOs, FAAs, Transparency & Nodal Officers under the RTI Act, 2005**

Dear Leadership,

Season's Greetings and Best Wishes for the New Year 2026!

In today's regulatory and governance environment, every organisation is required to operate within clearly defined statutory and accountability frameworks to ensure a safe, secure, dignified, and inclusive workplace, as well as transparency, accountability, and citizen-centric governance. In this context, we are pleased to inform you that two Capacity Building and Skill Development Workshops are being organised, in line with statutory mandates and best governance practices, as per the details given below:

Workshop Schedule & Venue

Date	Workshop	Venue
19 January 2026 (9:00am – 5:00pm)	Workshop for Internal Complaints Committee (ICC) / Local Committee (LC) Members (PoSH Act) <i>Orientation, Skill-Building & Capacity Building</i>	India International Centre (IIC)
20 January 2026 (9:00am – 5:00pm)	<i>Workshop for</i> Public Information Officers (CPIOs/APIOs), First Appellate Authorities (FAAs), Transparency and Nodal Officers (RTI Act) <i>Orientation, Skill-Building & Capacity Building</i>	40, Max Mueller Marg, Lodhi Gardens, Lodhi Estate, New Delhi-10003

Highlights & Key Value Propositions

- **Master Trainer Approach:** Participants are equipped to conduct internal awareness and training sessions within their organisations.

- **Comprehensive Handbook / Workbook:** Dedicated, ready-to-use handbooks for ICC /LC Members and CPIOs / FAAs, covering latest laws, guidelines, formats, and case references.



- **One-Year Post-Workshop Support:** Continued guidance on procedural and compliance issues arising during actual cases.
- **Latest Legal Updates:** Coverage of recent Government instructions, CIC decisions, and High Court / Supreme Court judgments.
- **Awareness Material:** Notice-board displays and posters for workplace sensitisation and compliance awareness.

Organisations may nominate participants for either one or both workshops, as per functional requirements.

Workshop – I | 19 January 2026

Workshop for **Internal Complaints Committee (ICC) / Local Committee (LC) Members (PoSH Act)**

Orientation, Skill-Building & Capacity Building

(Equipping ICCs/LCs to Uphold Workplace Dignity under the PoSH Act, 2013)

Context & Statutory Mandate

The *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* mandates the constitution of an Internal Complaints Committee (ICC) / Local Committee (LC) in every workplace.

Further, **Section 19** of the Act read with **Rule 13** of the PoSH Rules places a statutory obligation on the employer to provide regular **orientation, skill-building, and capacity-building to ICC / LC Members**, in order to ensure effective implementation of the Act.

Judicial scrutiny in several cases has demonstrated that non-compliance with procedural requirements has resulted in adverse High Court and Supreme Court observations, quashing of ICC/ LC inquiries, and personal accountability of authorities and committee members.

This workshop is designed to fulfil the statutory mandate while strengthening the practical competence, sensitivity, neutrality, and procedural robustness of ICC / LC Members.

Key Learning Outcomes

Participants will gain:

- A clear and updated understanding of the PoSH Act, Rules, Government Advisories, and judicial interpretations
- Clarity on roles, powers, duties, and personal liabilities of ICC/LC Members
- Skills for trauma-informed handling of complainants and witnesses
- A step-by-step understanding of inquiry procedures, aligned with principles of natural justice
- Practical guidance on handling digital and electronic evidence
- Ability to draft legally sustainable notices, interim orders, and inquiry reports
- Understanding of the preventive role of ICCs/LCs, including awareness programmes, annual reporting, and compliance audits

Major Topics Covered

- Gender discrimination and sexual harassment: concepts and scope
- Legal framework: definitions, applicability, timelines, and coverage
- Role and responsibilities of ICC/LC Members under Vishaka Guidelines and the PoSH Act
- Employer's duties and liabilities
- Conciliation – scope, limitations, and dos & don'ts
- Inquiry procedure: stages, documentation, and evidentiary standards
- Latest Government instructions and landmark court judgments
- Admissibility and handling of digital evidence
- Drafting of complaints, notices, questionnaires, interim orders, and final reports
- Confidentiality obligations and mechanisms to ensure compliance
- Handling false and malicious complaints
- Principles of Natural Justice
- Psychological dimensions of sexual harassment complaints
- Handling complex cases: anonymous complaints, retaliation, power imbalance
- Annual reporting and statutory disclosures
- Mock inquiry and live simulation

Who Should Attend

- ICC / IC / LC Members (including Presiding Officers and External Members)
- HR, Personnel, Legal, and Training Officers
- Vigilance, Ethics, and Gender Sensitisation Officers
- Senior officers responsible for workplace safety and PoSH compliance

Workshop – II | 20 January 2026

Workshop for

Public Information Officers (CPIOs/APIOs), First Appellate Authorities (FAAs),
Transparency and Nodal Officers (RTI Act)

Orientation, Skill-Building & Capacity Building

(Ensuring Transparency, Accountability & Legal Compliance under the RTI Act, 2005)

Context & Statutory Mandate

Under the *Right to Information Act, 2005*, Section 26(1)(c) places a statutory obligation on the appropriate Government to **train Central Public Information Officers (CPIOs)**, while the overall statutory scheme of the Act, read with **Sections 5, 7, 19, and 20**, necessitates systematic capacity building of **CPIOs and First Appellate Authorities (FAAs)** to enable them to discharge their functions in a timely, accurate, reasoned, and legally sustainable manner, while balancing transparency with the lawful exemptions under the Act.

Experience and repeated CIC orders and High Court judgments reveal that procedural lapses, delayed responses, incorrect application of exemptions, and poor drafting often lead to penalties, adverse remarks, and personal accountability of officers.

This workshop focuses on the practical handling of RTI applications, first appeals, and CIC proceedings, enabling officers to discharge their functions confidently and in full legal compliance.

Key Learning Outcomes

Participants will develop:

- Strong command over the RTI Act, Rules, and CIC jurisprudence
- Correct application of Sections 6, 7, 8, 9, 10, 11, and 19
- Skills to draft clear, reasoned, and defensible RTI replies
- Competence in managing third-party information
- Strategies to avoid penalties under Section 20
- Effective handling of First Appeals and CIC hearings

Major Topics Covered

- Duties, powers, and liabilities of CPIOs and FAAs
- Timelines, transfers, and deemed refusal
- Exemptions and application of the public interest test
- Correct application of exemption clauses
- Proactive disclosures under Section 4
- Third-party information and consultation
- Drafting speaking orders and legally sound replies
- Handling sensitive, voluminous, and repetitive RTI applications
- CIC trends, penalty cases, and best practices

- Record management and retention schedules
- Latest DoPT guidelines and Government instructions
- Landmark CIC and court judgments

Who Should Attend

- CPIOs, APIOs, FAAs,
- Transparency Officers and Nodal Officers
- Officers handling RTI, records, or public grievances
- Legal, Vigilance, and Administrative Officers
- Officers proposed to be designated as CPIOs / FAAs

Expert Faculty

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch)

Founder & Lead Facilitator – International Life Coach

With over 28 years of service in the Government of India and CPSEs, Mr. Hari Krishan has extensive experience in HR, vigilance, governance, RTI, and PoSH compliance. He has served as an ICC Member, Inquiry Authority, and CPIO, and has conducted 100+ capacity-building workshops for Ministries, PSUs, Banks, Universities, and Training Institutes. His sessions are widely appreciated for clarity, legal depth, real-case insights, and practical applicability.

Farha Naaz

Advocate | External Member, ICC/LC

Practising Advocate before the Hon'ble Supreme Court of India and Delhi High Court, with expertise in PoSH Act compliance, crimes against women, POCSO, and cyber crimes. Brings strong legal insight into procedurally sound and court-sustainable ICC/LC inquiries.

Our Esteemed Clients & Participation Record

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

- **Government Ministries/Departments:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, AAI, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
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Our programs consistently receive ‘**Excellent**’ feedback from both senior leadership and participants.

Participation Fee (Per Workshop)

Nomination	Fee per Participant
4 or more Participants	₹7,500
2–3 Participants	₹8,500
1 Participant	₹9,500
GST @18% applicable. (Note: For Central Govt. and State Govt. employees, GST is exempt).	

Inclusions

The program fee covers a full-day expert-led statutory capacity-building workshop, along with:

- Comprehensive printed **handbook / workbook** with latest Acts, Rules, Government advisories, and landmark judgments
- Standardised **formats**, checklists, and templates for immediate compliance use
- **Post-workshop professional guidance** for one year on procedural and legal issues arising in actual cases
- **Master-trainer** enablement for internal awareness and orientation within the organisation
- Preventive compliance material (**posters and notice-board content**)
- Lunch, refreshments, and **Certificate** of Participation

Payment Details

Account Name: Life Transformation Academy Pvt. Ltd.

Bank: Indian Bank, Lajpat Nagar, New Delhi, A/C No.: 50522861294, IFSC: IDIB000L512

GSTIN: 07AAECL1465D1ZS, PAN: AAECL1465D, TReDS ID: LI0064568

How to Nominate

Please email nominations to: [✉ harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in), along with Name, Designation, Email, Mobile Number, and Organisation Name, Address & GST details.

We look forward to your organisation’s active participation in these high-impact, compliance-oriented capacity-building programs.

Warm regards,



Hari Krishan

Former Civil Servant (IRPS – 1995 Batch)

Founder & Lead Facilitator, Life Transformation Academy

harikrishan@lifetransformationacademy.co.in

📞 +91-8368480712 | +91-9717636975

Fwd: Workshops for ICC/LC Members (POSH) & PIOs (RTI)

Shri Rajeev Verma <csdelhi@nic.in >

Thu, 08 Jan 2026 12:33:22 PM +0530

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

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Major Topics Covered- ICC/LC (PoSH)

- Gender discrimination and sexual harassment: concepts and scope
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4.5 MB



Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

CIN: U80102DL2020PTC360741

No. LTA/ Workshop/2026/ Jan./1

New Delhi, 8 January, 2026

Chief Secretary

Delhi

Subject: Capacity-Building & Skill-Development Workshops for

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Highlights & Key Value Propositions

- **Master Trainer Approach:** Participants are equipped to conduct internal awareness and training sessions within their organisations.

- **Comprehensive Handbook / Workbook:** Dedicated, ready-to-use handbooks for ICC /LC Members and CPIOs / FAAs, covering latest laws, guidelines, formats, and case references.



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Workshop – I | 19 January 2026

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Orientation, Skill-Building & Capacity Building

(Equipping ICCs/LCs to Uphold Workplace Dignity under the PoSH Act, 2013)

Context & Statutory Mandate

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Key Learning Outcomes

Participants will gain:

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- Skills for trauma-informed handling of complainants and witnesses
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- Ability to draft legally sustainable notices, interim orders, and inquiry reports
- Understanding of the preventive role of ICCs/LCs, including awareness programmes, annual reporting, and compliance audits

Major Topics Covered

- Gender discrimination and sexual harassment: concepts and scope
- Legal framework: definitions, applicability, timelines, and coverage
- Role and responsibilities of ICC/LC Members under Vishaka Guidelines and the PoSH Act
- Employer's duties and liabilities
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Who Should Attend

- ICC / IC / LC Members (including Presiding Officers and External Members)
- HR, Personnel, Legal, and Training Officers
- Vigilance, Ethics, and Gender Sensitisation Officers
- Senior officers responsible for workplace safety and PoSH compliance

Workshop – II | 20 January 2026

Workshop for

Public Information Officers (CPIOs/APIOs), First Appellate Authorities (FAAs),
Transparency and Nodal Officers (RTI Act)

Orientation, Skill-Building & Capacity Building

(Ensuring Transparency, Accountability & Legal Compliance under the RTI Act, 2005)

Context & Statutory Mandate

Under the *Right to Information Act, 2005*, Section 26(1)(c) places a statutory obligation on the appropriate Government to **train Central Public Information Officers (CPIOs)**, while the overall statutory scheme of the Act, read with **Sections 5, 7, 19, and 20**, necessitates systematic capacity building of **CPIOs and First Appellate Authorities (FAAs)** to enable them to discharge their functions in a timely, accurate, reasoned, and legally sustainable manner, while balancing transparency with the lawful exemptions under the Act.

Experience and repeated CIC orders and High Court judgments reveal that procedural lapses, delayed responses, incorrect application of exemptions, and poor drafting often lead to penalties, adverse remarks, and personal accountability of officers.

This workshop focuses on the practical handling of RTI applications, first appeals, and CIC proceedings, enabling officers to discharge their functions confidently and in full legal compliance.

Key Learning Outcomes

Participants will develop:

- Strong command over the RTI Act, Rules, and CIC jurisprudence
- Correct application of Sections 6, 7, 8, 9, 10, 11, and 19
- Skills to draft clear, reasoned, and defensible RTI replies
- Competence in managing third-party information
- Strategies to avoid penalties under Section 20
- Effective handling of First Appeals and CIC hearings

Major Topics Covered

- Duties, powers, and liabilities of CPIOs and FAAs
- Timelines, transfers, and deemed refusal
- Exemptions and application of the public interest test
- Correct application of exemption clauses
- Proactive disclosures under Section 4
- Third-party information and consultation
- Drafting speaking orders and legally sound replies
- Handling sensitive, voluminous, and repetitive RTI applications
- CIC trends, penalty cases, and best practices

- Record management and retention schedules
- Latest DoPT guidelines and Government instructions
- Landmark CIC and court judgments

Who Should Attend

- CPIOs, APIOs, FAAs,
- Transparency Officers and Nodal Officers
- Officers handling RTI, records, or public grievances
- Legal, Vigilance, and Administrative Officers
- Officers proposed to be designated as CPIOs / FAAs

Expert Faculty

Hari Krishan

Former Civil Servant (IRPS, 1995 Batch)

Founder & Lead Facilitator – International Life Coach

With over 28 years of service in the Government of India and CPSEs, Mr. Hari Krishan has extensive experience in HR, vigilance, governance, RTI, and PoSH compliance. He has served as an ICC Member, Inquiry Authority, and CPIO, and has conducted 100+ capacity-building workshops for Ministries, PSUs, Banks, Universities, and Training Institutes. His sessions are widely appreciated for clarity, legal depth, real-case insights, and practical applicability.

Farha Naaz

Advocate | External Member, ICC/LC

Practising Advocate before the Hon'ble Supreme Court of India and Delhi High Court, with expertise in PoSH Act compliance, crimes against women, POCSO, and cyber crimes. Brings strong legal insight into procedurally sound and court-sustainable ICC/LC inquiries.

Our Esteemed Clients & Participation Record

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

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

Our programs consistently receive ‘**Excellent**’ feedback from both senior leadership and participants.

Participation Fee (Per Workshop)

Nomination	Fee per Participant
4 or more Participants	₹7,500
2–3 Participants	₹8,500
1 Participant	₹9,500
GST @18% applicable. (Note: For Central Govt. and State Govt. employees, GST is exempt).	

Inclusions

The program fee covers a full-day expert-led statutory capacity-building workshop, along with:

- Comprehensive printed **handbook / workbook** with latest Acts, Rules, Government advisories, and landmark judgments
- Standardised **formats**, checklists, and templates for immediate compliance use
- **Post-workshop professional guidance** for one year on procedural and legal issues arising in actual cases
- **Master-trainer** enablement for internal awareness and orientation within the organisation
- Preventive compliance material (**posters and notice-board content**)
- Lunch, refreshments, and **Certificate** of Participation

Payment Details

Account Name: Life Transformation Academy Pvt. Ltd.

Bank: Indian Bank, Lajpat Nagar, New Delhi, A/C No.: 50522861294, IFSC: IDIB000L512

GSTIN: 07AAECL1465D1ZS, PAN: AAECL1465D, TReDS ID: LI0064568

How to Nominate

Please email nominations to:  harikrishan@lifetransformationacademy.co.in, along with Name, Designation, Email, Mobile Number, and Organisation Name, Address & GST details.

We look forward to your organisation’s active participation in these high-impact, compliance-oriented capacity-building programs.

Warm regards,



Hari Krishan

Former Civil Servant (IRPS – 1995 Batch)

Founder & Lead Facilitator, Life Transformation Academy

harikrishan@lifetransformationacademy.co.in

 +91-8368480712 | +91-9717636975

Fwd: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 07 Jan 2026 10:31:38 AM +0530

To "Secretary Services"<secservices@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: Wed, 07 Jan 2026 09:51:09 +0530

Subject: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

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

FILE NO: Y-17012/1/2026-AD Account

Dated the 06th January, 2026

To

All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All State Governments/All Union Territories
The Central Vigilance Commission/Election Commission of India/UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

Madam/Sir,

The **Three days Training Programme on “Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE** is scheduled to be conducted from **20th April, 2026 to 22nd April, 2026 in ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

3. Only such officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **10th April, 2026**.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management would be allowed to join the workshop. It is,

therefore, reiterated that nominees should be relieved only after acceptance by the Institute.

5. The acceptance of nomination letter will be uploaded on the ISTM's website www.istm.gov.in. The sponsoring authorities will also be communicated through e-mail. The nominees are thus requested to regularly check the website of ISTM

Encl: Annexure-I

Yours faithfully

**Sd/-
(Tarun)
Assistant Director & Course Coordinator
E-mail: [tarun.160891\[at\]gov.in](mailto:tarun.160891[at]gov.in)
Tel: 011-26737504**

ANNEXURE-I

COURSE INFORMATION SHEET

1. COURSE TITLE: Programme on Pension and Other

Retirement benefits

2. COURSE CODE: (PRB1-21)

3. DURATION: Three days (20th April, 2026 to 22nd April, 2026)

4. AIM: The objectives which the above Training Programme seeks to achieve are broadly to help the participants to:

- a) Acquire a detailed knowledge and understanding of the provisions of the Central Civil Services (Pension) Rules 2021, Central Services (Commutation of Pension) Rules 1981, General Provident Fund (Central Services) Rules 1960, Central Govt. Employees Group Insurance Scheme 1980.
- b) Develop an understanding and in-depth knowledge of the procedure relating to determination and authorization of pension, retirement gratuity, death gratuity and family pension.
- c) Sharpen their professional skills for the proper determination and authorization of the benefits due to the pensioners.
- d) To acquire the knowledge of e-bhavishya for submission of pension papers.

5. BROAD CONTENT OF THE COURSE

- a) Scope and applicability of the Central Civil Services (Pension) Rules, 2021.
- b) Calculation of qualifying service, average emoluments , determination and authorization of the amounts of pensionary benefits.
- c) Preparation of pension papers on retirement and on death of a Govt. servant.
- d) Provisions relating to TA on Retirement/Death of a Govt. Servant.
- e) Provisions relating to encashment of leave.
- f) Scope and applicability of the General Provident Fund (Central Services) Rules,1960.
- g) Provisions relating to Central Govt. Employees Group Insurance Scheme.
- h) Overview relating to New Pension Scheme.

6. METHODOLOGY: The programme will be conducted in Offline mode. Lecture and Discussions along with case illustrations, whenever required, will be used. The participants will

also have an opportunity of discussing actual problems faced by them in dealing with the specific cases in their organization.

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for Group-A and Group-B Officers in the Central/State Government Ministries/Departments and officers of equivalent rank in the Central/State Govt. Offices/ PSUs/Autonomous Bodies, etc.

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 25-30.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **10th April, 2026**.

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

11. COURSE FEE & OTHER EXPENSES:

- There is no course fee for Central Govt. and State Govt. employees. A course fee of Rs. 3,000/- (Rupees Three Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

- Course fee can be paid through following methods.**

Procedure of payment of Course fee on Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screen shot/transaction details through email and bring a copy of the same at the time of reporting at ISTM.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-serve basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: **www.istm.gov.in** -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

Fwd: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 07 Jan 2026 10:31:38 AM +0530

To "Secretary Services"<secservices@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: Wed, 07 Jan 2026 09:51:09 +0530

Subject: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

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

FILE NO: Y-17012/1/2026-AD Account

Dated the 06th January, 2026

To

All Ministries / Departments of the Govt. of India
All Attached & Subordinate Offices
All State Governments/All Union Territories
The Central Vigilance Commission/Election Commission of India/UPSC
All Public Sector Undertakings / All Autonomous Bodies

Subject: Three days Training Programme on “ Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE from 20th April to 22nd April, 2026 in ISTM.

Madam/Sir,

The **Three days Training Programme on “Pension and other Retirement benefits” (PRB1-21) in OFFLINE MODE** is scheduled to be conducted from **20th April, 2026 to 22nd April, 2026 in ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

3. Only such officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **10th April, 2026**.

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therefore, reiterated that nominees should be relieved only after acceptance by the Institute.

5. The acceptance of nomination letter will be uploaded on the ISTM's website www.istm.gov.in. The sponsoring authorities will also be communicated through e-mail. The nominees are thus requested to regularly check the website of ISTM

Encl: Annexure-I

Yours faithfully

**Sd/-
(Tarun)
Assistant Director & Course Coordinator
E-mail: [tarun.160891\[at\]gov.in](mailto:tarun.160891[at]gov.in)
Tel: 011-26737504**

ANNEXURE-I

COURSE INFORMATION SHEET

1. COURSE TITLE: Programme on Pension and Other

Retirement benefits

2. COURSE CODE: (PRB1-21)

3. DURATION: Three days (20th April, 2026 to 22nd April, 2026)

4. AIM: The objectives which the above Training Programme seeks to achieve are broadly to help the participants to:

- a) Acquire a detailed knowledge and understanding of the provisions of the Central Civil Services (Pension) Rules 2021, Central Services (Commutation of Pension) Rules 1981, General Provident Fund (Central Services) Rules 1960, Central Govt. Employees Group Insurance Scheme 1980.
- b) Develop an understanding and in-depth knowledge of the procedure relating to determination and authorization of pension, retirement gratuity, death gratuity and family pension.
- c) Sharpen their professional skills for the proper determination and authorization of the benefits due to the pensioners.
- d) To acquire the knowledge of e-bhavishya for submission of pension papers.

5. BROAD CONTENT OF THE COURSE

- a) Scope and applicability of the Central Civil Services (Pension) Rules, 2021.
- b) Calculation of qualifying service, average emoluments , determination and authorization of the amounts of pensionary benefits.
- c) Preparation of pension papers on retirement and on death of a Govt. servant.
- d) Provisions relating to TA on Retirement/Death of a Govt. Servant.
- e) Provisions relating to encashment of leave.
- f) Scope and applicability of the General Provident Fund (Central Services) Rules,1960.
- g) Provisions relating to Central Govt. Employees Group Insurance Scheme.
- h) Overview relating to New Pension Scheme.

6. METHODOLOGY: The programme will be conducted in Offline mode. Lecture and Discussions along with case illustrations, whenever required, will be used. The participants will

also have an opportunity of discussing actual problems faced by them in dealing with the specific cases in their organization.

7. PARTICIPANTS (Eligibility Conditions)

The programme is meant for Group-A and Group-B Officers in the Central/State Government Ministries/Departments and officers of equivalent rank in the Central/State Govt. Offices/ PSUs/Autonomous Bodies, etc.

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 25-30.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **10th April, 2026**.

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11. COURSE FEE & OTHER EXPENSES:

- There is no course fee for Central Govt. and State Govt. employees. A course fee of Rs. 3,000/- (Rupees Three Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

- Course fee can be paid through following methods.**

Procedure of payment of Course fee on Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

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12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-serve basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

Fwd: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 07 Jan 2026 10:21:06 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: Wed, 07 Jan 2026 09:42:10 +0530

Subject: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

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



फा.सं / FILE NO:Y-19017/1/2026- AD Account



Dated the 06th January, 2026

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

Madam/Sir,

The **Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22)** is scheduled to be conducted from **27th April to 28th April, 2026 in ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. It may please be noted that it is mandatory to fill up nomination form online. However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

3. Only such officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **17th April, 2026**.

4. Only such candidates, whose nominations are accepted for the Training Programme by the Institute of Secretariat Training & Management would be allowed to join the workshop. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute.

5. The acceptance of nomination letter will be uploaded on the ISTM's website www.istm.gov.in. The sponsoring authorities will also be communicated through e-mail. The nominees are thus requested to regularly check the website of ISTM

Encl: Annexure-I

Yours faithfully

**Sd/-
(Tarun)
Assistant Director & Course Coordinator
E-mail: [tarun.160891\[at\]gov.in](mailto:tarun.160891[at]gov.in)
Tel: 011-26737504**



ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE: Orientation Training Programme for Retiring Government Officials**
2. **COURSE CODE: (OTP-RGO-22)**
3. **DURATION:** Two days (27th April, 2026 to 28th April, 2026)
4. **AIM:** The aim of the Orientation Training Programme for Retiring Govt. Officials seeks to achieve are mentioned below:
 - a) Acquaint the participants with benefits admissible on their retirement;
 - b) Explain various investment plans where they can park their funds;
 - c) Income tax clauses concerning investment;
 - d) How to live healthy and happy retired life.
5. **BROAD CONTENT OF THE COURSE**
 - i. Determination and authorization of the amounts of pensionary benefits including family person;

- ii. Preparation of pension papers on retirement and on death of a Govt. Servant;
- iii. Provisions relating to TA on Retirement/Death of a Govt. Servant;
- iv. Provisions relating to encashment of leave;
- v. Scope and applicability of the General Provident Fund (Central Service) Rules, 1960;
- vi. Provisions relating to Central Govt. Employees Group Insurance Scheme;
- vii. Overview relating to New Pension Scheme;
- viii. Working out Income tax liability;
- ix. Tips for healthy & happy retired life;
- x. Unified Pension Scheme;
- xi. Comparison between OPS, NPS & UPS.

6. METHODOLOGY: The programme will be conducted in Offline mode. Lecture and Discussions along with case illustrations, whenever required, will be used.

7. PARTICIPANTS (Eligibility Conditions)

Retiring Government Officials- Gazetted & Non-Gazetted Staff

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30-35.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **17th April, 2026**.

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

11. COURSE FEE & OTHER EXPENSES:

• There is no course fee for Central Govt. and State Govt. employees. A course fee of Rs. 2,000/- (Rupees Two Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

• **Course fee can be paid through following methods.**

Procedure of payment of Course fee on Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

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Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

Fwd: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 07 Jan 2026 10:21:06 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: Wed, 07 Jan 2026 09:42:10 +0530

Subject: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

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



फा.सं / FILE NO:Y-19017/1/2026- AD Account



Dated the 06th January, 2026

To

All Ministries / Departments of the Govt. of India

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All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22) to be held at ISTM from 27th April to 28th April, 2026.

Madam/Sir,

The **Two days Offline Orientation Training Programme for the Retiring Government Officials (OTP-RGO-22)** is scheduled to be conducted from **27th April to 28th April, 2026 in ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

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Encl: Annexure-I

Yours faithfully

**Sd/-
(Tarun)
Assistant Director & Course Coordinator
E-mail: [tarun.160891\[at\]gov.in](mailto:tarun.160891[at]gov.in)
Tel: 011-26737504**



ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE: Orientation Training Programme for Retiring Government Officials**
2. **COURSE CODE: (OTP-RGO-22)**
3. **DURATION:** Two days (27th April, 2026 to 28th April, 2026)
4. **AIM:** The aim of the Orientation Training Programme for Retiring Govt. Officials seeks to achieve are mentioned below:
 - a) Acquaint the participants with benefits admissible on their retirement;
 - b) Explain various investment plans where they can park their funds;
 - c) Income tax clauses concerning investment;
 - d) How to live healthy and happy retired life.
5. **BROAD CONTENT OF THE COURSE**
 - i. Determination and authorization of the amounts of pensionary benefits including family person;

- ii. Preparation of pension papers on retirement and on death of a Govt. Servant;
- iii. Provisions relating to TA on Retirement/Death of a Govt. Servant;
- iv. Provisions relating to encashment of leave;
- v. Scope and applicability of the General Provident Fund (Central Service) Rules, 1960;
- vi. Provisions relating to Central Govt. Employees Group Insurance Scheme;
- vii. Overview relating to New Pension Scheme;
- viii. Working out Income tax liability;
- ix. Tips for healthy & happy retired life;
- x. Unified Pension Scheme;
- xi. Comparison between OPS, NPS & UPS.

6. METHODOLOGY: The programme will be conducted in Offline mode. Lecture and Discussions along with case illustrations, whenever required, will be used.

7. PARTICIPANTS (Eligibility Conditions)

Retiring Government Officials- Gazetted & Non-Gazetted Staff

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30-35.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **17th April, 2026**.

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

11. COURSE FEE & OTHER EXPENSES:

• There is no course fee for Central Govt. and State Govt. employees. A course fee of Rs. 2,000/- (Rupees Two Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

• **Course fee can be paid through following methods.**

Procedure of payment of Course fee on Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screen shot/transaction details through email and bring a copy of the same at the time of reporting at ISTM.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-serve basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.

Fwd: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 02 Jan 2026 12:46:50 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: Fri, 02 Jan 2026 12:33:22 +0530

Subject: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

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

फा.सं / FILE NO: Y-21011/20/2025-ISTM

Date:-02/01/2026

Secretary 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: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

Sir / Madam,

I am directed to to say that Institute of Secretariat Training & Management will be conducting a **One Day Online Training Programme on (e-RM-24) "e-Records Management "** on 24th **February 2026** for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organization of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill the form online. The last date for receiving of online nominations is **17th February, 2026**.

3. Names of selected candidates will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs. 2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings through Online payment mode to PAO (DP & AR) as per details given below:-

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Yours faithfully,

(Balaji.N)
Deputy Director & Course Coordinator
E-mail: [balaji.n\[at\]gov.in](mailto:balaji.n[at]gov.in)
Tel:-011 26737516

ANNEXURE-I**COURSE INFORMATION SHEET**

Code : e-RM - 24
Title : e-Records Management
Duration : 1 day
Mode : **Online**

AIM OF THE COURSE:

The present training course on e - Records Management is an initiative to meet the challenge of records management under the Right to Information Act, 2005. The Act enjoins upon the public authorities to strengthen their e - records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

ELIGIBILITY CONDITIONS

This course is intended for Gp A Officers and Gp B Officers (Section Officers/ Record Officers/Assistant Section Officers) working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 50.

Last date for receipt of online nomination form is 17th February, 2026.

Fwd: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 02 Jan 2026 12:46:50 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: Fri, 02 Jan 2026 12:33:22 +0530

Subject: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

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

फा.सं / FILE NO: Y-21011/20/2025-ISTM

Date:-02/01/2026

Secretary 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: One day Online Training Programme on (e-RM-24) "e-Record Management" scheduled to be held on 24th February, 2026- regarding.

Sir / Madam,

I am directed to to say that Institute of Secretariat Training & Management will be conducting a **One Day Online Training Programme on (e-RM-24) "e-Records Management "** on 24th February 2026 for Group A & B officers.

2. Details of the Programme and eligibility requirements are given at Annexure I. All Ministries/Departments / Organization of Government of India are requested to nominate suitable Officers to attend the programme. The nominees may be advised to fill up the nomination forms online at https://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill the form online. The last date for receiving of online nominations is **17th February, 2026**.

3. Names of selected candidates will be put on the website of ISTM. No individual communication of acceptance will be issued. Therefore, all sponsoring authorities are requested to ensure that only those candidates selected for the Programme are relieved to attend it, whose names are appearing on the ISTM website.

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, a Course fee of Rs. 2,000/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings through Online payment mode to PAO (DP & AR) as per details given below:-

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Yours faithfully,

(Balaji.N)
Deputy Director & Course Coordinator
E-mail: [balaji.n\[at\]gov.in](mailto:balaji.n[at]gov.in)
Tel:-011 26737516

ANNEXURE-I**COURSE INFORMATION SHEET**

Code : e-RM - 24
Title : e-Records Management
Duration : 1 day
Mode : **Online**

AIM OF THE COURSE:

The present training course on e - Records Management is an initiative to meet the challenge of records management under the Right to Information Act, 2005. The Act enjoins upon the public authorities to strengthen their e - records management systems and use of the latest technology for this purpose in a cost effective manner. The Course has been designed to provide a practical framework, in which participants are encouraged to reflect upon the current record management practices and the possible ways for realigning them to meet the requirements of the Act. They are also encouraged to define their role and the roles of their organisations in the realignment process for providing timely information to the people.

ELIGIBILITY CONDITIONS

This course is intended for Gp A Officers and Gp B Officers (Section Officers/ Record Officers/Assistant Section Officers) working in the Ministries, Departments, Attached Offices and Subordinate Offices of the Government of India.

COURSE CAPACITY

The maximum number of participants that can be admitted to the Course is 50.

Last date for receipt of online nomination form is 17th February, 2026.

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 12 Jan 2026 4:07:35 PM +0530

To "Secretary Services"<secservices@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: Mon, 12 Jan 2026 15:40:06 +0530

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

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

File No.: Y-17024/2/2026-ISTM

Date: 12th January, 2026

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on e-Procurement & GeM (WEP&GeM-07) will be conducted in ISTM from 20.04.2026 to 22.04.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

2. Nomination form for the course may be filled online at ISTM website

https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **06th April, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website (www.istm.gov.in).** **This will also be communicated to the participants and Sponsoring Authorities through email only.**

Enclosure: Annexure

Yours faithfully,

-sd-

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

ANNEXTURE

COURSE INFORMATION SHEET

- 1. COURSE TITLE:** Workshop on e-Procurement & GeM
- 2. COURSE CODE:** WEP&GeM-07
- 3. DURATION:** Three days (20.04.2026 to 22.04.2026)
- 4. TIME:** 09:00 AM to 5:30 PM
- 5. AIM OF THE COURSE:** To develop skills required for the work in the area of e-procurement.
- 6. METHODOLOGY:** The Workshop shall be conducted through offline mode, including lecture and discussion.
- 7. PARTICIPANTS (Eligibility Conditions)**
 The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who have login ID on GeM Portal.
- 8. COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 30.
- 9. NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **06th April, 2026.**
- 10. ACCEPTANCE OF NOMINATION:** Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.
- 11. COURSE FEE:**
 - (i) No course fee is required for Central Government, State Government & UT Government Servant etc.
 - (ii) A course fee of Rs. 3000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**
 - (iii) This course fee should be paid only after confirmation of nomination from ISTM.

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Website – Bharatkosh.gov.in
Ministry – Personnel. P.G & P
Course Fee - ISTM

(v) Please share the copy of payment receipt on email vkbhargava.84[at]gov.in.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.8076072465/ 26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-07

Date : 20 Apr 2026 to 22 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-07) in ISTM from 20.04.2026 to 22.04.2026 - regarding.

Shri Rajeev Verma <csdelhi@nic.in>

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File No.: Y-17024/2/2026-ISTM

Date: 12th January, 2026

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

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(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: [vkabhargava.84\[at\]gov.in](mailto:vkabhargava.84[at]gov.in)
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Course Name : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-07

Date : 20 Apr 2026 to 22 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067