

Fwd: Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.**Shri Rajeev Verma** <csdelhi@nic.in >

Mon, 15 Dec 2025 1:43:32 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: Mon, 15 Dec 2025 13:05:52 +0530

Subject: Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

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

**फा.सं / FILE NO: Y-12017/02/2025-ISTM****दिनांक / Date: 15.12.2025**

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: Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

Madam/Sir,

I am directed to say that a three days Workshop on "**Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)**" will be conducted in ISTM from 09.03.2026 to 11.03.2026. 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 **23rd February, 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

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Refresher Course for Under Secretary Level Officers with Six year service
2. **COURSE CODE:** RCUS-02
3. **DURATION:** Three days (09.03.2026 to 11.03.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:** At the end of the training course, the participants will be able to:

- Ø Describe EFC/SFC
- Ø Prepare a Cabinet Note.
- Ø Draft a Public Policy.
- Ø Examine a Policy documents.

6. METHODOLOGY: Group discussions, group activities, case studies, and other methods of training sessions. Sharing best practices across different organizations.

7. PARTICIPANTS (Eligibility Conditions)

The course is meant for Officers of the level of Under Secretary of CSS.

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 **23rd February, 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. 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. 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 : Refresher Course for Under Secretary Level Officers with Six year service

Course Code : RCUS-02

Date : 09 Mar 2026 to 11 Mar 2026

Mode : Online

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 "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

Shri Rajeev Verma <csdelhi@nic.in >

Mon, 15 Dec 2025 1:43:32 PM +0530

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

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 15 Dec 2025 13:05:52 +0530

Subject: Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

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फा.सं / FILE NO: Y-12017/02/2025-ISTM



दिनांक / Date: 15.12.2025

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: Three Days Workshop on "Refresher Course for Under Secretary Level Officers with Six year service (RCUS-02)" to be conducted in ISTM from 09.03.2026 to 11.03.2026.

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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

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** Refresher Course for Under Secretary Level Officers with Six year service
2. **COURSE CODE:** RCUS-02
3. **DURATION:** Three days (09.03.2026 to 11.03.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **OBJECTIVES:** At the end of the training course, the participants will be able to:

- Ø Describe EFC/SFC
- Ø Prepare a Cabinet Note.
- Ø Draft a Public Policy.
- Ø Examine a Policy documents.

6. METHODOLOGY: Group discussions, group activities, case studies, and other methods of training sessions. Sharing best practices across different organizations.

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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 : Refresher Course for Under Secretary Level Officers with Six year service

Course Code : RCUS-02

Date : 09 Mar 2026 to 11 Mar 2026

Mode : Online

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: Nomination for Training Programme Building Resilience AS RS-GIS based Practical Course on Earthquake Risk Mitigation 05-09 January 2026-reg

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 15 Dec 2025 5:00:59 PM +0530

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

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

From: Chandan Singh <usmitigation@ndma.gov.in>

To: "commissioner gdt"<commissioner.gdt@gmail.com>, "comsecy gom"<comsecy.sg.gom@gmail.com>, "secymanipurdm"<secymanipurdm@gmail.com>, "secydmr123"<secydmr123@gmail.com>, "mizoramdmr"<mizoramdmr@gmail.com>, "arun01ddm"<arun01ddm@gmail.com>, "Dani Salu"<dani.salu@gov.in>, "homecommissionernagaland"<homecommissionernagaland@gmail.com>, "P. Agarwal"<secy.revenue-tr@gov.in>, "Mr Sharma"<revsecy-hp@nic.in>, "vksumansecuk"<vksumansecuk@gmail.com>, "cor-rev"<cor-rev@gujarat.gov.in>, "Rahat Ayukt"<rahat@nic.in>, "Disaster Department"<secy-disastermgmt-bih@nic.in>, "info"<info@bsdma.org>, "psec r&r"<psec.r&r@maharashtra.gov.in>, "FC Haryana"<fcr@hry.nic.in>, "KAP IAS"<fcr@punjab.gov.in>, "Principal Revenue"<psrevenue@mp.gov.in>, "Divisional Commissioner"<divcom@nic.in>, "Nishant Yadav"<dc-chd@nic.in>, "jkrelieforganisation"<jkrelieforganisation@gmail.com>, "divcomjammu"<divcomjammu@gmail.com>, "admsecyutl"<admsecyutl@gmail.com>, "commissionerand"<commissionerand@gmail.com>, "secretaryuddm"<secretaryuddm@gmail.com>

Cc: "PABAN BORTHAKUR"<cs-assam@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-manipur"<cs-manipur@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Dharmendra"<cs-arunachal@nic.in>, "Jan Alam"<csngl@nic.in>, "cs-tripura"<cs-tripura@nic.in>, "Ram Singh"<cs-hp@nic.in>, "chief secretary"<cs-uttarakhand@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "CHIEF UP"<csup@nic.in>, "Chief Bihar"<cs-bihar@nic.in>, "cs"<cs@maharashtra.gov.in>, "Sanjeev Kaushal"<cs@hry.nic.in>, "Chief Secretary"<cs@punjabmail.gov.in>, "Chief Punjab"<cs@punjab.gov.in>, "Iqbal Bains"<cs@mp.nic.in>, "Shri Dharmendra"<csdelhi@nic.in>, "adviser-chd"<adviser-chd@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Advisor LG"<advisor-lg-ladakh@gov.in>, "Chandra IAS"<cs-andaman@nic.in>, "Abhishek Sharma"<sro-mitigation@ndma.gov.in>, "Dr Kajal Joshi"<consultant-gis@nic.in>, "Arvind Kumar"<ea4-mitigation@ndma.gov.in>

Date: Mon, 15 Dec 2025 16:18:17 +0530

Subject: Nomination for Training Programme Building Resilience AS RS-GIS based Practical Course on Earthquake Risk Mitigation 05-09 January 2026-reg

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

Sir,

Please find attached NDMA's letter No.8-398/2025-Mitigation(E-119067) dated 15th December, 2025 on the subject cited above.

भवदीय/With Regards

चंदन सिंह/Chandan Singh

अवर सचिव, भारत सरकार/Under Secretary to the Government of India

शमन प्रभाग/ Mitigation Division

राष्ट्रीय आपदा प्रबंधन प्राधिकरण/National Disaster Management Authority

ए-1, सफदरजंग एन्क्लेव, नई दिल्ली – ११००२९/A-1, Safdarjung Enclave, New Delhi – 110029

ईमेल /Email: usmitigation@ndma.gov.in

दूरभाष नं /Tel. No. – 011 23445810

2 Attachment(s)

Nomination for Training Progra...

299.6 KB

Training Schedule Jan 2026.pdf

392.5 KB



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
 NDMA Bhawan, A-1, Safdarjung Enclave,
 New Delhi-110029.



No.8-398/2025-Mitigation(E-119067)

Date: 15th December, 2025

To,

Relief Commissioner/Secretary, SDMA
 (As per list attached)

Sir,

Sikkim University is conducting five-day training programmes on various specialized subjects at the Department of Geology, Sikkim University with the support of NDMA.

2. The subject of the training programme is “**Building Resilience: An RS–GIS based Practical Course on Earthquake Risk Mitigation (05-09 January, 2026)**”.

3. In this regard, you are requested to nominate suitable 2-3 personnel—preferably those working in SDMA, Department of Science and Technology, Water Resources, DDMA, or any other department as deemed fit by the State Govt. to attend the above training programme. Nominations of suitable officers, along with their details (Name, Designation, Email, Mobile Number, etc.), may be forwarded to Sh. Rakesh Ranjan, Head, Department of Geology, Sikkim University, Mob No. 8100420032 and Email id : rkranjan@cus.ac.in.

4. For any further clarification, you may contact Sh. Abhishek Sharma, Senior Research Officer, NDMA at +91-7974062378 and Sh. Arvind Kumar, Establishment Assistant, NDMA at +91-9891674392 or via email at sromitigation@ndma.gov.in and ea4-mitigation@ndma.gov.in. Details regarding the venue and time schedule of the training programme will be communicated to nominated officers through email upon confirmation.

Yours faithfully,

(Chandan Singh)

Under Secretary (Mitigation)

Tele:011-23445810

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

CONCEPT NOTE

Background

Earthquake-prone regions face increasing risks to communities, infrastructure, and economies due to rapid urbanization, population growth, and climate variability. Like other geohazards, earthquakes strike with little warning and can have catastrophic effects. While scientific advances in seismic hazard assessment, engineering, and preparedness are significant, there is a pressing need to bridge technical expertise with operational practices for risk reduction—especially for disaster management professionals, engineers, and local authorities. This course aims to fill that gap by providing hands-on skills in earthquake risk assessment, mitigation planning, and community resilience strategies, mirroring successful approaches used for landslide risk management.

Aim and Objectives

The program's goal is to enhance the capacity of stakeholders in earthquake-prone areas to apply practical tools and strategies for risk mitigation and preparedness. Specific objectives include:

- Providing hands-on training in seismic hazard assessment and risk mapping using accessible geospatial and engineering tools.
- Familiarizing participants with the latest earthquake mitigation techniques, including building codes, retrofitting, and land-use planning.
- Facilitating the integration of earthquake risk information into disaster risk reduction plans and policies.
- Creating a network for ongoing knowledge exchange and collaboration across relevant institutions.

Target Participants

This course is intended for 30 participants from the following groups:

- Civil engineers, urban planners, architects, and disaster management professionals in government agencies.
- Academics, researchers, and postgraduate students working on seismic risk, engineering, or urban planning.
- Officials from disaster management authorities and local bodies responsible for emergency preparedness and infrastructure safety.
- Early-career professionals seeking specialized skills in earthquake risk management.

Training Modules

The course adopts a participatory approach, blending theoretical lectures with case studies and extensive practical sessions. The sample curriculum includes:

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

Module 1: Earthquake Science and Hazard Assessment

- Earthquake basics: causes, effects, and regional seismicity.
- Seismic hazard mapping: introduction to relevant data sources and tools
- Practical: Use of seismological data and digital elevation models for hazard mapping.

Module 2: Vulnerability and Risk Assessment

- Building typologies and vulnerabilities.
- Risk analysis: exposure mapping and damage estimation for assets and populations.
- Practical: GIS for Integrated Earthquake Risk Assessment

Module 3: Early Warning, and Preparedness

- Earthquake early warning systems and limitations.
- Strategies for Effective Earthquake Response and Resilience.
- Case studies: Success stories in earthquake risk reduction.

Module 4: Integrating Risk Mitigation into Policy and Practice

- Mainstreaming Earthquake Risk Mitigation in Urban Policy and Infrastructure Planning
- Strengthening Building Codes and Financing Mechanisms for Effective Seismic Resilience

Programme Details

Tentative Time : 05 Jan – 09 Jan 2026
 Venue : Department of Geology, Sikkim University
 Convener : Dr. R.K. Ranjan, Head, Department of Geology, Sikkim University

Timetable

Day 1	
09:30 - 10:00	Registration
10:00 - 10:30	Inaugural Session
10: 30 - 10: 45	Welcome by Program Coordinator
10: 45 -11: 00	Address by Vice-Chancellor, Sikkim University
11: 00 -12: 00	Keynote Address
12:00 – 12:40	Welcome and Introduction of Participants
12:40 – 12:45	Vote of Thanks
12:45 – 14:00	Lunch
14:00 - 15:15	Understanding Earthquake Causes and Mechanics
15:30 - 16:45	Ground Shaking, Secondary Hazards, and Impacts
Day 2	

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

10:00 -11:15	Seismicity, Zonation, and Regional Risk Profiles
11:30 -12:45	Seismic hazard mapping: introduction to relevant data sources and tools
14:00 - 15:15	Practical: Use of seismological data and digital elevation models for hazard mapping.
15:30 - 16:45	
Day 3	
10:00 -11:15	Building typologies and vulnerabilities.
11:30 -12:45	Risk analysis: exposure mapping and damage estimation for assets and populations.
14:00 - 15:15	Practical: GIS for Integrated Earthquake Risk Assessment
15:30 - 16:45	
Day 4	
10:00 -11:15	Earthquake early warning systems and limitations
11:30 -12:45	Strategies for Effective Earthquake Response and Resilience
14:00 - 15:15	Mainstreaming Earthquake Risk Mitigation in Urban Policy and Infrastructure Planning
15:30 - 16:45	Strengthening Building Codes and Financing Mechanisms for Effective Seismic Resilience
Day 5	
10:00 -11:15	Community Engagement and Focused group discussion.
11:30 -12:45	
14:00 - 15:15	
15:30 - 16:45	

Fwd: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 31 Dec 2025 11:37:53 AM +0530

To "Secretary Services"<secservices@nic.in>,"Secretary SC/ST"<scstsecretary@gmail.com>

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

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

Date: Wed, 31 Dec 2025 10:58:33 +0530

Subject: Reservation in Services for SC/ST/OBC/ExSM/PWDs by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-41

Date : 02 Feb 2026 to 05 Feb 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: Nomination for Training Programme Building Resilience AS RS-GIS based Practical Course on Earthquake Risk Mitigation 05-09 January 2026-reg

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 15 Dec 2025 5:00:59 PM +0530

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

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

From: Chandan Singh <usmitigation@ndma.gov.in>

To: "commissioner gdt"<commissioner.gdt@gmail.com>, "comsecy gom"<comsecy.sg.gom@gmail.com>, "secymanipurdm"<secymanipurdm@gmail.com>, "secydmr123"<secydmr123@gmail.com>, "mizoramdmr"<mizoramdmr@gmail.com>, "arun01ddm"<arun01ddm@gmail.com>, "Dani Salu"<dani.salu@gov.in>, "homecommissionernagaland"<homecommissionernagaland@gmail.com>, "P. Agarwal"<secy.revenue-tr@gov.in>, "Mr Sharma"<revsecy-hp@nic.in>, "vksumansecuk"<vksumansecuk@gmail.com>, "cor-rev"<cor-rev@gujarat.gov.in>, "Rahat Ayukt"<rahat@nic.in>, "Disaster Department"<secy-disastermgmt-bih@nic.in>, "info"<info@bsdma.org>, "psec r&r"<psec.r&r@maharashtra.gov.in>, "FC Haryana"<fcr@hry.nic.in>, "KAP IAS"<fcr@punjab.gov.in>, "Principal Revenue"<psrevenue@mp.gov.in>, "Divisional Commissioner"<divcom@nic.in>, "Nishant Yadav"<dc-chd@nic.in>, "jkrelieforganisation"<jkrelieforganisation@gmail.com>, "divcomjammu"<divcomjammu@gmail.com>, "admsecyutl"<admsecyutl@gmail.com>, "commissionerand"<commissionerand@gmail.com>, "secretaryuddm"<secretaryuddm@gmail.com>

Cc: "PABAN BORTHAKUR"<cs-assam@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-manipur"<cs-manipur@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Dharmendra"<cs-arunachal@nic.in>, "Jan Alam"<csngl@nic.in>, "cs-tripura"<cs-tripura@nic.in>, "Ram Singh"<cs-hp@nic.in>, "chief secretary"<cs-uttarakhand@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "CHIEF UP"<csup@nic.in>, "Chief Bihar"<cs-bihar@nic.in>, "cs"<cs@maharashtra.gov.in>, "Sanjeev Kaushal"<cs@hry.nic.in>, "Chief Secretary"<cs@punjabmail.gov.in>, "Chief Punjab"<cs@punjab.gov.in>, "Iqbal Bains"<cs@mp.nic.in>, "Shri Dharmendra"<csdelhi@nic.in>, "adviser-chd"<adviser-chd@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Advisor LG"<advisor-lg-ladakh@gov.in>, "Chandra IAS"<cs-andaman@nic.in>, "Abhishek Sharma"<sro-mitigation@ndma.gov.in>, "Dr Kajal Joshi"<consultant-gis@nic.in>, "Arvind Kumar"<ea4-mitigation@ndma.gov.in>

Date: Mon, 15 Dec 2025 16:18:17 +0530

Subject: Nomination for Training Programme Building Resilience AS RS-GIS based Practical Course on Earthquake Risk Mitigation 05-09 January 2026-reg

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

Sir,

Please find attached NDMA's letter No.8-398/2025-Mitigation(E-119067) dated 15th December, 2025 on the subject cited above.

भवदीय/With Regards

चंदन सिंह/Chandan Singh

अवर सचिव, भारत सरकार/Under Secretary to the Government of India

शमन प्रभाग/ Mitigation Division

राष्ट्रीय आपदा प्रबंधन प्राधिकरण/National Disaster Management Authority

ए-1, सफदरजंग एन्क्लेव, नई दिल्ली – ११००२९/A-1, Safdarjung Enclave, New Delhi – 110029

ईमेल /Email: usmitigation@ndma.gov.in

दूरभाष नं /Tel. No. – 011 23445810

2 Attachment(s)

Nomination for Training Progra...

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Training Schedule Jan 2026.pdf

392.5 KB



Government of India
NATIONAL DISASTER MANAGEMENT AUTHORITY
 NDMA Bhawan, A-1, Safdarjung Enclave,
 New Delhi-110029.



No.8-398/2025-Mitigation(E-119067)

Date: 15th December, 2025

To,

Relief Commissioner/Secretary, SDMA
 (As per list attached)

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Sikkim University is conducting five-day training programmes on various specialized subjects at the Department of Geology, Sikkim University with the support of NDMA.

2. The subject of the training programme is “**Building Resilience: An RS–GIS based Practical Course on Earthquake Risk Mitigation (05-09 January, 2026)**”.

3. In this regard, you are requested to nominate suitable 2-3 personnel—preferably those working in SDMA, Department of Science and Technology, Water Resources, DDMA, or any other department as deemed fit by the State Govt. to attend the above training programme. Nominations of suitable officers, along with their details (Name, Designation, Email, Mobile Number, etc.), may be forwarded to Sh. Rakesh Ranjan, Head, Department of Geology, Sikkim University, Mob No. 8100420032 and Email id : rkranjan@cus.ac.in.

4. For any further clarification, you may contact Sh. Abhishek Sharma, Senior Research Officer, NDMA at +91-7974062378 and Sh. Arvind Kumar, Establishment Assistant, NDMA at +91-9891674392 or via email at sromitigation@ndma.gov.in and ea4-mitigation@ndma.gov.in. Details regarding the venue and time schedule of the training programme will be communicated to nominated officers through email upon confirmation.

Yours faithfully,

(Chandan Singh)

Under Secretary (Mitigation)

Tele:011-23445810

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

CONCEPT NOTE

Background

Earthquake-prone regions face increasing risks to communities, infrastructure, and economies due to rapid urbanization, population growth, and climate variability. Like other geohazards, earthquakes strike with little warning and can have catastrophic effects. While scientific advances in seismic hazard assessment, engineering, and preparedness are significant, there is a pressing need to bridge technical expertise with operational practices for risk reduction—especially for disaster management professionals, engineers, and local authorities. This course aims to fill that gap by providing hands-on skills in earthquake risk assessment, mitigation planning, and community resilience strategies, mirroring successful approaches used for landslide risk management.

Aim and Objectives

The program's goal is to enhance the capacity of stakeholders in earthquake-prone areas to apply practical tools and strategies for risk mitigation and preparedness. Specific objectives include:

- Providing hands-on training in seismic hazard assessment and risk mapping using accessible geospatial and engineering tools.
- Familiarizing participants with the latest earthquake mitigation techniques, including building codes, retrofitting, and land-use planning.
- Facilitating the integration of earthquake risk information into disaster risk reduction plans and policies.
- Creating a network for ongoing knowledge exchange and collaboration across relevant institutions.

Target Participants

This course is intended for 30 participants from the following groups:

- Civil engineers, urban planners, architects, and disaster management professionals in government agencies.
- Academics, researchers, and postgraduate students working on seismic risk, engineering, or urban planning.
- Officials from disaster management authorities and local bodies responsible for emergency preparedness and infrastructure safety.
- Early-career professionals seeking specialized skills in earthquake risk management.

Training Modules

The course adopts a participatory approach, blending theoretical lectures with case studies and extensive practical sessions. The sample curriculum includes:

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

Module 1: Earthquake Science and Hazard Assessment

- Earthquake basics: causes, effects, and regional seismicity.
- Seismic hazard mapping: introduction to relevant data sources and tools
- Practical: Use of seismological data and digital elevation models for hazard mapping.

Module 2: Vulnerability and Risk Assessment

- Building typologies and vulnerabilities.
- Risk analysis: exposure mapping and damage estimation for assets and populations.
- Practical: GIS for Integrated Earthquake Risk Assessment

Module 3: Early Warning, and Preparedness

- Earthquake early warning systems and limitations.
- Strategies for Effective Earthquake Response and Resilience.
- Case studies: Success stories in earthquake risk reduction.

Module 4: Integrating Risk Mitigation into Policy and Practice

- Mainstreaming Earthquake Risk Mitigation in Urban Policy and Infrastructure Planning
- Strengthening Building Codes and Financing Mechanisms for Effective Seismic Resilience

Programme Details

Tentative Time : 05 Jan – 09 Jan 2026
 Venue : Department of Geology, Sikkim University
 Convener : Dr. R.K. Ranjan, Head, Department of Geology, Sikkim University

Timetable

Day 1	
09:30 - 10:00	Registration
10:00 - 10:30	Inaugural Session
10: 30 - 10: 45	Welcome by Program Coordinator
10: 45 -11: 00	Address by Vice-Chancellor, Sikkim University
11: 00 -12: 00	Keynote Address
12:00 – 12:40	Welcome and Introduction of Participants
12:40 – 12:45	Vote of Thanks
12:45 – 14:00	Lunch
14:00 - 15:15	Understanding Earthquake Causes and Mechanics
15:30 - 16:45	Ground Shaking, Secondary Hazards, and Impacts
Day 2	

Building Resilience: A RS-GIS based Practical Course on Earthquake Risk Mitigation

10:00 -11:15	Seismicity, Zonation, and Regional Risk Profiles
11:30 -12:45	Seismic hazard mapping: introduction to relevant data sources and tools
14:00 - 15:15	Practical: Use of seismological data and digital elevation models for hazard mapping.
15:30 - 16:45	
Day 3	
10:00 -11:15	Building typologies and vulnerabilities.
11:30 -12:45	Risk analysis: exposure mapping and damage estimation for assets and populations.
14:00 - 15:15	Practical: GIS for Integrated Earthquake Risk Assessment
15:30 - 16:45	
Day 4	
10:00 -11:15	Earthquake early warning systems and limitations
11:30 -12:45	Strategies for Effective Earthquake Response and Resilience
14:00 - 15:15	Mainstreaming Earthquake Risk Mitigation in Urban Policy and Infrastructure Planning
15:30 - 16:45	Strengthening Building Codes and Financing Mechanisms for Effective Seismic Resilience
Day 5	
10:00 -11:15	Community Engagement and Focused group discussion.
11:30 -12:45	
14:00 - 15:15	
15:30 - 16:45	

Fwd: Budget Formulation - Utilization and Expenditure Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 18 Dec 2025 2:29:25 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 18 Dec 2025 14:27:15 +0530

Subject: Budget Formulation - Utilization and Expenditure Management by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Budget Formulation - Utilization and Expenditure Management

Course Code : BFU&EM-03

Date : 02 Feb 2026 to 03 Feb 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Budget Formulation - Utilization and Expenditure Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 18 Dec 2025 2:29:25 PM +0530

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Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Online Information Session on potential opportunities under Erasmus+ program - reg.

International Cooperation Cell DoHE < iccell.edu@nic.in >

Tue, 23 Dec 2025 5:59:43 PM +0530



To "cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"cs-goat"<cs-goat@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"Stateportal_assist"<Stateportal_assist@rediffmail.com>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"rvsuchiang"<rv.suchiang@nic.in>,"cs_miz"<cs_miz@rediffmail.com>,"csmizoram"<csmizoram@gmail.com>,"csnigl"<csnigl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"cs"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"csup"<csup@nic.in>,"chiefsecyuk"<chiefsecyuk@gmail.com>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"adviser-chd"<adviser-chd@nic.in>,"csdelhi"<csdelhi@nic.in>,"administrator-dd"<administrator-dd@gov.in>,"devcom-dd"<devcom-dd@nic.in>,"lk-admin"<lk-admin@nic.in>,"lk-advisor"<lk-advisor@gov.in>,"chiefsecretary"<chiefsecretary@ladakh.gov.in>,"cs"<cs@py.gov.in>,"cs-jandk"<cs-jandk@nic.in>,"skkhare"<skkhare@iiserkol.ac.in>,"director"<director@iiserb.ac.in>,"director"<director@iiserpune.ac.in>,"aniltripathi"<aniltripathi@iisermohali.ac.in>,"Director Tirupati"<director@iisertirupati.ac.in>,"director"<director@iiserbpr.ac.in>,"director"<director@iisertvm.ac.in>,"office director"<office.director@iisc.ac.in>,"director"<director@sliet.ac.in>,"director"<director@cit.ac.in>,"director"<director@gkciet.ac.in>,"Director"<director.nifft@gov.in>,"director"<director@nerist.ac.in>,"Secretary UGC"<secy.ugc@nic.in>,"Chairman AICTE"<chairman@aicte-india.org>

Cc "Vineet Joshi"<secy.dhe@nic.in>,"rangaraj"<rangaraj@iisc.ac.in>,"Armstrong Pame"<armstrong.pame@nic.in>,"G. Ravinder"<ravinder-g@gov.in>,"Rajeev Secretary"<rajeevk.sinha@nic.in>

Respected Sir/Ma'am,

Kindly find attached the **D.O. letter from Secretary (Higher Education), Ministry of Education** on the captioned subject along with enclosures for action as appropriate.

Best Regards,

International Cooperation Cell
Department of Higher Education
Ministry of Education

204-C, Shastri Bhavan, New Delhi
Email: iccell.edu@nic.in

5 Attachment(s)

D O Letter.pdf
702.9 KB

2-pager JMA.pdf
166.6 KB

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2-pager CBHE.pdf
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373.8 KB

डॉ. विनीत जोशी, भा.प्र.से.

सचिव

Dr. VINEET JOSHI, IAS

Secretary

Tel. : 011-23386451, 23382698

E-mail : secy.dhe@nic.in



भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education

उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001

127 'C' Wing, Shastri Bhawan, New Delhi-110 001

No.13-14/2020(PartI)-ICC

Dated: 23rd December, 2025

Dear Ma'am/Sir,

I would like to draw your kind attention to the **Erasmus+** Programme, which is the flagship initiative of the **European Union**, aimed at strengthening collaboration between higher education institutions worldwide. Erasmus+ provides structured opportunities for student and academic mobility, capacity building, and institutional partnerships with universities across EU member states and partner countries - including India.

2. Every year during November-December, Erasmus+ announces the opening of 'Call for Proposals' for partner countries offering individual scholarships and institutional collaboration opportunities through four programmes, namely, (i) **International Credit Mobility (IMM)**, which supports short and long-term student and staff mobility between European and partner-country institutions, (ii) **Erasmus Mundus Joint Masters (EMJM)** program, offering fully funded one or two-year high-quality master's programmes delivered by the Erasmus+ Universities consortia, (iii) **Capacity Building for Higher Education (CBHE)**, supporting 2-3 year projects focused on curriculum development, institutional reform, and governance improvement and (iv) **Jean Monnet Activities (JMA)**, promoting teaching and research on European Union studies through Modules, Chairs, and Centres of Excellence. 2-pager information brochure on these programs are attached for reference. Call for proposals for all these Erasmus+ programs are closing in early/mid February 2026.

3. I would like to add that during recent high-level meetings the European Union has shown keen interest in expanding the educational collaboration with India in the light of the evolving higher education landscape in the country. In order to take forward the potential collaboration we have recently designated an **Erasmus+ National Focal Point (ENFP)**, details of which are as under:

Name: Mr. Rajeev Kumar Sinha, Under Secretary (ICC), MoE

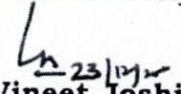
Email: iccell.edu@nic.in , rajeevk.sinha@nic.in

4. I would urge you to encourage Universities under your administrative control to explore active participation in Erasmus+ initiatives, by strengthening collaborations with European higher education institutions, promoting mobility of students and academic staff, and submitting quality proposals under relevant Erasmus+ actions. Such engagement will contribute to internationalisation of Indian higher education and enhancement of academic quality and global exposure.

5. We are planning to schedule an '**Online Information Session**' on potential opportunities under Erasmus+, in partnership with the Erasmus+ team in early January 2026, details on which would be shared by the designated ENFP soon. I would appreciate if you disseminate this information widely within institutions under your jurisdiction and take suitable steps to leverage the opportunities available under the Erasmus+ Programme. Please feel free to contact ENFP for any further information / clarification on the Erasmus+ program.

With regards,

Yours sincerely


(Dr. Vineet Joshi)

To

1. The Chief Secretaries of State Governments (as per attached list) for circulation among State Universities
2. Secretary (UGC) for circulation to all VCs of Central and Deemed to be Universities
3. Chairman (AICTE) for circulation to all IITs/NITs/IITs
4. CFTIs / IISERs (as per attached list)

Fwd: Online Information Session on potential opportunities under Erasmus+ program - reg.**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 24 Dec 2025 1:04:26 PM +0530

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

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

From: International Cooperation Cell DoHE <iccell.edu@nic.in>

To: "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csofficecg"<csoffice.cg@gov.in>, "cs-goat"<cs-goat@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs"<cs@hry.nic.in>, "cs-hp"<cs-hp@nic.in>, "Stateportal_assist"<Stateportal_assist@rediffmail.com>, "cs"<cs@karnataka.gov.in>, "chiefsecy"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "rvsuchiang"<rv.suchiang@nic.in>, "cs_miz"<cs_miz@rediffmail.com>, "csmizoram"<csmizoram@gmail.com>, "csngl"<csngl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "cs"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "csup"<csup@nic.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>, "cs-uttaranchal"<cs-uttaranchal@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "adviser-chd"<adviser-chd@nic.in>, "csdelhi"<csdelhi@nic.in>, "administrator-dd"<administrator-dd@gov.in>, "devcom-dd"<devcom-dd@nic.in>, "lk-admin"<lk-admin@nic.in>, "lk-advisor"<lk-advisor@gov.in>, "chiefsecretary"<chiefsecretary@ladakh.gov.in>, "cs"<cs@py.gov.in>, "cs-jandk"<cs-jandk@nic.in>, "skkhare"<skkhare@iiserkol.ac.in>, "director"<director@iiserb.ac.in>, "director"<director@iiserpune.ac.in>, "aniltripathi"<aniltripathi@iisermohali.ac.in>, "Director Tirupati"<director@iisertirupati.ac.in>, "director"<director@iiserbpr.ac.in>, "director"<director@iisertvm.ac.in>, "office director"<office.director@iisc.ac.in>, "director"<director@slit.ac.in>, "director"<director@cit.ac.in>, "director"<director@gkciet.ac.in>, "Director"<director.nifft@gov.in>, "director"<director@nerist.ac.in>, "Secretary UGC"<secy.ugc@nic.in>, "Chairman AICTE"<chairman@aicte-india.org>

Cc: "Vineet Joshi"<secy.dhe@nic.in>, "rangaraj"<rangaraj@iisc.ac.in>, "Armstrong Pame"<armstrong.pame@nic.in>, "G. Ravinder"<ravinder-g@gov.in>, "Rajeev Secretary"<rajeevk.sinha@nic.in>

Date: Tue, 23 Dec 2025 17:52:30 +0530

Subject: Online Information Session on potential opportunities under Erasmus+ program - reg.

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

Respected Sir/Ma'am,

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Best Regards,

International Cooperation Cell

Department of Higher Education
Ministry of Education
204-C, Shastri Bhavan, New Delhi
Email: iccell.edu@nic.in

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डॉ. विनीत जोशी, भा.प्र.से.

सचिव

Dr. VINEET JOSHI, IAS
Secretary

Tel. : 011-23386451, 23382698

E-mail : secy.dhe@nic.in

भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education

उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001
127 'C' Wing, Shastri Bhawan, New Delhi-110 001

No.13-14/2020(PartI)-ICC

Dated: 23rd December, 2025

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Name: Mr. Rajeev Kumar Sinha, Under Secretary (ICC), MoE

Email: iccell.edu@nic.in , rajeevk.sinha@nic.in

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With regards,

Yours sincerely

Ln 23/10/24
(Dr. Vineet Joshi)

To

1. The Chief Secretaries of State Governments (as per attached list) for circulation among State Universities
2. Secretary (UGC) for circulation to all VCs of Central and Deemed to be Universities
3. Chairman (AICTE) for circulation to all IITs/NITs/IITs
4. CFTIs / IISERs (as per attached list)



Erasmus+ Programme

Jean Monnet Action for higher education

Stimulating teaching and research on the European Union and foster dialogue between academics and decision-makers in the EU and around the world

What is Erasmus+?

For over 30 years, Europe has funded the Erasmus programme, which has enabled over four million European students to study, train, and gain experience abroad.

Erasmus+ recognises the importance of opening up these opportunities, funding exchange of students, academics, ideas and good practices between organisations in Programme Countries¹ and Partner Countries² throughout the world.

These global activities cover Higher Education (HE), Vocational Education and Training (VET), Youth and Sport.

What are Jean Monnet Actions?

The **Jean Monnet Actions** for higher education aim at **promoting excellence worldwide in teaching and research** in the **field of European Union studies**. These Actions also aim at **fostering dialogue between the academic world and policy-makers**, in particular with the aim of enhancing governance of EU policies.

'European Union studies' means **the study of Europe in its entirety**, with particular emphasis on **the EU dimension, from an internal but also from a global perspective**.

European Union studies cover the role of the EU in a globalised world and in promoting active European citizenship and dialogue between people and cultures.

Jean Monnet is expected to bring **positive and long-lasting effects to the participants** involved, to the **promoting organisations**, and to the **policy systems** within which they are framed.

Which Actions are supported?

Teaching and research activities:

New introductory or advanced teaching programmes or courses designed to be embedded in the official curriculum of a higher education institution.

- A **Jean Monnet Module** is a short teaching programme or course in the field of European Union Studies at a higher education institute. Each Module lasts three years with a minimum duration of 40 teaching hours per academic year. Modules may concentrate on one particular discipline in European studies or be multidisciplinary in approach.
- A **Jean Monnet Chair** is a teaching post with a specialisation in European Union Studies for university professors for duration of three years. The position is held by only one professor, who provides the

¹ EU member states and third countries associated to the Programme.

² Third countries not associated to the Programme.

minimum of 90 teaching hours per academic year. The Chair may also have a team to support and enhance the activities of the Chair, including the provision of additional teaching hours.

- **Centre of Excellence** is a hub or focal point of competence and knowledge on European Union subjects with project duration of three years. The Centre has a major role in reaching out to students from faculties not normally dealing with European Union issues as well as to policy makers, civil servants, organised civil society and the general public. The requirement to hold a Chair in order to set up a Centre of Excellence is removed.

Jean Monnet policy debate

Large **thematic networks in Higher Education** (one network on internal EU issues and one network on foreign policy issues addressing one specific priority will be supported each year) will have as primary objective to collect, share and discuss among the partners research findings, content of courses and experiences, products (studies, articles, etc.). Each network will establish a tool allowing the partners to share their academic works and run peer review exercises, also commenting on the posted documents.

Who can apply and take part in Jean Monnet actions? How?

Higher education institutions, organisations and associations around the world are eligible to apply for Jean Monnet actions. HEIs established in Programme Countries must hold a valid Erasmus Charter for Higher Education (ECHE). An ECHE is not required for participating HEIs in Partner Countries.

More information

Detailed information on the **criteria and funding rules**: [Erasmus+ Programme Guide](#)

Information on how to apply to annual calls for proposals is provided on the European Commission's Funding & Tender Opportunities portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Jean Monnet mailbox: FACEA-AJM@ec.europa.eu



Erasmus+ Programme

Erasmus Mundus Joint Masters (EMJM)

What is Erasmus+?

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Erasmus+ recognises the importance of opening up these opportunities, funding exchange of students, academics, ideas and good practice between organisations in Programme Countries¹ and Partner Countries² throughout the world.

In the framework of the new programme 2021-2027, the international activities will cover Higher Education (HE), Vocational Education and Training (VET), Youth and Sport.

What is the new Erasmus Mundus Action 2021-2027?

The Erasmus Mundus action comprises **Erasmus Mundus Joint Masters (EMJM)** and **Erasmus Mundus Design Measures (EMDM)**. They are autonomous funding schemes with independent calls for proposals. EMJMs support the implementation of existing joint master programmes whereas EMDMs support the design of new joint master programmes.

What is an EMJM project?

An Erasmus Mundus Joint Master (EMJM) is a **high-level integrated transnational study programme** at master level, delivered by an international partnership of Higher Education Institutions (HEIs) from different countries worldwide and, where relevant, other educational and/or non-educational partners with specific expertise and interest in the concerned study areas/professional domains.

What does an EMJM project do?

EMJMs are master **programmes of excellence** aiming at enhancing the attractiveness and excellence of European higher education in the world and attract talent to Europe, through a combination of:

- institutional academic cooperation to showcase European excellence in higher education, and
- individual mobility for all students taking part in the action, with high-level EU-funded scholarships for the best students applying.

EMJMs contribute to the integration and internationalisation of the European Higher Education Area (EHEA). The specificity of EMJMs lies in the **high degree of jointness/integration** among the participating institutions and the excellence of their academic content leading to either a joint degree or multiple degrees.

Structure of an EMJM project

- An EMJM is a **jointly designed and fully integrated curriculum** subscribing to the *Standards for Quality Assurance of Joint Programmes in the European Higher Education Area*.

¹ EU Member States and third countries associated to the Programme..

² Third countries not associated to the Programme.

- It is delivered by a **partnership of minimum three full partner HEIs from three different countries**, of which at least two must be Programme Countries.
- **Duration** of an EMJM project: **six academic years** covering **at least four editions** of the master programme, each lasting one to two academic years (60, 90 or 120 ECTS credits).
- The EMJM curriculum must include at least **two study periods in two countries** (different from the country of residence of students) of which at least one must be a Programme Country.
- **Composition** of the **EU Grant** for an EMJM project:
 - Contribution to the **institutional costs** for the implementation of the EMJM: unit cost per enrolled student of 750 Euros/month of study with a max. contribution of 1 800 000 Euros per grant.
 - **Full Scholarships** for max. 60 students per EMJM project: unit cost per enrolled student of 1400 Euros/month of study (max. 24 months) with a max. amount of 2 016 000 Euros per grant.
 - In addition, consortia may apply for **additional scholarships for targeted regions** worldwide.
 - Contribution to cover **special needs** of the students: max. 120 000 Euro per project.
- **Type of degree** awarded: either a **joint degree** (recommended) or **multiple degrees**.

Who can apply and take part in EMJM? How?

Taking part as an organisation:

- EMJMs are open to any public or private organisation located in a Programme Country or Partner Country:
 - Higher Education Institutions (HEIs)
 - Non-academic partners (enterprises, non-profit organisations, NGOs, foundations, etc.)
- Any eligible HEI established in a Programme Country or Partner Country can submit an application
- Associated partners (optional): contribute indirectly to the implementation of specific tasks/activities. For contractual management issues, they are not considered as part of the partners of the EMJM partnership.

➤ **Funding opportunities for 2021-2027 and information on how to apply are announced on the European Commission's Funding & Tender Opportunities portal:** <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Taking part as a student:

- EMJMs are open to students from all over the world.
- Among the recruited students, the highest-ranked applicants benefit from a scholarship depending on the number of scholarships available.
- The scholarship is awarded for a minimum of 12 months and up to 24 months depending on the master programme duration (60/90/120 ECTS credits).
- The scholarship covers travel, visa, installation and subsistence costs and is calculated on the basis of a monthly unit cost of 1400 Euros/month which corresponds to a maximum scholarship amount of 33 600 Euros (24 months).
- Additional financial support is available for students with individual needs depending on the level of disability/support needed with a maximum contribution of 60 000 Euros.

➤ **Applications have to be submitted directly to the Erasmus Mundus Joint Master Programmes which can be found in the EMJM catalogue:** https://www.eacea.ec.europa.eu/scholarships/emjmd-catalogue_en

More information

Detailed information on the **criteria and funding rules:** [Erasmus+ Programme Guide](#)

Information on how to apply to annual calls for proposals is provided on the European Commission's Funding & Tender Opportunities portal: <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

Erasmus Mundus mailbox: EACEA-EPLUS-ERASMUS-MUNDUS@ec.europa.eu



Erasmus+ Programme

Capacity-building in the field of higher education (CBHE)

What is Erasmus+?

For over 30 years, Europe has funded the Erasmus programme, which has enabled over four million European students to study, train, and gain experience abroad.

Erasmus+ recognises the importance of opening up these opportunities, funding the exchange of students, academics, ideas and good practice between organisations in Programme countries¹ and Partner countries² throughout the world.

In the framework of the new programme 2021-2027, the international activities will cover Higher Education (HE), Vocational Education and Training (VET), Youth and Sport.

What is a CBHE project?

A **Capacity Building for Higher Education project** operates as a multilateral partnership between institutions active in the higher education field from Programme Countries and Partner Countries. Projects support the relevance, quality, modernisation and accessibility of higher education, to make it a driver for sustainable social and economic development.

All projects are required to pursue and observe the guiding principles of the action: inclusiveness, innovation, impact and sustainability.

What does a CBHE project do?

CBHE projects can carry out a range of activities focused on Partner Countries:

- Develop, test and adapt curricula, in terms of relevant and innovative content and through the teaching and learning methods used;
- Support university-enterprise cooperation;
- Work on upskilling and professionalisation of academic and administrative staff;
- Reform of the governance and management systems and structures at national, regional or institutional level;
- Foster the internationalisation of HEIs and their capacity to network effectively in research, scientific and technological innovation;
- Support the introduction of Bologna-type reforms at institutional, national or regional level;
- Develop and implement new approaches and tools for policy making and monitoring

Three types of projects:

1. FOSTERING ACCESS TO COOPERATION IN HIGHER EDUCATION:

These smaller scope projects are focused on higher education institutions. This project type is new and designed to cater for newcomers to the programme, less involved countries/regions, and for disadvantaged target groups. Project budget between EUR 200 000 and EUR 400 000, 2-3 years.

¹ EU Member States and third countries associated to the programme.

² Third countries not associated to the programme.

2. PARTNERSHIPS FOR TRANSFORMATION IN HIGHER EDUCATION:

These are also focused on higher education institutions, but designed to have a larger and wider impact on innovation, university/business relations and institutional governance.

Project budget between EUR 400 000 and EUR 800 000, 2-3 years.

3. STRUCTURAL REFORM PROJECTS:

These projects focus on the macro level of policy reforms required to foster internationalisation. Besides higher education institutions they will also require the involvement of education authorities and/or ministries. Project budget between EUR 800 000 and EUR 1 000 000, 3-4 years.

Who can apply and take part in Capacity-building in Higher Education? How?

Taking part as an organisation:

Participation in CBHE projects is open to a range of stakeholders in the higher education sector:

Higher Education Institutions (HEIs)

- HEIs, associations or organisations of HEIs, as well as legally recognised national or international rector, teacher or student organisations;
- Bodies in charge of higher education (councils, agencies) and national authorities (ministries, departments of higher education) in partner countries for those projects supporting reform processes at national/regional level;
- Vectors of change in the education system (university managers, international departments, deans, quality agencies, etc.);
- Organisations and/or associations active in the labour market or in the fields of education, training or youth in partner countries.

Project partnerships

All projects must be based on a partnership of organisations from Programme Countries and from Partner Countries:

- Minimum 4 organisations
- Minimum 1 HEI from 2 Programme Countries and 2 HEIs from one or more Partner Countries.
- The number of organisations from Programme countries should not be higher than the number of organisations from Partner countries

Who can apply?

- HEIs, associations or organisations of HEIs, as well as legally recognised national or international rector, teacher or student organisations, established in a Programme Country or in one of the eligible Partner Countries³. The applicant institution applies on behalf of all participating organisations involved in the project.

How to apply

- **Funding opportunities for 2021-2027 and information on how to apply are announced on the European Commission's Funding & Tender Opportunities portal:**
<https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

What is new in 2021-2027?

- New structure for projects – three categories based on size and scope.

More information

Detailed information on the **criteria and funding rules**: [Erasmus+ Programme Guide](#)

³ Countries belonging to the following regions: Western Balkans, Neighbourhood East, South Mediterranean, Russian Federation, Asia, Central Asia, Middle East, Pacific, Sub-Saharan Africa, Latin America, Caribbean. Participation is not possible from high-income countries in Asia, Middle East and the Pacific. For more information about these regions: see the Programme guide.



Erasmus+ Programme International credit mobility

What is Erasmus+?

For over 30 years, Europe has funded the Erasmus programme, which has enabled over four million European students to study, train, and gain experience abroad.

Erasmus+ recognises the importance of opening up these opportunities, funding exchange of students, academics, ideas and good practice between Programme countries¹ and Partner countries² throughout the world.

In the framework of the new programme 2021-2027, the international activities will cover Higher Education (HE), Vocational Education and Training (VET), Youth and Sport.

What is an International credit mobility project?

International credit mobility (ICM) supports the mobility of individuals in higher education institutions (HEIs), between Programme countries and Partner countries. Through ICM, European HEIs can set up mobility agreements with partners around the world³ to send and receive students and staff.

What does an ICM project do?

The activities supported in ICM are:

Student mobility: can be carried out in **any study field and cycle** (short cycle/bachelor/master/doctoral), and is open to recent graduates. The physical mobility can last from **2 to 12 months** or between **5 and 30 days** if part of blended mobility⁴. Student mobility can take the form of:

- A **study period** abroad at a partner HEI,
- A **traineeship** (work placement, internship) abroad in an enterprise, a research institute, a laboratory, an organisation or any other relevant workplace.

The two types of student mobility could be combined, if the total duration of the mobility period does not exceed the maximum of 12 months per study cycle.

Staff mobility: can be carried out by any type of higher education staff or by invited staff from outside the HEIs. The mobility period can last from **5 days to 2 months**. It can take the form of:

- A **teaching period** for academic staff and for invited staff from non-academic organisations to teach at a partner HEI abroad,
- A **training period** for teaching and non-teaching staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at a partner HEI.

A staff mobility period abroad can combine teaching and training activities. Any teaching or training period abroad may be carried out as a blended mobility.

¹ EU member states and third countries associated to the Programme.

² Third countries not associated to the Programme.

³ With the exception of Andorra, Faroe Islands, Monaco, San Marino, Switzerland, Vatican City State and the United Kingdom.

⁴ Blended mobility is a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork.

How is it funded?

Each Erasmus+ National Agency (NA) established in a Programme Country has a budget to fund a number of mobility projects between HEIs in that Programme Country and those in Partner Countries. Institutions from Programme Countries can apply to their NA to organise projects with HEIs in one or more Partner Countries. The NA awards the successful HEIs a grant to cover the mobility of a number of students and staff. This grant will cover the cost of the individual and travel grants and include a portion for organisational support.

For individuals:

Student and staff participants may receive a different monthly or daily contribution to their expenses abroad depending on whether their mobility is incoming (to Europe) or outgoing (from Europe). In addition, each selected individual participant will get a travel contribution based on the distance between the sending and the receiving institutions.

For more information, see the [Programme guide](#).

For institutions:

The mobility project grant will include a contribution of EUR 500 per mobile participant in order to offset the costs to the institution of organising the mobility project.

Who can apply and take part in an ICM project? How?

Taking part as an organisation:

Only HEIs from Programme Countries may submit an application to manage a project for mobility between Programme and Partner Countries.

Once the project is selected for funding, in order for the mobility to happen, the European HEI must sign an Inter-institutional agreement with a HEI in a Partner Country. Under this agreement, it can host or send students, doctoral candidates or staff from/to the Partner-Country HEI. In the agreement, the sending and receiving institutions agree on the range of courses open to visiting students and on the options for staff mobility. These agreements make sure that the sending institution will recognise the credits gained by its students for successfully completed activities abroad, which will contribute to the student's degree once they return. Programme-Country HEIs require an Erasmus Charter for Higher Education to apply and take part; by signing the inter-institutional agreement, Partner-Country HEIs agree to adhere to the Charter's principles.

Taking part as an individual:

Students and staff may contact their HEI's international relations office for more information about the application and selection process.

What is new in 2021-2027?

- Focus on simplification. The application form is designed to have a regional approach, which will translate into a more flexible budget management during implementation.
- Enhanced opportunities. In addition to the student exchange of 2 to 12 months, an option for shorter blended mobilities (5-30 days) is introduced, along with opening up to recent graduates, and providing a more flexible format for doctoral candidates.

More information

Detailed information on the **criteria and funding rules**: [Erasmus+ Programme Guide](#)

International credit mobility mailbox: EAC-NA-ICM@ec.europa.eu

Online Information Session on potential opportunities under Erasmus+ program - reg.

International Cooperation Cell DoHE < iccell.edu@nic.in >

Tue, 23 Dec 2025 5:59:43 PM +0530



To "cs"<cs@ap.gov.in>,"cs-arunachal"<cs-arunachal@nic.in>,"cs-assam"<cs-assam@nic.in>,"cs-bihar"<cs-bihar@nic.in>,"csofficecg"<csoffice.cg@gov.in>,"cs-goat"<cs-goat@nic.in>,"chiefsecretary"<chiefsecretary@gujarat.gov.in>,"cs"<cs@hry.nic.in>,"cs-hp"<cs-hp@nic.in>,"Stateportal_assist"<Stateportal_assist@rediffmail.com>,"cs"<cs@karnataka.gov.in>,"chiefsecy"<chiefsecy@kerala.gov.in>,"cs"<cs@mp.nic.in>,"cs"<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"rvsuchiang"<rv.suchiang@nic.in>,"cs_miz"<cs_miz@rediffmail.com>,"csmizoram"<csmizoram@gmail.com>,"csnigl"<csnigl@nic.in>,"csori"<csori@nic.in>,"cs"<cs@punjab.gov.in>,"csraj"<csraj@rajasthan.gov.in>,"cs-skm"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"cs"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"csup"<csup@nic.in>,"chiefsecyuk"<chiefsecyuk@gmail.com>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"cs-westbengal"<cs-westbengal@nic.in>,"cs-andaman"<cs-andaman@nic.in>,"adviser-chd"<adviser-chd@nic.in>,"csdelhi"<csdelhi@nic.in>,"administrator-dd"<administrator-dd@gov.in>,"devcom-dd"<devcom-dd@nic.in>,"lk-admin"<lk-admin@nic.in>,"lk-advisor"<lk-advisor@gov.in>,"chiefsecretary"<chiefsecretary@ladakh.gov.in>,"cs"<cs@py.gov.in>,"cs-jandk"<cs-jandk@nic.in>,"skkhare"<skkhare@iiserkol.ac.in>,"director"<director@iiserb.ac.in>,"director"<director@iiserpune.ac.in>,"aniltripathi"<aniltripathi@iisermohali.ac.in>,"Director Tirupati"<director@iisertirupati.ac.in>,"director"<director@iiserbpr.ac.in>,"director"<director@iisertvm.ac.in>,"office director"<office.director@iisc.ac.in>,"director"<director@sliet.ac.in>,"director"<director@cit.ac.in>,"director"<director@gkciet.ac.in>,"Director"<director.nifft@gov.in>,"director"<director@nerist.ac.in>,"Secretary UGC"<secy.ugc@nic.in>,"Chairman AICTE"<chairman@aicte-india.org>

Cc "Vineet Joshi"<secy.dhe@nic.in>,"rangaraj"<rangaraj@iisc.ac.in>,"Armstrong Pame"<armstrong.pame@nic.in>,"G. Ravinder"<ravinder-g@gov.in>,"Rajeev Secretary"<rajeevk.sinha@nic.in>

Respected Sir/Ma'am,

Kindly find attached the **D.O. letter from Secretary (Higher Education), Ministry of Education** on the captioned subject along with enclosures for action as appropriate.

Best Regards,

International Cooperation Cell
Department of Higher Education
Ministry of Education

204-C, Shastri Bhavan, New Delhi
Email: iccell.edu@nic.in

5 Attachment(s)

D O Letter.pdf
702.9 KB

2-pager JMA.pdf
166.6 KB

2-pafer EMJM.pdf
490.1 KB

2-pager CBHE.pdf
418.7 KB

2-pager ICM.pdf
373.8 KB

डॉ. विनीत जोशी, भा.प्र.से.

सचिव

Dr. VINEET JOSHI, IAS

Secretary

Tel. : 011-23386451, 23382698

E-mail : secy.dhe@nic.in



भारत सरकार
Government of India
शिक्षा मंत्रालय

Ministry of Education

उच्चतर शिक्षा विभाग

Department of Higher Education

127 'सी' विंग, शास्त्री भवन, नई दिल्ली-110 001

127 'C' Wing, Shastri Bhawan, New Delhi-110 001

No.13-14/2020(PartI)-ICC

Dated: 23rd December, 2025

Dear Ma'am/Sir,

I would like to draw your kind attention to the **Erasmus+** Programme, which is the flagship initiative of the **European Union**, aimed at strengthening collaboration between higher education institutions worldwide. Erasmus+ provides structured opportunities for student and academic mobility, capacity building, and institutional partnerships with universities across EU member states and partner countries - including India.

2. Every year during November-December, Erasmus+ announces the opening of 'Call for Proposals' for partner countries offering individual scholarships and institutional collaboration opportunities through four programmes, namely, (i) **International Credit Mobility (IMM)**, which supports short and long-term student and staff mobility between European and partner-country institutions, (ii) **Erasmus Mundus Joint Masters (EMJM)** program, offering fully funded one or two-year high-quality master's programmes delivered by the Erasmus+ Universities consortia, (iii) **Capacity Building for Higher Education (CBHE)**, supporting 2-3 year projects focused on curriculum development, institutional reform, and governance improvement and (iv) **Jean Monnet Activities (JMA)**, promoting teaching and research on European Union studies through Modules, Chairs, and Centres of Excellence. 2-pager information brochure on these programs are attached for reference. Call for proposals for all these Erasmus+ programs are closing in early/mid February 2026.

3. I would like to add that during recent high-level meetings the European Union has shown keen interest in expanding the educational collaboration with India in the light of the evolving higher education landscape in the country. In order to take forward the potential collaboration we have recently designated an **Erasmus+ National Focal Point (ENFP)**, details of which are as under:

Name: Mr. Rajeev Kumar Sinha, Under Secretary (ICC), MoE

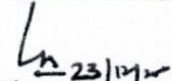
Email: iccell.edu@nic.in , rajeevk.sinha@nic.in

4. I would urge you to encourage Universities under your administrative control to explore active participation in Erasmus+ initiatives, by strengthening collaborations with European higher education institutions, promoting mobility of students and academic staff, and submitting quality proposals under relevant Erasmus+ actions. Such engagement will contribute to internationalisation of Indian higher education and enhancement of academic quality and global exposure.

5. We are planning to schedule an '**Online Information Session**' on potential opportunities under Erasmus+, in partnership with the Erasmus+ team in early January 2026, details on which would be shared by the designated ENFP soon. I would appreciate if you disseminate this information widely within institutions under your jurisdiction and take suitable steps to leverage the opportunities available under the Erasmus+ Programme. Please feel free to contact ENFP for any further information / clarification on the Erasmus+ program.

With regards,

Yours sincerely


(Dr. Vineet Joshi)

To

1. The Chief Secretaries of State Governments (as per attached list) for circulation among State Universities
2. Secretary (UGC) for circulation to all VCs of Central and Deemed to be Universities
3. Chairman (AICTE) for circulation to all IITs/NITs/IITs
4. CFTIs / IISERs (as per attached list)



ISTM - Peripatetic Training Programmes for Year 2026-2027

Jitender Bhatti <jbhatti.edu@nic.in>

Fri, 02 Jan 2026 4:50:20 PM +0530

To "cs-andamannicobar"<cs-andamannicobar@gov.in>,"Dr Reddy"
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assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office"
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<cs@karnataka.gov.in>,"V.P.Joy IAS"<chiefsecy@kerala.gov.in>,"cs"
<cs@maharashtra.gov.in>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-
meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Chief Nagaland"
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skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-
tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"csuttaranchal"
<csuttaranchal@nic.in>,"B P Gopalika"<cs-westbengal@nic.in>,"devcom-d"
<devcom-d@nic.in>,"cs-chd"<cs-chd@chd.gov.in>,"lk-advisor"<lk-
advisor@gov.in>,"psadvisor"<ps.advisor@ladakh.gov.in>,"Iqbal Bains"
<cs@mp.nic.in>

Cc "DEEPAK BIST"<deepakkumar.bist@gov.in>,"ISTM Unit"<coordunit-istm@gov.in>

Sir/Madam

I am directed to forward herewith a letter on the above subject.

with regards

जितेंद्र भाटी/ Jitender Bhatti

उप निदेशक (परिभ्रमण प्रशिक्षण) / Deputy Director (Peripatetic Training)

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान / Institute of Secretariat Training and Management

प्रशासनिक ब्लॉक, पुराना जेएनयू परिसर / Administrative Block, Old JNU Campus

New Delhi | नई दिल्ली - 110067

Phone: +91 11 26732069

1 Attachment(s)



FILE NO. Y-25011/1/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 1st January, 2026

To

The Chief Secretaries of States/ UTs.
(As per list attached)

Subject: Peripatetic Training (PT) Programmes for the year 2026-27.

Sir,

The Institute of Secretariat Training & Management (ISTM), under the Department of Personnel and Training, Government of India, is the apex training Institute of the country for foundational and in-service training courses at various levels of Central Government officials. The Institute has also been mandated to provide training support to the States and Union Territories which don't have their own training infrastructure and otherwise also, if they require such support. This training known as Peripatetic Training aims at enhancing knowledge and skills of the officials of the States and UTs to enable them to perform the task assigned to them, which will ultimately increase their efficiency leading to better output.

2. The areas in which the Institute has been imparting Peripatetic Training included Office Management, Establishment Rules, Behavioural Training, Vigilance and Disciplinary Proceedings, Personal Management, Financial Rules, RTI etc. Faculty members from ISTM visit the State/UTs to conduct the training.

3. ISTM is in the process of preparing calendar for peripatetic training for the year 2026-27. The list of the courses/topics for which the ISTM proposes to conduct Peripatetic Training Programmes of 2-3 days' duration during the financial year 2026-27 is given below:

Sl. No.	Name of the Topics
1.	Office Management including Office Procedure, noting and drafting and record management
2.	Establishment Rules including Reservation in service, seniority, promotion, DPC
3.	Right To Information (RTI)
4.	Vigilance and disciplinary proceedings including conduct of inquiry
5.	Training of Trainers
6.	Pay fixation /MACP
7.	Public Procurement Process, GeM, PFMS & GST
8.	Pension and Other Retirement Benefits /NPS
9.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management. People First.
10.	POSH Act and Inquiry thereunder
11.	Preventive Vigilance
12.	Ethics & Value in Governance
13.	Service Book & APAR
14.	Big Data Analytics

-: 2 :-

4. Further ISTM conducts competency linked Foundation Training programme for the directly recruited Assistant Section Officers (ASOs) in the Central Secretariat. At the behest of State Government of Arunachal Pradesh, ISTM has recently re-designed an eight-week competency linked Foundation Training programme for the ASOs of that State which includes components on experiential learning, mentoring and reinforced emphasis on behavioural competencies.

5. In view of the expertise developed by ISTM in functional areas such as Office Management, Financial Management, Parliamentary Procedures, Establishment Rules, Vigilance Administration, Centre-State Coordination mechanisms, etc. and experience in handling trainees from Central/State Administration, ISTM considers itself uniquely positioned to undertake the responsibility of conducting the Foundation Training for directly recruited Group 'A' and Group 'B' officials of NER States and Union Territory Administrations. Programme design, duration, methodology and location etc. can be finalized as per the State Government /UT Administration requirement and mutual consultation.

6. In case of any specific topic regarding Government functioning is required for training, the same may be intimated for consideration. It is requested that details of the courses that your state/UTs proposes for your officers to be conducted by ISTM, may be sent to this Institute in the enclosed proforma. The Institute does not charge any course fee for conducting the above referred programmes. However, a nominal "Institutional Fee" is charged at the rate of Rs. 10,000/- per day and honorarium to be paid to the faculty members at the prescribe rates.

7. This Institute proposes to conduct the training in offline/online mode depending on travel restrictions and need of the organization. In case the physical training is conducted, the State/UT Governments will be required to bear the expenditure on account of the following:

- (i) Air travel of the members of the faculty team;
- (ii) Boarding & lodging;
- (iii) Honorarium to the faculty at the prescribed rates;
- (iv) Classroom facilities;
- (v) Local transport;
- (vi) Secretarial assistance.

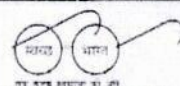
8. The requisite information may be sent to the undersigned latest by 28th February, 2026, to enable us to finalize the peripatetic training calendar for the year 2026-27.

Yours faithfully

(Deepak Kumar Bist)
Joint Director (PT)
Tel: 26737604

E-mail deepakkumar.bist@gov.in

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
ओलोफ पाल्मे मार्ग, नई दिल्ली - 110067 / OLOF PALME MARG, NEW DELHI - 110067
वेबसाइट / WEBSITE - <https://www.istm.gov.in>; टेलीफोन / FAX - 011-26104183; ई-मेल / E-Mail - istm@nic.in



REQUEST FOR CONDUCTING PERIPATETIC (PT) COURSES -- 2026-27

Name of the State/UT :

We want the Institute of Secretariat Training & Management (ISTM) to conduct training programmes for the officers of this State/UTs as per the details given below:

Sl. No.	Name of the course	Duration	Tentative Dates	Place where the training is proposed to be conducted	Level of officers to be trained

Signature
Name
Designation

Fwd: ISTM - Peripatetic Training Programmes for Year 2026-2027**Shri Rajeev Verma** <csdelhi@nic.in >

Fri, 02 Jan 2026 8:06:29 PM +0530

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

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

From: Jitender Bhatti <jbhatti.edu@nic.in>

To: "cs-andamannicobar" <cs-andamannicobar@gov.in>, "Dr Reddy" <cs@ap.gov.in>, "Naresh Kumar" <cs-arunachal@nic.in>, "Jishnu IAS" <cs-assam@nic.in>, "Chief Bihar" <cs-bihar@nic.in>, "Chief Office" <csoffice.cg@gov.in>, "Chief Secretary" <cs-go@nic.in>, "Shri Kumar" <csdelhi@nic.in>, "chiefsecretary" <chiefsecretary@gujarat.gov.in>, "cs-haryana" <cs-haryana@nic.in>, "Anil Khachi" <cs-hp@nic.in>, "IAS L.Khiangte" <cs-jharkhand@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "cs" <cs@karnataka.gov.in>, "V.P.Joy IAS" <chiefsecy@kerala.gov.in>, "cs" <cs@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Chief Nagaland" <csnagl@nic.in>, "Shri Jena" <csori@nic.in>, "cs" <cs@py.gov.in>, "Chief Secretary" <cs@punjabmail.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Prakash" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF GoUP" <csup@nic.in>, "csuttaranchal" <csuttaranchal@nic.in>, "B P Gopalika" <cs-westbengal@nic.in>, "devcom-d" <devcom-d@nic.in>, "cs-chd" <cs-chd@chd.gov.in>, "lk-advisor" <lk-advisor@gov.in>, "psadvisor" <ps.advisor@ladakh.gov.in>, "Iqbal Bains" <cs@mp.nic.in>

Cc: "DEEPAK BIST" <deepakkumar.bist@gov.in>, "ISTM Unit" <coordunit-istm@gov.in>

Date: Fri, 02 Jan 2026 16:46:41 +0530

Subject: ISTM - Peripatetic Training Programmes for Year 2026-2027

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

Sir/Madam

I am directed to forward herewith a letter on the above subject.

with regards

जितेंद्र भाटी/ Jitender Bhatti

उप निदेशक (परिभ्रमण प्रशिक्षण) / Deputy Director (Peripatetic Training)

सचिवालय प्रशिक्षण एवं प्रबंधन संस्थान / Institute of Secretariat Training and Management

प्रशासनिक ब्लॉक, पुराना जेएनयू परिसर / Administrative Block, Old JNU Campus

New Delhi | नई दिल्ली - 110067

Phone: +91 11 26732069

1 Attachment(s)

PT letter 26-27.pdf

929.8 KB



FILE NO. Y-25011/1/2026-ISTM

भारत सरकार / GOVERNMENT OF INDIA

सचिवालय प्रशिक्षण तथा प्रबन्ध संस्थान

INSTITUTE OF SECRETARIAT TRAINING & MANAGEMENT

(एक आईएसओ 9001:2015 संस्था / AN ISO 9001:2015 INSTITUTION)

कार्मिक एवं प्रशिक्षण विभाग / DEPARTMENT OF PERSONNEL & TRAINING

कार्मिक लोक शिकायत और पेंशन मंत्रालय / MINISTRY OF PERSONNEL PUBLIC GRIEVANCES & PENSIONS

Dated: 1st January, 2026

To

The Chief Secretaries of States/ UTs.
(As per list attached)

Subject: Peripatetic Training (PT) Programmes for the year 2026-27.

Sir,

The Institute of Secretariat Training & Management (ISTM), under the Department of Personnel and Training, Government of India, is the apex training Institute of the country for foundational and in-service training courses at various levels of Central Government officials. The Institute has also been mandated to provide training support to the States and Union Territories which don't have their own training infrastructure and otherwise also, if they require such support. This training known as Peripatetic Training aims at enhancing knowledge and skills of the officials of the States and UTs to enable them to perform the task assigned to them, which will ultimately increase their efficiency leading to better output.

2. The areas in which the Institute has been imparting Peripatetic Training included Office Management, Establishment Rules, Behavioural Training, Vigilance and Disciplinary Proceedings, Personal Management, Financial Rules, RTI etc. Faculty members from ISTM visit the State/UTs conduct the training.

3. ISTM is in the process of preparing calendar for peripatetic training for the year 2026-27. The list of the courses/topics for which the ISTM proposes to conduct Peripatetic Training Programmes of 2-3 days' duration during the financial year 2026-27 is given below:

Sl. No.	Name of the Topics
1.	Office Management including Office Procedure, noting and drafting and record management
2.	Establishment Rules including Reservation in service, seniority, promotion, DPC
3.	Right To Information (RTI)
4.	Vigilance and disciplinary proceedings including conduct of inquiry
5.	Training of Trainers
6.	Pay fixation /MACP
7.	Public Procurement Process, GeM, PFMS & GST
8.	Pension and Other Retirement Benefits /NPS
9.	Behavioural Training-On topics like Communication Skills, Interpersonal Relations, Stress Management, Time Management. People First.
10.	POSH Act and Inquiry thereunder
11.	Preventive Vigilance
12.	Ethics & Value in Governance
13.	Service Book & APAR
14.	Big Data Analytics

-: 2 :-

4. Further ISTM conducts competency linked Foundation Training programme for the directly recruited Assistant Section Officers (ASOs) in the Central Secretariat. At the behest of State Government of Arunachal Pradesh, ISTM has recently re-designed an eight-week competency linked Foundation Training programme for the ASOs of that State which includes components on experiential learning, mentoring and reinforced emphasis on behavioural competencies.

5. In view of the expertise developed by ISTM in functional areas such as Office Management, Financial Management, Parliamentary Procedures, Establishment Rules, Vigilance Administration, Centre-State Coordination mechanisms, etc. and experience in handling trainees from Central/State Administration, ISTM considers itself uniquely positioned to undertake the responsibility of conducting the Foundation Training for directly recruited Group 'A' and Group 'B' officials of NER States and Union Territory Administrations. Programme design, duration, methodology and location etc. can be finalized as per the State Government /UT Administration requirement and mutual consultation.

6. In case of any specific topic regarding Government functioning is required for training, the same may be intimated for consideration. It is requested that details of the courses that your state/UTs proposes for your officers to be conducted by ISTM, may be sent to this Institute in the enclosed proforma. The Institute does not charge any course fee for conducting the above referred programmes. However, a nominal "Institutional Fee" is charged at the rate of Rs. 10,000/- per day and honorarium to be paid to the faculty members at the prescribe rates.

7. This Institute proposes to conduct the training in offline/online mode depending on travel restrictions and need of the organization. In case the physical training is conducted, the State/UT Governments will be required to bear the expenditure on account of the following:

- (i) Air travel of the members of the faculty team;
- (ii) Boarding & lodging;
- (iii) Honorarium to the faculty at the prescribed rates;
- (iv) Classroom facilities;
- (v) Local transport;
- (vi) Secretarial assistance.

8. The requisite information may be sent to the undersigned latest by 28th February, 2026, to enable us to finalize the peripatetic training calendar for the year 2026-27.

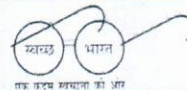
Yours faithfully

(Deepak Kumar Bist)
Joint Director (PT)

Tel: 26737604

E-mail deepakkumar.bist@gov.in

प्रशासनिक ब्लॉक, ज.ने.वि. परिसर (पुराना) / ADMINISTRATIVE BLOCK, JNU CAMPUS (OLD),
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