

Fwd: Two Days Workshop on “Handling RTI Matters (H-RTIM-07)” to be conducted in ISTM from 23.03.2026 to 24.03.2026.

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 20 Feb 2026 11:41:34 AM +0530

To "A. Anbarasu"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Fri, 20 Feb 2026 11:22:20 +0530

Subject: Two Days Workshop on “Handling RTI Matters (H-RTIM-07)” to be conducted in ISTM from 23.03.2026 to 24.03.2026.

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

File No.: Y-21011/25/2025-ISTM

Date: 18th December, 2025

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 Workshop on “Handling RTI Matters (H-RTIM-07)” to be conducted in ISTM from 23.03.2026 to 24.03.2026.

Madam/Sir,

I am directed to say that a two days Workshop on “**Handling RTI Matters (H-RTIM-07)**” will be conducted in ISTM from 23.03.2026 to 24.03.2026. 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 **13th March, 2026.** 1

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

Tele No. : 011-26737611

ANNEXTURE

WORKSHOP INFORMATION SHEET

- 1. COURSE TITLE:** Handling RTI Matters
- 2. COURSE CODE:** H-RTIM-07
- 3. DURATION:** Two days (23.03.2026 to 24.03.2026)
- 4. TIME:** 09:00 AM to 5:30 PM
- 5. OBJECTIVES:**

Overview of the RTI Act, 2005

- Ø Salient features of RTI Act & Obligation of the Public Authorities
- Ø Duties of CPIOs/ APIOs
- Ø Exemptions under RTI Act, 2005
- Ø Discloseable / Non-Discloseable to information & case discussion
- Ø RTI-MIS
- Ø Action of Appeals & Role of FAA
- Ø Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Ø Record Management of RTI

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies.

Discussion on actual problems faced in dealing with specific cases.

7. PARTICIPANTS (Eligibility Conditions)

The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

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/her before **13th March, 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.

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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 **[vk bhargava.84\[at\]gov.in](mailto:vk bhargava.84[at]gov.in)**.

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Course Name : Handling RTI Matters

Course Code : H-RTIM-07

Date : 23 Mar 2026 to 24 Mar 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,

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Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Course Fee - ISTM

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Course Code : H-RTIM-07

Date : 23 Mar 2026 to 24 Mar 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: Two days Offline Workshop on "Handling Social Media and Information Retrieval (HSMIR-06)" for Section Officers and Assistant Section Officers or officers of equivalent from 27.04.2026 to 28.04.2026

Shri Rajeev Verma <csdelhi@nic.in >

Thu, 19 Feb 2026 4:58:40 PM +0530

To "A. Anbarasu"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 19 Feb 2026 16:12:40 +0530

Subject: Two days Offline Workshop on "Handling Social Media and Information Retrieval (HSMIR-06)" for Section Officers and Assistant Section Officers or officers of equivalent from 27.04.2026 to 28.04.2026

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

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Course Name : Handling Social Media and Information Retrieval

Course Code : HSMIR-06

Date : 27 Apr 2026 to 28 Apr 2026

Mode : Offline

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

Regards

Rahul Agarwal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Fwd: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

Shri Rajeev Verma <csdelhi@nic.in >

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To: <jsns@ddpmod.gov.in>

Date: Fri, 20 Feb 2026 11:32:10 +0530

Subject: Three Days Workshop on Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

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



फा.सं / FILE NO:Y-17030/01/2026-ISTM



दिनांक / Date: 09.02.2026

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

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in ISTM from **11.05.2026 to 13.05.2026 – regarding.**

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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

CODE : WFM-15

TITLE : Workshop on Financial Management in Government

DURATION : Three Days (11.05.2026 to 13.05.2026)

TIME : 9:00 AM to 5:30 PM

COURSE CAPACITY : 32 - 35

OBJECTIVES : At the end of the training course, the participants will be able to:

- i) Define Budget and other key terms.
- ii) Describe expenditure management.
- iii) List steps to maintain Government Accounts.
- iv) Operate/make use of PFMS portal.

METHODOLOGY : Offline Mode at ISTM**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 27th April, 2026.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

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Ministry – Personnel. P.G & P

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Course Code : WFM-15

Date : 11 May 2026 to 13 May 2026

Mode : Offline

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

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Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

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दिनांक / Date: 09.02.2026

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Fwd: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 20 Feb 2026 11:42:17 AM +0530

To "Nikhil Kumar, IAS"<ctt.delhi@delhi.gov.in>,"A. Anbarasu"<secservices@nic.in>

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To: <jsns@ddpmod.gov.in>

Date: Fri, 20 Feb 2026 11:23:22 +0530

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File No.: Y-17022/01/2026-ISTM



Date: 08th January, 2026

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I am directed to say that a one day Workshop on Income Tax (WITAX-19) will be conducted in **ONLINE MODE** on 13.04.2026. 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 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 **30th March, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the online 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

CODE : WITAX-19

TITLE : Workshop on Income Tax

DURATION : One Day (13.04.2026)

TIME : 9:00 AM to 5:30 PM

COURSE CAPACITY : 30-35

OBJECTIVES : At the end of the training course, the participants will be able to:

- i) Define Personal Finance.
- ii) Differentiate between Personal Finance and Public Finance.
- iii) Describe the various ways of Financial Planning.
- iv) Explain the provisions of Income Tax.

METHODOLOGY : ONLINE MODE

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 30.03.2026.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

(ii) 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 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.

(iv) Course fee is required to be paid through Online Payment Mode as per details given below.

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**.



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 Income Tax

Course Code : WITAX-19

Date : 13 Apr 2026 to 13 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 21

Department of Personnel and Training (DoP&T)
JNU Campus (OLD), Olof Palme Marg,
New Delhi - 110067

Fwd: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 20 Feb 2026 11:42:17 AM +0530

To "Nikhil Kumar, IAS"<ctt.delhi@delhi.gov.in>,"A. Anbarasu"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Fri, 20 Feb 2026 11:23:22 +0530

Subject: One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.

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



File No.: Y-17022/01/2026-ISTM



Date: 08th 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: **One Day Workshop on Income Tax (WITAX-19) in ONLINE MODE on 13.04.2026 – regarding.**

Madam/ Sir,

I am directed to say that a one day Workshop on Income Tax (WITAX-19) will be conducted in **ONLINE MODE** on 13.04.2026. 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 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 **30th March, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the online 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

CODE : WITAX-19

TITLE : Workshop on Income Tax

DURATION : One Day (13.04.2026)

TIME : 9:00 AM to 5:30 PM

COURSE CAPACITY : 30-35

OBJECTIVES : At the end of the training course, the participants will be able to:

- i) Define Personal Finance.
- ii) Differentiate between Personal Finance and Public Finance.
- iii) Describe the various ways of Financial Planning.
- iv) Explain the provisions of Income Tax.

METHODOLOGY : ONLINE MODE

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 30.03.2026.

ACCEPTANCE OF NOMINATION:

Officers whose nominations are sponsored by their organizations and accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM. The nominated officers may be relieved to attend the training on full time basis after receipt of confirmation from ISTM.

COURSE FEE:

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

(ii) 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 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.

(iv) Course fee is required to be paid through Online Payment Mode as per details given below.

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**.



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 Income Tax

Course Code : WITAX-19

Date : 13 Apr 2026 to 13 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 25

Department of Personnel and Training (DoP&T)
JNU Campus (OLD), Olof Palme Marg,
New Delhi - 110067

Fwd: Work Life Balance & Anger Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 17 Feb 2026 6:06:44 PM +0530

To "A. Anbarasu"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 17 Feb 2026 17:30:00 +0530

Subject: Work Life Balance & Anger 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 : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 2026

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Work Life Balance & Anger Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 17 Feb 2026 6:06:44 PM +0530

To "A. Anbarasu"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 17 Feb 2026 17:30:00 +0530

Subject: Work Life Balance & Anger 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 : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 2026

Mode : Offline

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

Regards

Biswajit Banerjee

Deputy 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 Emerging Technology and Dashboard by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 24 Feb 2026 12:39:19 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Sh. Jitender Yadav"<secyit@nic.in>

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

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

Date: Tue, 24 Feb 2026 11:53:59 +0530

Subject: Workshop on Emerging Technology and Dashboard by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-11

Date : 18 May 2026 to 19 May 2026

Mode : Offline

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

Regards

Rooshan Kumar Mishra

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 Emerging Technology and Dashboard by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 24 Feb 2026 12:39:19 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Sh. Jitender Yadav"<secyit@nic.in>

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

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

Date: Tue, 24 Feb 2026 11:53:59 +0530

Subject: Workshop on Emerging Technology and Dashboard by ISTM

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



Sir/Madam,

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

Course Name : Workshop on Emerging Technology and Dashboard

Course Code : WETD-11

Date : 18 May 2026 to 19 May 2026

Mode : Offline

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

Regards

Rooshan Kumar Mishra

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

Fwd: (Two Days) Workshop on Introduction to Artificial Intelligence (AI-1) (Offline Mode) from 13 Apr 2026-To-14 Apr 2026 in ISTM.

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 17 Feb 2026 3:30:17 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Sh. Sandeep Kumar"<secyit@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 17 Feb 2026 15:24:17 +0530

Subject: (Two Days) Workshop on Introduction to Artificial Intelligence (AI-1) (Offline Mode) from 13 Apr 2026-To-14 Apr 2026 in ISTM.

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

फा.सं / FILE NO: Y-15019/2/2026-Asst. Dir. RB

Date: 15th 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) Workshop on Introduction to Artificial Intelligence (AI-1) (Offline Mode) from 13 Apr 2026-To-14 Apr 2026 in ISTM.

Madam/Sir,

The Workshop on **Introduction to Artificial Intelligence (AI-1)** is scheduled to be conducted from **13, Apr 2026 -To- 14, Apr 2026** in ISTM. 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 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 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 **06th April 2026**

5. Only such candidates, whose nominations are accepted for the Workshop 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. **The acceptance of nomination letter will be uploaded in ISTM**

website www.istm.gov.in will also be communicated to the participants and Sponsoring Authorities through email.

Encl: Annexure-I

Yours faithfully,

-Sd-

(Rizwana Bano)

Assistant Director & Course Coordinator

Email ID: riwzano.bano14@nic.in

Mobile No. 8447892670

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Introduction to Artificial Intelligence (Offline MODE)
2. **COURSE CODE:** AI-1
3. **DURATION:** 2 days (13, Apr 2026 -To- 14, Apr 2026)
4. **OBJECTIVES:**
 - i). To understand the fundamentals of AI, its capabilities and limitations.
 - ii). Recognize ethical considerations and challenges in using AI in govt. operation.
 - iii). Learn best practices for implementing AI responsibility in workplace decision- making.
5. **METHODOLOGY:** The programme will be organised on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies quizzes Discussion on actual problems faced in dealing with specific cases.
6. **PARTICIPANTS (Eligibility Conditions)**
The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.
7. **COURSE CAPACITY:** 40
8. **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 him/her before **06th April 2026**.
9. **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.
10. **COURSE FEE & OTHER EXPENSES: -**
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 etc. who may be granted admission in the course. Course fee is required to be paid through online mode as follows:

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode.

There is no Course fee for the officers of Central Govt./ State Govt./UT Administration and its Attached / Subordinate offices.

NOTE:

- i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in.
- ii. They may be relieved only after display of their names on the website of ISTM.
- iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

Hostel Accommodation:

For the outstation participants the Institute has modest hostel facilities on "first-come-first serve" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are NOT allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Hostel Warden at the address given below: -

Shri Bhagaban Padhy

Deputy Director & Hostel Warden
Institute of Secretariat Training and Management,
Department of Personnel and Training,

Shri Kanta Pr. Dasmana

Consultant & Hotel Caretaker
Institute of Secretariat Training and Management,
Department of Personnel and Training,

Hostel Block No.1, Old JNU Campus,
Olof Palme Marg, New Delhi – 110 067. M. No. Olof Palme Marg, New Delhi –M. No-
8447892670

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