

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 >

Mon, 09 Feb 2026 11:06:50 AM +0530

To "A. Anbarasu"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 09 Feb 2026 10:59:57 +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

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

Madam/ Sir,

I am directed to say that a three days Workshop on Financial Management in Government (WFM-15) will be conducted in ISTM from 11.05.2026 to 13.05.2026. 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 it is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or 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 **27th April, 2026.**

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

Enclosure: Annexure

Yours faithfully,

-sd-

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



ANNEXTURE

COURSE INFORMATION SHEET

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:

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

(ii) A course fee of Rs. 3,000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies 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**.

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.9971835322 Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Workshop on Financial Management in Government

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.

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 Financial Management in Government (WFM-15) in ISTM from 11.05.2026 to 13.05.2026 – regarding.

Shri Rajeev Verma <csdelhi@nic.in >

Mon, 09 Feb 2026 11:06:50 AM +0530

To "A. Anbarasu"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 09 Feb 2026 10:59:57 +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

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

Madam/ Sir,

I am directed to say that a three days Workshop on Financial Management in Government (WFM-15) will be conducted in ISTM from 11.05.2026 to 13.05.2026. 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 it is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or 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 **27th April, 2026.**

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

Enclosure: Annexure

Yours faithfully,

-sd-

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



ANNEXTURE

COURSE INFORMATION SHEET

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:

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

(ii) A course fee of Rs. 3,000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies 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**.

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.9971835322 Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Workshop on Financial Management in Government

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.

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: Training Program on "Urban Flooding" at NWA, Pune during 09 – 20 March 2026 – call of Nominations - regarding

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 13 Feb 2026 3:25:18 PM +0530

To "Secretary Services"<secservices@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>,"ceifcd"<ceifcd@gmail.com>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-go@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <cs@karnataka.gov.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csngl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>, <cs@tn.gov.in>, <cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY GoUP"<csup@nic.in>, <chiefsecyuk@gmail.com>, "chief secretary"<cs-uttarakhand@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Chief Secretary Andamans"<cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel"<lk-admin@nic.in>, "Shri Vijay Kumar Dev"<csdelhi@nic.in>, "Chief Secretary CS, Puducherry"<cs.pon@nic.in>, <adviser-lg-ladkah@gov.in>

Date: Fri, 13 Feb 2026 15:24:32 +0530

Subject: Training Program on "Urban Flooding" at NWA, Pune during 09 – 20 March 2026 – call of Nominations - regarding

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

Sir/Madam,

Training Program on "**Urban Flooding**" is planned to be conducted at NWA, Pune during **09 – 20 March 2026**. Brochure and call letter of the program is enclosed

Nominations of suitable officers from your organization are requested to send the profile indicated in brochure by 04 March 2026 to nwa.pune@gmail.com / directorm-nwa@gov.in. The accepted nominations will be displayed on NWA's website on 05 March 2026

Also nominated officers may kindly fill the mandatory google form, link given below for registering and for coordination of the training Program :

<https://forms.gle/74MzumxWAd7CRWS7>

This is for kind information and necessary action, please.

With regards,

Asheesh Kumar Singhal
Course Director
National Water Academy, Pune

धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,

भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

Brochure_Urban Flooding.pdf
183.9 KB

Call letter_Urban Flooding.pdf
629.9 KB



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदीविकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



संख्या : ए-33025/47/2025-26/रा.ज.अ/1879 दिनांक: 13/02/2026

प्रति,

1. The Member(D&R), Member (WP&P), Member (RM), CWC, New Delhi
2. Principal Secretary, State Water Resources /Irrigation Department
3. Secretary, Urban development department of all states and UTs.
4. Engineer-in-Chief, State Water Resources / Irrigation Department
5. All Officers of DoWR, RD&GR and its organizations
6. All Regional Chief Engineers of CWC
7. Regional Directors of CGWB
8. Central & State Organizations/PSUs/WALMIs/IMTIs
9. Municipal Corporations of all States
10. State Disaster Management Authorities

विषय: राष्ट्रीय जल अकादमी, केन्द्रीय जल आयोग, पुणे में "Urban Flooding" विषय पर 09 - 20 March 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन - नामांकन संदर्भ में।

महोदय/ महोदया,

राष्ट्रीय जल अकादमी में "Urban Flooding" विषय पर 09 - 20 March 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन किया जा रहा है। इस कार्यक्रम संबंधी प्रमुख बिन्दुएँ पृष्ठांकित (overleaf) है। विस्तृत ब्योरा सहित कार्यक्रम विवरणिका (Program Brochure) भी संलग्न है। इस प्रशिक्षण कार्यक्रम के लिए मुख्य विवरण नीचे दिए गए हैं:

Name of Program	Duration & Days	Last date of receipt of nomination/s	List of Accepted Nominations in website	Participants' Profile
Urban Flooding	10 days From 09 - 20 March 2026	4 th March 2026	5 th March 2026	Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.

अनुरोध है कि संलग्नक में दिए गए स्तर के अधिकारियों को इस कार्यक्रम से लाभ उठाने हेतु यथाशीघ्र नामित करने का कष्ट करें तथा नामांकन ईमेल के माध्यम NWA की ईमेल आईडी nwa.pune@gmail.com/directorm-nwa@gov.in में भेजें। राज्य सरकारों के विभागों के अधिकारियों के लिए इस प्रशिक्षण कार्यक्रम में भाग लेने हेतु कोई भी प्रोग्राम शुल्क नहीं है। प्रतिभागियों को सलाह दी जाती है कि वे अपना लैपटॉप स्वयं लेकर आए ताकि वे अपने डेटा के साथ Hands-on पूरा कर सकें। नामांकन/नामांकनों की स्वीकृति की पुष्टि हमारी वेबसाइट (<http://nwapune.gov.in>) पर प्रकाशित की जाएगी। नामांकित अधिकारियों से अनुरोध है कि वे NWA से अपने नामांकन की पुष्टि/स्वीकृति प्राप्त करने के बाद ही कार्यक्रम के लिए शुरुआत करें।

भवदीय

संलग्न: प्रोग्राम बुलेटिन


आशीष कुमार सिंहल
निदेशक एवं कार्यक्रम निदेशक

CENTRE OF EXCELLENCE IN WATER SECTOR

खडकवासला, पुणे -सिंहगढ़ रोड, पुणे -411 024

टेलीफोन: 020-24380392 Extn 118

ई-मेल: nwa.mah@nic.in cenwa.mah@nic.in

♣ जल संरक्षण सुरक्षित भविष्य ♣



Khadakwasla, Pune -Sinhgad Road, Pune-24

TEL : 020-24380392 Extn 118

E-mail : nwa.mah@nic.in / cenwa.mah@nic.in

♣ Conserve Water- Save Life ♣



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदीविकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



To,

1. The Member(D&R), Member (WP&P), Member (RM), CWC, New Delhi
2. Principal Secretary, State Water Resources /Irrigation Department
3. Secretary, Urban development department of all states and UTs.
4. Engineer-in-Chief, State Water Resources / Irrigation Department
5. All Officers of DoWR, RD&GR and its organizations
6. All Regional Chief Engineers of CWC
7. Regional Directors of CGWB
8. Central & State Organizations/PSUs/WALMIs/IMTIs
9. Municipal Corporations of all States
10. State Disaster Management Authorities

Sub: **Training Program on "Urban Flooding" at NWA, Pune during 09 - 20 March 2026 - Nominations - regarding**

Sir /Madam

Training Program on "**Urban Flooding**" is planned to be conducted at NWA, Pune during **09 - 20 March 2026**. Brochure giving details of the program is enclosed. Details for this training program are as given below:

Name of Program	Duration & Days	Last date of receipt of nomination/s	List of Accepted Nominations on website	Participants' Profile
Urban Flooding	10 days from 09-20 March 2026	4 th March 2026	5 th March 2026	Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.

It is requested that **nominations** of the officers of the profile indicated above may please be sent in email nwa.pune@gmail.com/directorm-nwa@gov.in so as to reach NWA by the **last dates as given above**. Complete details (address, email, telephone, mobile, fax) of the nominated officer(s) and the controlling officer(s), name/s of modules may please be provided while sending the nomination/s. There is no programme fee for Central/State Govt. deptts. Confirmation on acceptance of nomination/s will be published on our web site (<http://nwapune.gov.in>). Participants are advised to bring their own laptops so that they can independently complete the hands-on with their data.

The nominated officers are requested to start for the program only after getting confirmation/ acceptance of their nomination from NWA.

Yours faithfully,

Encl: As above

Sd/-
Asheesh Kumar Singhal
Course Director

CENTRE OF EXCELLENCE IN WATER SECTOR

खडकवासला, पुणे -सिंहगढ़ रोड, पुणे -411 024

टेलीफोन: 020-24380392 Extn 118

ई-मेल: nwa.mah@nic.in cenwa.mah@nic.in

♣ जल संरक्षण सुरक्षित अविष्य ♣



Khadakwasla, Pune -Sinhgad Road, Pune-24

TEL : 020-24380392 Extn 118

E-mail : nwa.mah@nic.in / cenwa.mah@nic.in

♣ Conserve Water- Save Life ♣

Training Program on Urban Flooding
09 – 20 March 2026
REGISTRATION FORM

Name (in Capital): _____

Designation: _____

Date of Birth: _____

Organization: _____

Responsibilities (in brief): _____

Full Postal Address: _____

Address: _____

Telephone No (with STD Code): _____

Fax No(with STD ode): _____

Mobile: _____

Email: _____

Date : _____ **(Signature of the participant)**

SPONSORING AUTHORITY

Full Postal Address: _____

Telephone Nos:
(With STD Code) _____

Fax No.(with STD ode): _____

Mobile: _____

Email: _____

Date: _____ **(Signature and Seal)**

Completed Registration Form may be sent by email to:

E-mail:nwa.pune@gmail.com; directorrm-nwa@gov.in



Government of India
Ministry of Jal Shakti,
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission



Training Program on Urban Flooding
09 – 20 March 2026



Organized by
National Water Academy, Pune

INTRODUCTION & PROGRAM OBJECTIVE

Significant advancements in preparedness for water-related disasters, viz., cyclones and riverine floods, have been made over the past few decades. Urban flooding, on the other hand, is a different story. Urban floods strike densely populated areas without much warning and have a devastating effect on industry, the service-based economy, and public health. For effective flood disaster management, the Sendai Framework for Disaster Risk Reduction (2015–30) places emphasis on lowering hazard exposure and vulnerability and strengthening disaster resilience.

This two-week intensive capacity-building program at NWA, Pune, in collaboration with DHI and GIZ, is designed to empower participants with the ability to: Develop a comprehensive understanding of urban flood dynamics, including hydrological, hydraulic, environmental, climate change and socio-economic dimensions.

Strengthen capacity to plan, design, and implement efficient urban flood management strategies aligned with national and international frameworks.

Enhance skills to integrate modern technologies, data-driven decision-making, and resilient infrastructure solutions for flood risk reduction.

Foster collaboration among multiple stakeholders and institutions for sustainable, community-focused urban flood preparedness and response.

PROGRAM CONTENT

The Program will tentatively cover the following broad topics for 10 days

- Urban Hydrology & Hydraulics
- Development of a Urban Rainfall Runoff model in Mike+
- Development of a Storm water and combined sewerage system model in Mike+
- Development of a 2D overland model in Mike+
- Coupling of different Urban models in Mike+
- City exposure and Flood Risk assessment
- Modelling of future urban development scenarios
- Modelling of mitigation measures
- Assessment of Climate Change

METHODOLOGY

The above broad topics will be covered through lecture sessions, group discussions, and hands-on activities. The training program will include a variety of activities to improve the participants' learning, such as: Group discussions to promote knowledge and idea exchange; lectures given by domain experts; site visit to nearby dams for practical training, etc.

TARGET GROUP

Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.. Participants are advised to bring **their own laptops so that they can independently complete the hands-on sessions.**

FACULTY /RESOURCE PERSONS

The resource persons for the program would be domain experts from Stockholm Environment Institute, GIZ & other experts, etc.

PROGRAM FEE

There is no program fee for participants from Central and State Govt. departments. Charges for participants from other categories are:

Category	Description	Fee in Rs. (per participant)
A.	Central/State/Local Government Depts.	Nil
B.	'Not for Profit' Central and State PSUs	Nil
C.	Recognized academic institutions, NGOs	3000/-
D.	Central and State Public Sector Undertakings	20,000/-
E.	Private Companies, individuals	30,000/-

- Discounts applicable : (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others –20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.

PAYMENT

Payment for the programme fee, if applicable, is to be deposited with NWA before the commencement of the program. Payment is accepted through **Online / Demand Draft without deducting any TDS.**

DD drawn in favour of PAO-Ministry of Water Resources payable at Pune or through electronic transfer in the Account details given below:

Account holder name: PAO - Ministry of Water Resources, Account No: 11382328092; IFSC Code: SBIN0001904

PROGRAM DURATION

09-20 March 2026. The participants should reach NWA by the evening of 8th March and plan their return journey after 1800 Hrs (from NWA) on 20th March 2026.

VENUE

National Water Academy, Khadakwasla, Sinhagad Road, Pune-411 024.

PARTICIPATION

The nomination of the officers may be sent to the Course Director latest by 4th March 2026. The nominated officers are requested to start for the program only after confirmation of their nomination. The accepted nominations will be displayed on NWA's website on 5th March 2026.

LOCAL HOSPITALITY

NWA has a self-contained residential campus, and all out-station participants would be provided with lodging and boarding on payment basis as per government rates (about Rs.275/- per person per day). Working Lunch during the training program will be provided by NWA. Local pickup/drop will have to be arranged by the participants themselves.

WEATHER

During the month of March, the average temperature of Pune may be around 27°C with pleasant climate with No rain.

CONTACT

For sending nominations or for any information of this program, please contact:

Shri Asheesh Kumar Singhal
Director, NWA & Course Director
National Water Academy, CWC, Khadakwasla R S, Pune – 411 024
Tel : 020 – 24381212; Mob : 9555986777
E-mail: nwa.pune@gmail.com; directorrm-nwa@gov.in
For more info visit our Website: www.nwapune.gov.in

Fwd: Training Program on "Urban Flooding" at NWA, Pune during 09 – 20 March 2026 – call of Nominations - regarding

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 13 Feb 2026 3:25:18 PM +0530

To "Secretary Services"<secservices@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>,"ceifcd"<ceifcd@gmail.com>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-go@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <cs@karnataka.gov.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csngl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>, <cs@tn.gov.in>, <cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY GoUP"<csup@nic.in>, <chiefsecyuk@gmail.com>, "chief secretary"<cs-uttarakhand@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Chief Secretary Andamans"<cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel"<lk-admin@nic.in>, "Shri Vijay Kumar Dev"<csdelhi@nic.in>, "Chief Secretary CS, Puducherry"<cs.pon@nic.in>, <adviser-lg-ladkah@gov.in>

Date: Fri, 13 Feb 2026 15:24:32 +0530

Subject: Training Program on "Urban Flooding" at NWA, Pune during 09 – 20 March 2026 – call of Nominations - regarding

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

Sir/Madam,

Training Program on "**Urban Flooding**" is planned to be conducted at NWA, Pune during **09 – 20 March 2026**. Brochure and call letter of the program is enclosed

Nominations of suitable officers from your organization are requested to send the profile indicated in brochure by 04 March 2026 to nwa.pune@gmail.com / directorm-nwa@gov.in. The accepted nominations will be displayed on NWA's website on 05 March 2026

Also nominated officers may kindly fill the mandatory google form, link given below for registering and for coordination of the training Program :

<https://forms.gle/74MzumxWAd7CRWS7>

This is for kind information and necessary action, please.

With regards,

Asheesh Kumar Singhal
Course Director
National Water Academy, Pune

धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,

भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

Brochure_Urban Flooding.pdf
183.9 KB

Call letter_Urban Flooding.pdf
629.9 KB



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदीविकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



संख्या : ए-33025/47/2025-26/रा.ज.अ/1879 दिनांक: 13/02/2026

प्रति,

1. The Member(D&R), Member (WP&P), Member (RM), CWC, New Delhi
2. Principal Secretary, State Water Resources /Irrigation Department
3. Secretary, Urban development department of all states and UTs.
4. Engineer-in-Chief, State Water Resources / Irrigation Department
5. All Officers of DoWR, RD&GR and its organizations
6. All Regional Chief Engineers of CWC
7. Regional Directors of CGWB
8. Central & State Organizations/PSUs/WALMIs/IMTIs
9. Municipal Corporations of all States
10. State Disaster Management Authorities

विषय: राष्ट्रीय जल अकादमी, केन्द्रीय जल आयोग, पुणे में "Urban Flooding" विषय पर 09 - 20 March 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन - नामांकन संदर्भ में।

महोदय/ महोदया,

राष्ट्रीय जल अकादमी में "Urban Flooding" विषय पर 09 - 20 March 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन किया जा रहा है। इस कार्यक्रम संबंधी प्रमुख बिन्दुएँ पृष्ठांकित (overleaf) है। विस्तृत ब्योरा सहित कार्यक्रम विवरणिका (Program Brochure) भी संलग्न है। इस प्रशिक्षण कार्यक्रम के लिए मुख्य विवरण नीचे दिए गए हैं:

Name of Program	Duration & Days	Last date of receipt of nomination/s	List of Accepted Nominations in website	Participants' Profile
Urban Flooding	10 days From 09 - 20 March 2026	4 th March 2026	5 th March 2026	Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.

अनुरोध है कि संलग्नक में दिए गए स्तर के अधिकारियों को इस कार्यक्रम से लाभ उठाने हेतु यथाशीघ्र नामित करने का कष्ट करें तथा नामांकन ईमेल के माध्यम NWA की ईमेल आईडी nwa.pune@gmail.com/directorm-nwa@gov.in में भेजें। राज्य सरकारों के विभागों के अधिकारियों के लिए इस प्रशिक्षण कार्यक्रम में भाग लेने हेतु कोई भी प्रोग्राम शुल्क नहीं है। प्रतिभागियों को सलाह दी जाती है कि वे अपना लैपटॉप स्वयं लेकर आए ताकि वे अपने डेटा के साथ Hands-on पूरा कर सकें। नामांकन/नामांकनों की स्वीकृति की पुष्टि हमारी वेबसाइट (<http://nwapune.gov.in>) पर प्रकाशित की जाएगी। नामांकित अधिकारियों से अनुरोध है कि वे NWA से अपने नामांकन की पुष्टि/स्वीकृति प्राप्त करने के बाद ही कार्यक्रम के लिए शुरुआत करें।

भवदीय

संलग्न: प्रोग्राम बुलेटिन


आशीष कुमार सिंहल
निदेशक एवं कार्यक्रम निदेशक

CENTRE OF EXCELLENCE IN WATER SECTOR

खडकवासला, पुणे -सिंहगढ़ रोड, पुणे -411 024
टेलीफोन: 020-24380392 Extn 118
ई-मेल: nwa.mah@nic.in cenwa.mah@nic.in
♣ जल संरक्षण सुरक्षित भविष्य ♣



Khadakwasla, Pune -Sinhgad Road, Pune-24
TEL : 020-24380392 Extn 118
E-mail : nwa.mah@nic.in / cenwa.mah@nic.in
♣ Conserve Water- Save Life ♣



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदीविकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



To,

1. The Member(D&R), Member (WP&P), Member (RM), CWC, New Delhi
2. Principal Secretary, State Water Resources /Irrigation Department
3. Secretary, Urban development department of all states and UTs.
4. Engineer-in-Chief, State Water Resources / Irrigation Department
5. All Officers of DoWR, RD&GR and its organizations
6. All Regional Chief Engineers of CWC
7. Regional Directors of CGWB
8. Central & State Organizations/PSUs/WALMIs/IMTIs
9. Municipal Corporations of all States
10. State Disaster Management Authorities

Sub: **Training Program on "Urban Flooding" at NWA, Pune during 09 - 20 March 2026 - Nominations - regarding**

Sir /Madam

Training Program on "**Urban Flooding**" is planned to be conducted at NWA, Pune during **09 - 20 March 2026**. Brochure giving details of the program is enclosed. Details for this training program are as given below:

Name of Program	Duration & Days	Last date of receipt of nomination/s	List of Accepted Nominations on website	Participants' Profile
Urban Flooding	10 days from 09-20 March 2026	4 th March 2026	5 th March 2026	Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.

It is requested that **nominations** of the officers of the profile indicated above may please be sent in email nwa.pune@gmail.com/directorm-nwa@gov.in so as to reach NWA by the **last dates as given above**. Complete details (address, email, telephone, mobile, fax) of the nominated officer(s) and the controlling officer(s), name/s of modules may please be provided while sending the nomination/s. There is no programme fee for Central/State Govt. deptts. Confirmation on acceptance of nomination/s will be published on our web site (<http://nwapune.gov.in>). Participants are advised to bring their own laptops so that they can independently complete the hands-on with their data.

The nominated officers are requested to start for the program only after getting confirmation/ acceptance of their nomination from NWA.

Yours faithfully,

Encl: As above

Sd/-
Asheesh Kumar Singhal
Course Director

CENTRE OF EXCELLENCE IN WATER SECTOR

खडकवासला, पुणे -सिंहगढ़ रोड, पुणे -411 024
टेलीफोन: 020-24380392 Extn 118
ई-मेल: nwa.mah@nic.in cenwa.mah@nic.in
♣ जल संरक्षण सुरक्षित अविष्य ♣



Khadakwasla, Pune -Sinhgad Road, Pune-24
TEL : 020-24380392 Extn 118
E-mail : nwa.mah@nic.in / cenwa.mah@nic.in
♣ Conserve Water- Save Life ♣

Training Program on Urban Flooding
09 – 20 March 2026
REGISTRATION FORM

Name (in Capital): _____

Designation: _____

Date of Birth: _____

Organization: _____

Responsibilities (in brief): _____

Full Postal Address: _____

Telephone No (with STD Code): _____

Fax No(with STD ode): _____

Mobile: _____

Email: _____

Date : _____ **(Signature of the participant)**

SPONSORING AUTHORITY

Full Postal Address: _____

Telephone Nos: _____
(With STD Code)

Fax No.(with STD ode): _____

Mobile: _____

Email: _____

Date: _____ **(Signature and Seal)**

Completed Registration Form may be sent by email to:
E-mail:nwa.pune@gmail.com; directorrm-nwa@gov.in



Government of India
Ministry of Jal Shakti,
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission



Training Program on Urban Flooding
09 – 20 March 2026



Organized by
National Water Academy, Pune

INTRODUCTION & PROGRAM OBJECTIVE

Significant advancements in preparedness for water-related disasters, viz., cyclones and riverine floods, have been made over the past few decades. Urban flooding, on the other hand, is a different story. Urban floods strike densely populated areas without much warning and have a devastating effect on industry, the service-based economy, and public health. For effective flood disaster management, the Sendai Framework for Disaster Risk Reduction (2015–30) places emphasis on lowering hazard exposure and vulnerability and strengthening disaster resilience.

This two-week intensive capacity-building program at NWA, Pune, in collaboration with DHI and GIZ, is designed to empower participants with the ability to: Develop a comprehensive understanding of urban flood dynamics, including hydrological, hydraulic, environmental, climate change and socio-economic dimensions.

Strengthen capacity to plan, design, and implement efficient urban flood management strategies aligned with national and international frameworks.

Enhance skills to integrate modern technologies, data-driven decision-making, and resilient infrastructure solutions for flood risk reduction.

Foster collaboration among multiple stakeholders and institutions for sustainable, community-focused urban flood preparedness and response.

PROGRAM CONTENT

- The Program will tentatively cover the following broad topics for 10 days
- Urban Hydrology & Hydraulics
 - Development of a Urban Rainfall Runoff model in Mike+
 - Development of a Storm water and combined sewerage system model in Mike+
 - Development of a 2D overland model in Mike+
 - Coupling of different Urban models in Mike+
 - City exposure and Flood Risk assessment
 - Modelling of future urban development scenarios
 - Modelling of mitigation measures
 - Assessment of Climate Change

METHODOLOGY

The above broad topics will be covered through lecture sessions, group discussions, and hands-on activities. The training program will include a variety of activities to improve the participants' learning, such as: Group discussions to promote knowledge and idea exchange; lectures given by domain experts; site visit to nearby dams for practical training, etc.

TARGET GROUP

Professionals working in Urban Local Bodies, State Urban Development Departments, Municipal Corporations, Central and State Water Resources Departments, Disaster Management Authorities, Academic & Research Institutions and other stakeholders.. Participants are advised to bring **their own laptops so that they can independently complete the hands-on sessions.**

FACULTY /RESOURCE PERSONS

The resource persons for the program would be domain experts from Stockholm Environment Institute, GIZ & other experts, etc.

PROGRAM FEE

There is no program fee for participants from Central and State Govt. departments. Charges for participants from other categories are:

Category	Description	Fee in Rs. (per participant)
A.	Central/State/Local Government Depts.	Nil
B.	'Not for Profit' Central and State PSUs	Nil
C.	Recognized academic institutions, NGOs	3000/-
D.	Central and State Public Sector Undertakings	20,000/-
E.	Private Companies, individuals	30,000/-

- Discounts applicable : (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others –20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.

PAYMENT

Payment for the programme fee, if applicable, is to be deposited with NWA before the commencement of the program. Payment is accepted through **Online / Demand Draft without deducting any TDS.**

DD drawn in favour of PAO-Ministry of Water Resources payable at Pune or through electronic transfer in the Account details given below:

Account holder name: PAO - Ministry of Water Resources, Account No: 11382328092; IFSC Code: SBIN0001904

PROGRAM DURATION

09-20 March 2026. The participants should reach NWA by the evening of 8th March and plan their return journey after 1800 Hrs (from NWA) on 20th March 2026.

VENUE

National Water Academy, Khadakwasla, Sinhagad Road, Pune-411 024.

PARTICIPATION

The nomination of the officers may be sent to the Course Director latest by 4th March 2026. The nominated officers are requested to start for the program only after confirmation of their nomination. The accepted nominations will be displayed on NWA's website on 5th March 2026.

LOCAL HOSPITALITY

NWA has a self-contained residential campus, and all out-station participants would be provided with lodging and boarding on payment basis as per government rates (about Rs.275/- per person per day). Working Lunch during the training program will be provided by NWA. Local pickup/drop will have to be arranged by the participants themselves.

WEATHER

During the month of March, the average temperature of Pune may be around 27°C with pleasant climate with No rain.

CONTACT

For sending nominations or for any information of this program, please contact:

Shri Asheesh Kumar Singhal
Director, NWA & Course Director
National Water Academy, CWC, Khadakwasla R S, Pune – 411 024
Tel : 020 – 24381212; Mob : 9555986777
E-mail: nwa.pune@gmail.com; directorrm-nwa@gov.in
For more info visit our Website: www.nwapune.gov.in

Fwd: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 12 Feb 2026 4:28:27 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 12 Feb 2026 16:22:28 +0530

Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee 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 : Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-12

Date : 11 May 2026 to 12 May 2026

Mode : Offline

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

Regards

Balaji N

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 Preparation of Expenditure Finance Committee/Standing Finance Committee by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 12 Feb 2026 4:28:27 PM +0530

To "A. Anbarasu"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 12 Feb 2026 16:22:28 +0530

Subject: Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee 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 : Workshop on Preparation of Expenditure Finance Committee/Standing Finance Committee

Course Code : EFC/SFC-12

Date : 11 May 2026 to 12 May 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Request for nomination(s) in DPC Forthcoming Training Programme in the month of March 2026

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 29 Jan 2026 5:47:19 PM +0530

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

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

From: Delhi Productivity Council <dpctraining2020@gmail.com>

To: <gm@gtr-aur.org>, <indiate@sancharnet.in>, <srsamuel@dcmsme.gov.in>, <cvo@gsl.gov.in>, <cvo.ibm@gov.in>, <cvo@kvic.gov.in>, <bbmandal@hotmail.com>, <nirm@vsnl.com>, <js.afi-msme@gov.in>, <mines@nic.in>, <cvo@nsic.co.in>, <cvo@hindustancopper.com>, <cvo@mecl.co.in>, <cvo@nalcoindia.co.in>, <inam_ur_rehman2003@yahoo.co.in>, <m-mma@nic.in>, <director@silkbboard.org>, <cvo@nift.ac.in>, <cvonmdc@nmdc.co.in>, <dir.vig@vizagsteel.com>, <cvo@sailex.com>, <cvo@cottageemporium.in>, <cvo@cotcorp.com>, <cvohhec@hhecworld.in>, <cvo@cimail.in>, <honhdc@sancharnet.in>, <anand.sherkhane@nic.in>, <adrout@nic.in>, <cvo@ntcltd.org>, <nehhdccro@sify.com>, <bibhuti.dash72@gov.in>, <crameshrao1967@gov.in>, <ihmhyderabad@rediffmail.com>, <gbansal123123@rediffmail.com>, <duac74@hotmail.com>, <cvo.cpzd@nic.in>, <cvo@nbccindia.com>, <cvonpcc98@gmail.com>, <cvo@wapcos.co.in>, <js_mowr@nic.in>, <sports1.myas@nic.in>, <ncrbp.ruchi@gmail.com>, <memc.nca@gov.in>, <cvonwda@gmail.com>, <gaurav.agar@nic.in>, <cvo-sai@nic.in>, <cvo@chennaiport.gov.in>, <sandeep.sarkar@nic.in>, <cs-andaman@nic.in>, <csdelhi@nic.in>, <cs.pon@nic.in>, <ganesh179@gmail.com>, <m.gangeya@gov.in>, <js.jssp@rb.nic.in>, <js.tsc@nic.in>, <rup.brar@gov.in>, <js.adm-tribal@nic.in>, <cvo@airindia.in>, <cvooai@aai.aero>, <cvo@seci.gov.in>, <cvo@uiic.co.in>, <cvo@unionbankofindia.com>, <bs.aglan@ni.in>, <jsns@ddpmod.gov.in>, <cvo@grse.co.in>, <cvo@hal-india.com>, <cvo.hsl@nic.in>, "Mdl CVO" <cvo@mazdock.com>, <cvo@midhani-india.in>, <mail@nedfi.com>, <ashokbangadi@gmail.com>, <pandey.indevar@nic.in>, <kamal.ray@nic.in>, <manju.pandey@nic.in>, <cvo.ofb@nic.in>, <mpw@dod.delhi.nic.in>, <cvo@icfre.org>, <sknath@ipirti.gov.in>, <anilbhardwaj@wil.gov.in>, <ddgi@iccrindia.net>, <jscnv@mea.gov.in>, <cvo.bcc@bankofbaroda.com>, <gm.cvo@bankofindia.co.in>, <cvo@mahabank.co.in>, <kvviswanathan@brbnmpl.co.in>, <cvo@canarabank.com>, <cvo@obc.co.in>, <cvo@pnb.co.in>, <cvo@centralbank.co.in>, <cvo@corpbank.co.in>, <Pdgit.vig@incometax.gov.in>, <dgvig@cegate.gov.in>, <sen.parama68@gov.in>, "Sameer Kumar Khare" <sameerkhare911@nic.in>, <p.jain@nic.in>, <cvo@eximbankindia.in>, <cvo@gicofindia.com>, <cvo@indianbank.co.in>, <cvo@iob.in>, <co_vigilance@licindia.com>, <cvc@nabard.org>, <balasubramanian.r@orientalinsurance.co.in>, <cvo@psb.co.in>, <cvo@rbi.org.in>, <avrao@irda.gov.in>, <ranjanalok_cal@yahoo.co.in>, <cvo@sebi.gov.in>, <cvo@spmcil.com>, <ramashray.pandey@rvnl.org>, <cvo@sidbi.co.in>, <cvo@sbi.co.in>, <cvo@mptgoa.com>, <prs@iitbbs.ac.in>, <pkdutta@nic.in>, <ccrh@del3.vsnl.net.in>, <ccryn.goi@gmail.com>, <lverma_cch@yahoo.com>, <cvo@cnci.org.in>, <drencejain@gmail.com>, <cvo.mci@nic.in>, <sureshkumar@natboard.edu.in>, <ndhar@nihfw.org>, <mvsavithri@nimhans.kar.nic.in>, <sundaran-1957@yahoo.co.in>, <cvo@andrewyule.com>, <cvo@bhel.in>, "Dipankar Mahto" <dafuso@gmail.com>, <cvo@cementcorporation.co.in>, <cvo_hcc@hecltd.com>, <cvohcl@vsnl.net.in>, <cvo@reiljp.com>, <sukriti.I@nic.in>, <chaudhry.rk@nic.in>, <cvo@scoterssindia.com>, <tsptbdamz@sancharnet.in>, <vigilance273@gmail.com>, <raghragiv@gmail.com>, <bsfvig@bsf.gov.in>, <igpers@cisf.gov.in>, <igpers@crpf.gov.in>, <adviser-chd@nic.in>, <ighqrs@itbp.gov.in>, "rithwik rudra" <rudrarithwik@gmail.com>, <anilshukla.nia@gov.in>, <cvo@repcobank.co.in>, <cvo.ssbdel@nic.in>, <jscpg-mha@nic.in>, <jsupa-mhupa@gov.in>, <ddge-ncb@nic.in>, <aictevvigilance@gmail.com>, <secretary@aurovillefoundation.org>, <director.boatturr@gmail.com>, <director.boardwr@gmail.com>, <directorctsa@gmail.com>, <sanjay.sinha@nic.in>, <icpr@del2.vsnl.net.in>, <drsaikia@yahoo.com>, <dean-

<aer@mahd.ernet.in>, <ramana@iimidr.ac.in>, <vivekr@iimcal.ac.in>, <devaneiml@ac.in>, <sanka@iitm.ac.in>, <brajb@iitk.ac.in>, <nandk@chem.iitb.ac.in>, <regis@iitr.ernet.in>, "Amares Chattopadhyay" <amares.c@gmail.com>, <jaideep@ignou.ac.in>, "BN Raychoudhury" <bnrc@iitg.ernet.in>, <asharma@physics.iitd.ac.in>, <cvokvs@gmail.com>, <asha_nemo@yahoo.com>, <kvikram.nbt@nic.in>, <splcp-vigilance-dl@nic.in>, <CVOgm@obc.co.in>, <cvo@allahabadbank.in>, <cvo@unitedbank.co.in>, <mdodwad@aepcindia.com>, <srtepc@vsnl.com>, <trifed@nda.vsnl.net.in>, <cvo@andhrabank.co.in>, <gkutti@barc.gov.in>, <hpdoff@barc.gov.in>, <aobarc_vizag@yahoo.in>, <caobarcvizag@yahoo.in>, <caobarcf@igcar.gov.in>, <gvenu@barctara.gov.in>, <ao3@barctara.gov.in>, <diradmn@igcar.gov.in>, <jenabk@rrcat.gov.in>, <goverdhanrao@hotmail.com>, <vigilanceofficer@vece.gov.in>, <cvo@npcil.co.in>, <dcea@nfc.gov.in>, <cao@mum.hwb.gov.in>, <gm@tut.hwb.gov.in>, <cgm@man.hwb.gov.in>, <gm@brd.hwb.gov.in>, <gmhwpalcher@rediffmail.com>, <gm@kot.hwb.gov.in>, <bopathak@britatom.gov.in>, <cao@dcsem.gov.in>, <ashrivas@dpsdae.gov.in>, <diradmngso@igcar.gov.in>, <cvo@ucil.gov.in>, <cvo@ecil.co.in>, <cvo@irel.gov.in>, <cvo@tifr.res.in>, <acharya@tifr.res.in>, <shrivastavask@tmc.gov.in>, <pradipk.roy@saha.ac.in>, <iop.cvo@ioph.res.in>, <chenna@ipr.res.in>, <registrar@mri.ernet.in>, <svishnu@imsc.res.in>, <dean_aa@niser.ac.in>, <cao-aees@nic.in>, <lrbishnoi@aerb.gov.in>

Date: Thu, 29 Jan 2026 17:19:38 +0530

Subject: Request for nomination(s) in DPC Forthcoming Training Programme in the month of March 2026

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

Dear Sir/Madam,

Delhi Productivity Council (DPC) is a non-profit-making autonomous techno-managerial organization established in 1959 and affiliated with the National Productivity Council (under the Ministry of Commerce & Industry, Govt. of India) and the Delhi Administration, Govt. of N.C.T. of Delhi, for promoting productivity culture in industrial as well as service organizations in India through training & consultancy services, apart from organizing residential, non-residential, and in-company programs.

We are pleased to inform you that the DPC is organizing two Management Development Residential Training Programs in the month of March 2026. Details of the training program brochure are also enclosed for your kind perusal:

1. Training Programme on **"Professional Etiquette and Workplace Ethics"** at **Munnar (Kerala)** from **10th to 13th March 2026**.
2. Training Programme on **"Vigilance-An Eagle Eye to Curb Corruption"** at **Dwarka-cum-Somnath (Gujarat)** from **16th to 20th March 2026**.
3. Training Programme on **"Nurturing Leadership & Preventive Vigilance"** at **Port Blair-cum-Havelock (A&N)** from **23rd to 27th March 2026**.

We are confident that your esteemed organization would like to take advantage of these learning events by sponsoring a couple of participants from different verticals to this program. Kindly send us the nomination(s) at the earliest.

Assuring you of our best services at all times. Early action in this matter will be highly appreciated, and please feel free to contact us for any query.

Thanks & Regards,

Yours sincerely,

on behalf of **Delhi Productivity Council**

-sd-

(Sanjeev Bhardwaj)

Asst. Director (Trg.)

Delhi Productivity Council

9818663122 / 7042662227

3 Attachment(s)

11 Professional Etiquette and ...
673.3 KB

11B Nurturing Leadership Prev...
680.7 KB

11A Vigilance - An Eagle Eye t...
706.1 KB



Programme Code: -DPC/RTP/2025-26/11



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



PROFESSIONAL ETIQUETTE AND WORKPLACE ETHICS

From
10th to 13th
March 2026

At
Munnar (Kerala)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575734, Mob: 9818663122 / 7042662227

E-Mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

In today's diverse and interconnected work environments, professional etiquette and workplace ethics are essential foundations for building trust, respect, and a positive organizational culture. Professional etiquette encompasses the behaviors and manners that facilitate smooth and respectful interactions, while workplace ethics involve the principles and values that guide decision-making and conduct.

Adhering to high standards of etiquette and ethics promotes integrity, accountability, and collaboration, which are critical for individual success and organizational reputation. Employees who embody these qualities contribute to a supportive, inclusive, and productive workplace where everyone can thrive.

Professional etiquette and workplace ethics are vital to fostering respectful, trustworthy, and effective working relationships. By consistently demonstrating courteous behavior and making ethical choices, individuals contribute to a positive culture that supports collaboration and success.

Organizations that prioritize these values build strong reputations and resilient workforces capable of navigating challenges with integrity. Developing skills in etiquette and ethics empowers employees to act responsibly, communicate effectively, and uphold standards that benefit themselves and their organizations.

This training explores key concepts and best practices in professional etiquette and workplace ethics, equipping participants to navigate complex situations with confidence and integrity.

PROGRAMME OBJECTIVE

In today's fast-paced and interconnected world, the significance of professional ethics cannot be overstated. As professionals, whether in business, healthcare, law, or any other field, our actions and decisions have wide-ranging impacts. Professional ethics provides a set of moral principles and standards that guide our behavior, ensuring we uphold integrity, fairness, and respect.

CONTENTS

- Overview of Etiquette
- Etiquette – Concept, Types & Rules
- Understanding Workplace Etiquette (Work Etiquette)
- Understanding Professional (Business) Etiquette
- Personal and Professional Conduct
- Effective Communication – Politeness, Tone, Listening & Body Language
- Role of Communication in achieving success
- Professional Appearance and Behavior
- Confidentiality and Privacy
- Accountability and Responsibility
- Enables employees to understand the situations
- Building Trust & Credibility at workplace
- Building Rapport

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on Interactive lectures, Group discussions and role plays, Case studies and real-life simulations & Self-assessment tools and reflection exercises.

PARTICIPANTS

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Sterling Munnar , Munnar (Kerala)

Date: 10th to 13th March 2026

Check in time: 12 noon on 10th March 2026 &

Check-out time: 10:00 a.m. on 13th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Single occupancy - Rs. 53,900/- plus GST@18% per participant	Fee for Twin Sharing - Rs. 40,000/- plus GST@18% per participant
---	---

Note - *Bulk Nomination(s) for 5 or more participants – 1 Participant is complementary.

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 3300/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue.**
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com/dpc_1959@rediffmail.com** along with the participant(s) fee as per following-

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 3RD MARCH 2026

For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734 E-mail – dpcetraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Professional Etiquette and Workplace Ethics

Programme Code: DPC/RTP/2025-26/11

Programme Date – 10th to 13th March 2026

Programme Duration: 4 Days & 3 Nights

Location: Sterling Munnar, Munnar (Kerala)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

ECS Payment Details: Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

Programme Fees per Participant plus GST to be paid in advance.

PAN No. AAATD0844P

GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

Dwarka, New Delhi – 110077

Mob: 9818663122, 7042662227

Tel.:011-45575734,

E-mail: dpctraining2020@gmail.com

Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/11B



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



NURTURING LEADERSHIP & PREVENTIVE VIGILANCE

From
23rd to 27th
March 2026

AT
Port Blair (A&N)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575734, Mob: 9818663122 / 7042662227

E-Mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

Leadership plays a critical and vital role in deciding and realizing the potential of an organisation. Often, it is leadership which decides the direction, impact and relevance of an organisation. The concept of "Nurturing Leadership" is vital for the sustainability and success of any organization, society, or sector, particularly in today's rapidly changing world.

In an era defined by rapid technological advancement, geopolitical shifts, and complex global challenges, the need for effective and visionary leadership has never been more critical. The long-term health and agility of any institution from corporations and non-profits to government bodies and academic institutions depend not just on current success, but on the strategic development of those who will steer the organization tomorrow.

Nurturing Leadership is not merely a succession planning exercise; it is a proactive, holistic investment in human capital. It involves deliberately identifying, mentoring, and empowering emerging talent, instilling in them the necessary mix of skills, emotional intelligence, and ethical grounding.

Vigilance is to be seen as a complementing tool to the various other management functions such as finance, marketing, purchasing, production, technical, HR, etc. An effective vigilance setup within an organization ensures smooth functioning of the other elements of management.

Vigilance is a deeply internal matter within an organization, with its principal function being preventive rather than punitive. It would be futile if the role of vigilance were to wait for lapses to be committed and then take them up as post-mortem. Thus, all management should be interested in implementing preventive vigilance. Most organizations have well defined rules and regulations and other preventive measures well enshrined into their code of ethics but inspite of that employees seek loopholes to gain illegal gratification, indulge in malpractices & fraud for their personal gains.

Preventive Vigilance is the adoption of various measures to improve systems and procedures to eliminate or reduce corruption. Standardization, automation, leveraging technology, transparency, accountability, control & supervision, training, and awareness are tools of preventive vigilance in which use of information technology plays a pivotal role as it reduces interface and discretion. The main objective of Preventive Vigilance is not to wait for commission of an offence but to ensure its prevention by identifying the vulnerable areas in the organization & plugging the loopholes.

PROGRAMME OBJECTIVE

The Programme aims to develop managers who are in leadership roles or are planning to be in leadership roles in near future to transform organizations for next level of achievements. At the end of the programme, participants would develop the following competencies in various contexts:

- a. Identifying, articulating and communicating vision and energizing people in the transformation journey.
- b. Developing understanding of analysing and reformulating:
 - Corporate Strategy
 - Business Strategy
- c. Leading transformation of organization to achieve strategic shift or effective implementation of strategy in various contexts.

CONTENTS

After participating in the above-mentioned training programme, participant(s) shall update their knowledge and skills in the following areas:

Leadership: The Preamble

- Overview of Leadership
- Need for Leadership
- Importance of Leadership
- Role of Ethics and Values in Leadership
- Leadership, Motivation and effective performance

Achieving Personal Excellence as a Leader

- Personal leadership styles and traits
- Assertiveness and confidence
- Building Managing Emotions at the workplace and Interpersonal relationship
- Decision-making for leading changes

Preventive Vigilance

- Significance of Vigilance in an organization
- Preventive Vigilance “A Conceptual Framework”
- Vigilance organizations and their functions
- Role & Functions of Chief Vigilance Officer
- Measures & Sources of Preventive Vigilance such as Complaints Handling, Whistle Blower, Procurement, e-Governance, Transparency, etc.
- CVC Guidelines on Preventive Vigilance
- Discussion & Query Sessions

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on Interactive lectures, Group discussions and role plays, Case studies and real-life simulations & Self-assessment tools and reflection exercises.

PARTICIPANTS

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Port Blair (A&N)

Date: 23rd to 27th March 2026

Check-in-time: 12 noon on 23rd March 2026 &

Check-out time: 10:00 a.m. on 27th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Residential Participant Fee – Single Basis	Rs.80,000/- plus GST@18% per participant
---	--

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Non-Residential Participant fee – Single Basis	Rs.55,000/- plus GST@18% per participant
---	--

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay **Rs. 3500/-** extra towards the **cruise charges to the DPC Coordinator**.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com/dpc_1959@rediffmail.com** along with the participant(s) fee as per following-

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 9TH MARCH 2026

For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734 E-mail – dpcetraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme : Nurturing Leadership & Preventive Vigilance

Programme Code : DPC/RTP/2025-26/11B

Programme Date : 23rd to 27th March 2026

Programme Duration : 5 Days & 4 Nights

Location : Port Blair (A&N)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

ECS Payment Details: Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

Programme Fees per Participant plus GST to be paid in advance.

PAN No. AAATD0844P

GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

**Plot No.2, Institutional Area, Sector 9,
Dwarka, New Delhi – 110077**

Mob: 9818663122, 7042662227

Tel.:011-45575734,

E-mail: dpctraining2020@gmail.com

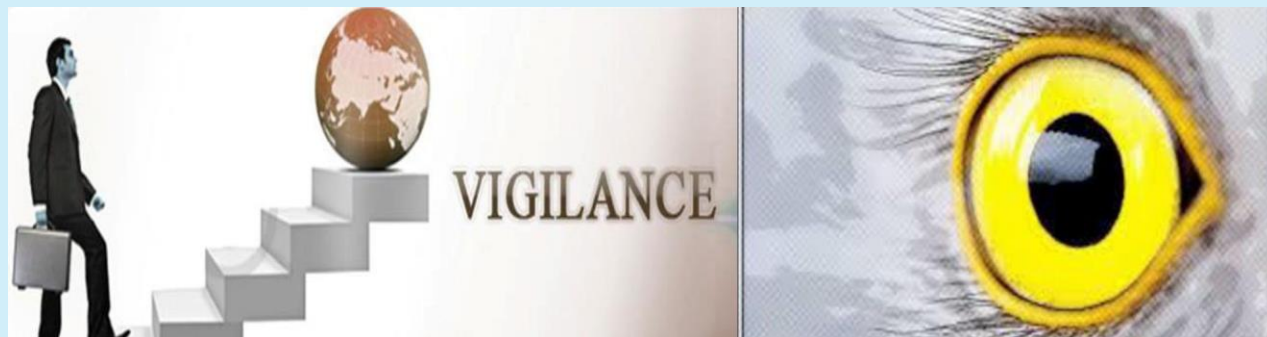
Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/11A



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



VIGILANCE – AN EAGLE EYE TO CURB CORRUPTION

From
16th to 20th
March 2026

AT
Dwarka-cum-Somnath
(Gujarat)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34,

Mob: 9818663122 / 7042662227

E-mail: dpctraining2020@gmail.com / dpcim1984@gmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the fields of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

The phenomenon of Bribery and Corruption is taking curious turns in most of the countries and this phenomenon is being used as a weapon to destabilize. India is no exception to this '*wing of change*' and from time-to-time the monster of Bribery and Corruption erupts like Volcano – Bofors, Urea Scam, Fodder Scam, Scam in Banks, Security Scam, Sugar Scandals, Coal Scam are the most recent examples. Even though these scandals rock up the Government at the end of the day, non appears to have been seriously punished. Was it a system failure? Was it a failure of the Investing Agency to bring the culprits? Was it a political decision not to pursue the matter? Whatever be the truth, a great damage has been done to Indian fiber. In the post-liberalization era when the Indian Economy has been opened to the multinationals; the Public Sector now no longer enjoys the "*Commanding heights of Indian economy*" and must compete with Private Sector, the role of vigilance needs to be reviewed and clear-cut plan of action need to prepare so that the country does not suffer from another Scam. Let's be optimistic. Going by the hing sight, we can perceive that these incidents resulting in huge losses to the nation could have been averted; it is the eye of vigilance that an organization could perceive these threats. Vigilance is that mosaic eye, which gives organization a view in all directions.

The proposed Programme shall review existing Laws, Rules Procedures, Practices and Role of Vigilance and chalk out a Plan of Action on a long-term basis as well as for immediate action.

CONTENTS

- a. The Framework of Vigilance functions.
- b. Anti-corruption measures – Role of Preventive vigilance in containing and frauds.
- c. Corruption – Cause, effect and measures of control in a liberalized economy.
- d. Vigilance machinery – External & Internal – The need for structural change.
- e. Preventive vis-à-vis punitive vigilance.
- f. Purpose, Principles and procedures of domestic enquiry.
- g. Role of Enquiry Officer in vigilance proceedings.
- h. Investigation procedure for vigilance case, procedures for taking action against corrupt officials
- i. Role of jurisdiction of CVC & Function of CBI is a premier investigating agency of the Govt.
- j. Tenders, contracts and arbitrations in vigilance.
- k. Case studies and Panel discussions.

PARTICIPANTS

The Programme is meant for Employees across all levels (Junior, Middle & Senior) Executives, Managers, Officers, Engineers, Under Secretaries, Section Officers, Dealing Assistants, etc., from Vigilance & Officers handling disciplinary action matters, Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel departments, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

COMPLETION CERTIFICATE

A completion certificate will be given to the participants at the end of the programme.

VENUE, DATE & TIME

Venue: Dwarka-cum-Somnath (Gujarat)

Date: 16th to 20th March 2026

Check in time: 12 noon on 16th March 2026 &

Check-out time: 10:00 a.m. on 20th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Participant Fee – Single Basis	Rs.96,500/- plus GST@18% per participant
--------------------------------	--

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 62,000/- plus GST@18% per participant

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 2500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com / dpcim1984@gmail.com** along with the participant(s) fee as per following

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area,
Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 2ND MARCH 2026



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734

E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Vigilance – An Eagle Eye to Curb Corruption

Programme Code: DPC/RTP/2025-26/11A

Programme Date: 16th to 20th March 2026

Programme Duration: 5 Days & 4 Nights

Location: Dwarka-cum-Somnath (Gujarat)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

✚ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch;
A/c No. 1502002100002418, IFSC Code: PUNB0444700

✚ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

✚ DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

✚ Programme Fees per Participant plus GST to be paid in advance.

✚ PAN No. AAATD0844P

✚ GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,
Dwarka, New Delhi – 110077

Mob: 9818663122 / 7042662227

Tel.:011-45575733-34,

E-mail: dpctraining2020@gmail.com / dpcim1984@gmail.com

Website: www.delhiproductivitycouncil.com

Fwd: Request for nomination(s) in DPC Forthcoming Training Programme in the month of March 2026**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 29 Jan 2026 5:47:19 PM +0530

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

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

From: Delhi Productivity Council <dpctraining2020@gmail.com>

To: <gm@gtr-aur.org>, <indiate@sancharnet.in>, <srsamuel@dcmsme.gov.in>, <cvo@gsl.gov.in>, <cvo.ibm@gov.in>, <cvo@kvic.gov.in>, <bbmandal@hotmail.com>, <nirm@vsnl.com>, <js.afi-msme@gov.in>, <mines@nic.in>, <cvo@nsic.co.in>, <cvo@hindustancopper.com>, <cvo@mecl.co.in>, <cvo@nalcoindia.co.in>, <inam_ur_rehman2003@yahoo.co.in>, <m-mma@nic.in>, <director@silkbboard.org>, <cvo@nift.ac.in>, <cvonmdc@nmdc.co.in>, <dir.vig@vizagsteel.com>, <cvo@sailex.com>, <cvo@cottageemporium.in>, <cvo@cotcorp.com>, <cvohhec@hhecworld.in>, <cvo@cimail.in>, <honhdc@sancharnet.in>, <anand.sherkhane@nic.in>, <adrout@nic.in>, <cvo@ntcltd.org>, <nehhdicro@sify.com>, <bibhuti.dash72@gov.in>, <crameshrao1967@gov.in>, <ihmhyderabad@rediffmail.com>, <gbansal123123@rediffmail.com>, <duac74@hotmail.com>, <cvo.cpwd@nic.in>, <cvo@nbccindia.com>, <cvonpcc98@gmail.com>, <cvo@wapcos.co.in>, <js_mowr@nic.in>, <sports1.myas@nic.in>, <ncrp.b.ruchi@gmail.com>, <memc.nca@gov.in>, <cvonwda@gmail.com>, <gaurav.agar@nic.in>, <cvo-sai@nic.in>, <cvo@chennaiport.gov.in>, <sandeep.sarkar@nic.in>, <cs-andaman@nic.in>, <csdelhi@nic.in>, <cs.pon@nic.in>, <ganesh179@gmail.com>, <m.gangeya@gov.in>, <js.jssp@rb.nic.in>, <js.tsc@nic.in>, <rup.brar@gov.in>, <js.adm-tribal@nic.in>, <cvo@airindia.in>, <cvooai@aai.aero>, <cvo@seci.gov.in>, <cvo@uiic.co.in>, <cvo@unionbankofindia.com>, <bs.aglan@ni.in>, <jsns@ddpmod.gov.in>, <cvo@grse.co.in>, <cvo@hal-india.com>, <cvo.hsl@nic.in>, "Mdl CVO" <cvo@mazdock.com>, <cvo@midhani-india.in>, <mail@nedfi.com>, <ashokbangadi@gmail.com>, <pandey.indevar@nic.in>, <kamal.ray@nic.in>, <manju.pandey@nic.in>, <cvo.ofb@nic.in>, <mpw@dod.delhi.nic.in>, <cvo@icfre.org>, <sknath@ipirti.gov.in>, <anilbhardwaj@wil.gov.in>, <ddgi@iccrindia.net>, <jscnv@mea.gov.in>, <cvo.bcc@bankofbaroda.com>, <gm.cvo@bankofindia.co.in>, <cvo@mahabank.co.in>, <kvviswanathan@brbnmpl.co.in>, <cvo@canarabank.com>, <cvo@obc.co.in>, <cvo@pnb.co.in>, <cvo@centralbank.co.in>, <cvo@corpbank.co.in>, <Pdgit.vig@incometax.gov.in>, <dgvig@cegate.gov.in>, <sen.parama68@gov.in>, "Sameer Kumar Khare" <sameerkhare911@nic.in>, <p.jain@nic.in>, <cvo@eximbankindia.in>, <cvo@gicofindia.com>, <cvo@indianbank.co.in>, <cvo@iob.in>, <co_vigilance@licindia.com>, <cvc@nabard.org>, <balasubramanian.r@orientalinsurance.co.in>, <cvo@psb.co.in>, <cvo@rbi.org.in>, <avrao@irda.gov.in>, <ranjanalok_cal@yahoo.co.in>, <cvo@sebi.gov.in>, <cvo@spmcil.com>, <ramashray.pandey@rvnl.org>, <cvo@sidbi.co.in>, <cvo@sbi.co.in>, <cvo@mptgoa.com>, <prs@iitbbs.ac.in>, <pkdutta@nic.in>, <ccrh@del3.vsnl.net.in>, <ccryn.goi@gmail.com>, <lverma_cch@yahoo.com>, <cvo@cnci.org.in>, <drencejain@gmail.com>, <cvo.mci@nic.in>, <sureshkumar@natboard.edu.in>, <ndhar@nihfw.org>, <mvsavithri@nimhans.kar.nic.in>, <sundaran-1957@yahoo.co.in>, <cvo@andrewyule.com>, <cvo@bhel.in>, "Dipankar Mahto" <dafuso@gmail.com>, <cvo@cementcorporation.co.in>, <cvo_hc@hecltd.com>, <cvohcl@vsnl.net.in>, <cvo@reiljp.com>, <sukriti.I@nic.in>, <chaudhry.rk@nic.in>, <cvo@scoterssindia.com>, <tsptbdamz@sancharnet.in>, <vigilance273@gmail.com>, <raghragiv@gmail.com>, <bsfvig@bsf.gov.in>, <igpers@cisf.gov.in>, <igpers@crpf.gov.in>, <adviser-chd@nic.in>, <ighqrs@itbp.gov.in>, "rithwik rudra" <rudrarithwik@gmail.com>, <anilshukla.nia@gov.in>, <cvo@repcobank.co.in>, <cvo.ssbdel@nic.in>, <jscpg-mha@nic.in>, <jsupa-mhupa@gov.in>, <ddge-ncb@nic.in>, <aictevvigilance@gmail.com>, <secretary@aurovillefoundation.org>, <director.boaturr@gmail.com>, <director.boardwr@gmail.com>, <directorctsa@gmail.com>, <sanjay.sinha@nic.in>, <icpr@del2.vsnl.net.in>, <45-drsaikia@yahoo.com>, <dean-

<aer@mahd.ernet.in>, <ramana@iimidr.ac.in>, <vivekr@iimcal.ac.in>, <devaneiml@ac.in>, <sanka@iitm.ac.in>, <brajb@iitk.ac.in>, <nandk@chem.iitb.ac.in>, <regis@iitr.ernet.in>, "Amares Chattopadhyay" <amares.c@gmail.com>, <jaideep@ignou.ac.in>, "BN Raychoudhury" <bnrc@iitg.ernet.in>, <asharma@physics.iitd.ac.in>, <cvokvs@gmail.com>, <asha_nemo@yahoo.com>, <kvikram.nbt@nic.in>, <splcp-vigilance-dl@nic.in>, <CVOgm@obc.co.in>, <cvo@allahabadbank.in>, <cvo@unitedbank.co.in>, <mdodwad@aepcindia.com>, <srtepc@vsnl.com>, <trifed@nda.vsnl.net.in>, <cvo@andhrabank.co.in>, <gkutti@barc.gov.in>, <hpdoff@barc.gov.in>, <aobarc_vizag@yahoo.in>, <caobarcvizag@yahoo.in>, <caobarcf@igcar.gov.in>, <gvenu@barctara.gov.in>, <ao3@barctara.gov.in>, <diradmn@igcar.gov.in>, <jenabk@rrcat.gov.in>, <goverdhanrao@hotmail.com>, <vigilanceofficer@vece.gov.in>, <cvo@npcil.co.in>, <dcea@nfc.gov.in>, <cao@mum.hwb.gov.in>, <gm@tut.hwb.gov.in>, <cgm@man.hwb.gov.in>, <gm@brd.hwb.gov.in>, <gmhwpalcher@rediffmail.com>, <gm@kot.hwb.gov.in>, <bopathak@britatom.gov.in>, <cao@dcsem.gov.in>, <ashrivas@dpsdae.gov.in>, <diradmngso@igcar.gov.in>, <cvo@ucil.gov.in>, <cvo@ecil.co.in>, <cvo@irel.gov.in>, <cvo@tifr.res.in>, <acharya@tifr.res.in>, <shrivastavask@tmc.gov.in>, <pradipk.roy@saha.ac.in>, <iop.cvo@ioph.res.in>, <chenna@ipr.res.in>, <registrar@mri.ernet.in>, <svishnu@imsc.res.in>, <dean_aa@niser.ac.in>, <cao-aees@nic.in>, <lrbishnoi@aerb.gov.in>

Date: Thu, 29 Jan 2026 17:19:38 +0530

Subject: Request for nomination(s) in DPC Forthcoming Training Programme in the month of March 2026

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

Dear Sir/Madam,

Delhi Productivity Council (DPC) is a non-profit-making autonomous techno-managerial organization established in 1959 and affiliated with the National Productivity Council (under the Ministry of Commerce & Industry, Govt. of India) and the Delhi Administration, Govt. of N.C.T. of Delhi, for promoting productivity culture in industrial as well as service organizations in India through training & consultancy services, apart from organizing residential, non-residential, and in-company programs.

We are pleased to inform you that the DPC is organizing two Management Development Residential Training Programs in the month of March 2026. Details of the training program brochure are also enclosed for your kind perusal:

1. Training Programme on **"Professional Etiquette and Workplace Ethics"** at **Munnar (Kerala)** from **10th to 13th March 2026**.
2. Training Programme on **"Vigilance-An Eagle Eye to Curb Corruption"** at **Dwarka-cum-Somnath (Gujarat)** from **16th to 20th March 2026**.
3. Training Programme on **"Nurturing Leadership & Preventive Vigilance"** at **Port Blair-cum-Havelock (A&N)** from **23rd to 27th March 2026**.

We are confident that your esteemed organization would like to take advantage of these learning events by sponsoring a couple of participants from different verticals to this program. Kindly send us the nomination(s) at the earliest.

Assuring you of our best services at all times. Early action in this matter will be highly appreciated, and please feel free to contact us for any query.

Thanks & Regards,

Yours sincerely,
on behalf of **Delhi Productivity Council**

-sd-

(Sanjeev Bhardwaj)
Asst. Director (Trg.)
Delhi Productivity Council
9818663122 / 7042662227

3 Attachment(s)

11 Professional Etiquette and ...
673.3 KB

11B Nurturing Leadership Prev...
680.7 KB

11A Vigilance - An Eagle Eye t...
706.1 KB



Programme Code: -DPC/RTP/2025-26/11



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



PROFESSIONAL ETIQUETTE AND WORKPLACE ETHICS

From
10th to 13th
March 2026

At
Munnar (Kerala)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575734, Mob: 9818663122 / 7042662227

E-Mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

In today's diverse and interconnected work environments, professional etiquette and workplace ethics are essential foundations for building trust, respect, and a positive organizational culture. Professional etiquette encompasses the behaviors and manners that facilitate smooth and respectful interactions, while workplace ethics involve the principles and values that guide decision-making and conduct.

Adhering to high standards of etiquette and ethics promotes integrity, accountability, and collaboration, which are critical for individual success and organizational reputation. Employees who embody these qualities contribute to a supportive, inclusive, and productive workplace where everyone can thrive.

Professional etiquette and workplace ethics are vital to fostering respectful, trustworthy, and effective working relationships. By consistently demonstrating courteous behavior and making ethical choices, individuals contribute to a positive culture that supports collaboration and success.

Organizations that prioritize these values build strong reputations and resilient workforces capable of navigating challenges with integrity. Developing skills in etiquette and ethics empowers employees to act responsibly, communicate effectively, and uphold standards that benefit themselves and their organizations.

This training explores key concepts and best practices in professional etiquette and workplace ethics, equipping participants to navigate complex situations with confidence and integrity.

PROGRAMME OBJECTIVE

In today's fast-paced and interconnected world, the significance of professional ethics cannot be overstated. As professionals, whether in business, healthcare, law, or any other field, our actions and decisions have wide-ranging impacts. Professional ethics provides a set of moral principles and standards that guide our behavior, ensuring we uphold integrity, fairness, and respect.

CONTENTS

- Overview of Etiquette
- Etiquette – Concept, Types & Rules
- Understanding Workplace Etiquette (Work Etiquette)
- Understanding Professional (Business) Etiquette
- Personal and Professional Conduct
- Effective Communication – Politeness, Tone, Listening & Body Language
- Role of Communication in achieving success
- Professional Appearance and Behavior
- Confidentiality and Privacy
- Accountability and Responsibility
- Enables employees to understand the situations
- Building Trust & Credibility at workplace
- Building Rapport

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on Interactive lectures, Group discussions and role plays, Case studies and real-life simulations & Self-assessment tools and reflection exercises.

PARTICIPANTS

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Sterling Munnar , Munnar (Kerala)

Date: 10th to 13th March 2026

Check in time: 12 noon on 10th March 2026 &

Check-out time: 10:00 a.m. on 13th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Single occupancy - Rs. 53,900/- plus GST@18% per participant	Fee for Twin Sharing - Rs. 40,000/- plus GST@18% per participant
---	---

Note - *Bulk Nomination(s) for 5 or more participants – 1 Participant is complementary.

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 3300/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue.**
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com/dpc_1959@rediffmail.com** along with the participant(s) fee as per following-

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 3RD MARCH 2026

For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734 E-mail – dpcetraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Professional Etiquette and Workplace Ethics

Programme Code: DPC/RTP/2025-26/11

Programme Date – 10th to 13th March 2026

Programme Duration: 4 Days & 3 Nights

Location: Sterling Munnar, Munnar (Kerala)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

ECS Payment Details: Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

Programme Fees per Participant plus GST to be paid in advance.

PAN No. AAATD0844P

GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

Dwarka, New Delhi – 110077

Mob: 9818663122, 7042662227

Tel.:011-45575734,

E-mail: dpctraining2020@gmail.com

Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/11B



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



NURTURING LEADERSHIP & PREVENTIVE VIGILANCE

From
23rd to 27th
March 2026

AT
Port Blair (A&N)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575734, Mob: 9818663122 / 7042662227

E-Mail: dpctraining2020@gmail.com / dpc_1959@rediffmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the field of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

Leadership plays a critical and vital role in deciding and realizing the potential of an organisation. Often, it is leadership which decides the direction, impact and relevance of an organisation. The concept of "Nurturing Leadership" is vital for the sustainability and success of any organization, society, or sector, particularly in today's rapidly changing world.

In an era defined by rapid technological advancement, geopolitical shifts, and complex global challenges, the need for effective and visionary leadership has never been more critical. The long-term health and agility of any institution from corporations and non-profits to government bodies and academic institutions depend not just on current success, but on the strategic development of those who will steer the organization tomorrow.

Nurturing Leadership is not merely a succession planning exercise; it is a proactive, holistic investment in human capital. It involves deliberately identifying, mentoring, and empowering emerging talent, instilling in them the necessary mix of skills, emotional intelligence, and ethical grounding.

Vigilance is to be seen as a complementing tool to the various other management functions such as finance, marketing, purchasing, production, technical, HR, etc. An effective vigilance setup within an organization ensures smooth functioning of the other elements of management.

Vigilance is a deeply internal matter within an organization, with its principal function being preventive rather than punitive. It would be futile if the role of vigilance were to wait for lapses to be committed and then take them up as post-mortem. Thus, all management should be interested in implementing preventive vigilance. Most organizations have well defined rules and regulations and other preventive measures well enshrined into their code of ethics but in spite of that employees seek loopholes to gain illegal gratification, indulge in malpractices & fraud for their personal gains.

Preventive Vigilance is the adoption of various measures to improve systems and procedures to eliminate or reduce corruption. Standardization, automation, leveraging technology, transparency, accountability, control & supervision, training, and awareness are tools of preventive vigilance in which use of information technology plays a pivotal role as it reduces interface and discretion. The main objective of Preventive Vigilance is not to wait for commission of an offence but to ensure its prevention by identifying the vulnerable areas in the organization & plugging the loopholes.

PROGRAMME OBJECTIVE

The Programme aims to develop managers who are in leadership roles or are planning to be in leadership roles in near future to transform organizations for next level of achievements. At the end of the programme, participants would develop the following competencies in various contexts:

- a. Identifying, articulating and communicating vision and energizing people in the transformation journey.
- b. Developing understanding of analysing and reformulating:
 - Corporate Strategy
 - Business Strategy
- c. Leading transformation of organization to achieve strategic shift or effective implementation of strategy in various contexts.

CONTENTS

After participating in the above-mentioned training programme, participant(s) shall update their knowledge and skills in the following areas:

Leadership: The Preamble

- Overview of Leadership
- Need for Leadership
- Importance of Leadership
- Role of Ethics and Values in Leadership
- Leadership, Motivation and effective performance

Achieving Personal Excellence as a Leader

- Personal leadership styles and traits
- Assertiveness and confidence
- Building Managing Emotions at the workplace and Interpersonal relationship
- Decision-making for leading changes

Preventive Vigilance

- Significance of Vigilance in an organization
- Preventive Vigilance “A Conceptual Framework”
- Vigilance organizations and their functions
- Role & Functions of Chief Vigilance Officer
- Measures & Sources of Preventive Vigilance such as Complaints Handling, Whistle Blower, Procurement, e-Governance, Transparency, etc.
- CVC Guidelines on Preventive Vigilance
- Discussion & Query Sessions

METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on Interactive lectures, Group discussions and role plays, Case studies and real-life simulations & Self-assessment tools and reflection exercises.

PARTICIPANTS

The Programme is meant for All levels of Executive (Junior, Middle & Senior) i.e., Dealing Assistants, PA/PS, Stenographer, Section Officers, Middle & Senior level Executives in an organization at various function areas of HR, Administration, Personnel departments, Vigilance, Finance, Security, Projects, Purchase, Commercial, working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others.

COMPLETION CERTIFICATE

A completion certificate will be given to the participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Port Blair (A&N)

Date: 23rd to 27th March 2026

Check-in-time: 12 noon on 23rd March 2026 &

Check-out time: 10:00 a.m. on 27th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Residential Participant Fee – Single Basis	Rs.80,000/- plus GST@18% per participant
---	--

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Non-Residential Participant fee – Single Basis	Rs.55,000/- plus GST@18% per participant
---	--

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay **Rs. 3500/-** extra towards the **cruise charges to the DPC Coordinator**.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com/dpc_1959@rediffmail.com** along with the participant(s) fee as per following-

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area, Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 9TH MARCH 2026

For the best outcome, we intend to limit the programme intake to 15 participants and therefore request you to send your nominations at the earliest.



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734 E-mail – dpcetraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme : Nurturing Leadership & Preventive Vigilance

Programme Code : DPC/RTP/2025-26/11B

Programme Date : 23rd to 27th March 2026

Programme Duration : 5 Days & 4 Nights

Location : Port Blair (A&N)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

ECS Payment Details: Punjab National Bank, Dwarka, Sector-10, New Delhi Branch.

A/c No. 1502002100002418, IFSC Code: PUNB0444700

In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

Programme Fees per Participant plus GST to be paid in advance.

PAN No. AAATD0844P

GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

Plot No.2, Institutional Area, Sector 9,

Dwarka, New Delhi – 110077

Mob: 9818663122, 7042662227

Tel.:011-45575734,

E-mail: dpctraining2020@gmail.com

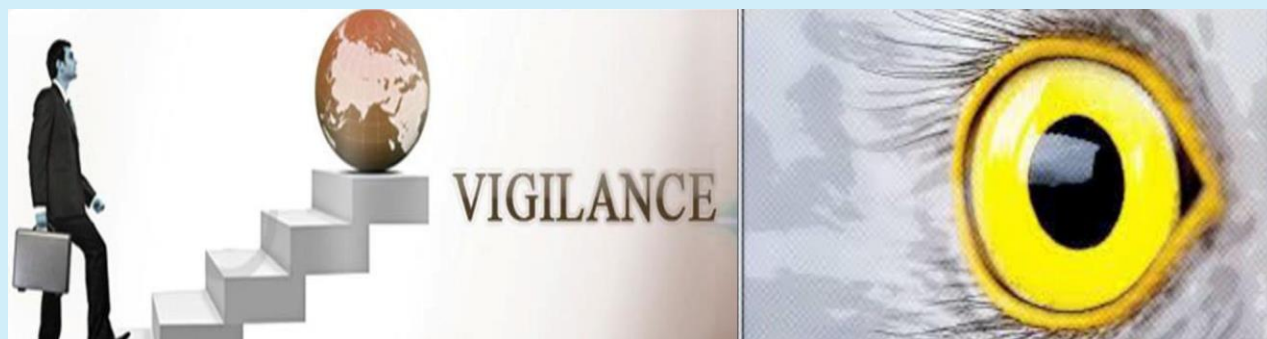
Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/11A



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



VIGILANCE – AN EAGLE EYE TO CURB CORRUPTION

From
16th to 20th
March 2026

AT
Dwarka-cum-Somnath
(Gujarat)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110077

Tel.:011-45575733-34,

Mob: 9818663122 / 7042662227

E-mail: dpctraining2020@gmail.com / dpcim1984@gmail.com

Website: www.delhiproductivitycouncil.com

ABOUT DELHI PRODUCTIVITY COUNCIL (DPC)

Delhi Productivity Council (DPC) is a non-for-profit autonomous Techno-Managerial organization, was established in 1959 and is affiliated with **National Productivity Council** (under the **Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Govt. of India**) and the **Delhi Administration, Govt. of N.C.T. of Delhi** for promoting productivity culture in India.

DPC has been providing consultancy and training services in the fields of Productivity, Vigilance, Human Resources Management, Information Technology, Finance, Security, Safety, etc., to the Government and Public & Private Sector Organization for almost six decades.

ABOUT THE PROGRAMME

The phenomenon of Bribery and Corruption is taking curious turns in most of the countries and this phenomenon is being used as a weapon to destabilize. India is no exception to this '*wing of change*' and from time-to-time the monster of Bribery and Corruption erupts like Volcano – Bofors, Urea Scam, Fodder Scam, Scam in Banks, Security Scam, Sugar Scandals, Coal Scam are the most recent examples. Even though these scandals rock up the Government at the end of the day, non appears to have been seriously punished. Was it a system failure? Was it a failure of the Investing Agency to bring the culprits? Was it a political decision not to pursue the matter? Whatever be the truth, a great damage has been done to Indian fiber. In the post-liberalization era when the Indian Economy has been opened to the multinationals; the Public Sector now no longer enjoys the "*Commanding heights of Indian economy*" and must compete with Private Sector, the role of vigilance needs to be reviewed and clear-cut plan of action need to prepare so that the country does not suffer from another Scam. Let's be optimistic. Going by the hing sight, we can perceive that these incidents resulting in huge losses to the nation could have been averted; it is the eye of vigilance that an organization could perceive these threats. Vigilance is that mosaic eye, which gives organization a view in all directions.

The proposed Programme shall review existing Laws, Rules Procedures, Practices and Role of Vigilance and chalk out a Plan of Action on a long-term basis as well as for immediate action.

CONTENTS

- a. The Framework of Vigilance functions.
- b. Anti-corruption measures – Role of Preventive vigilance in containing and frauds.
- c. Corruption – Cause, effect and measures of control in a liberalized economy.
- d. Vigilance machinery – External & Internal – The need for structural change.
- e. Preventive vis-à-vis punitive vigilance.
- f. Purpose, Principles and procedures of domestic enquiry.
- g. Role of Enquiry Officer in vigilance proceedings.
- h. Investigation procedure for vigilance case, procedures for taking action against corrupt officials
- i. Role of jurisdiction of CVC & Function of CBI is a premier investigating agency of the Govt.
- j. Tenders, contracts and arbitrations in vigilance.
- k. Case studies and Panel discussions.

PARTICIPANTS

The Programme is meant for Employees across all levels (Junior, Middle & Senior) Executives, Managers, Officers, Engineers, Under Secretaries, Section Officers, Dealing Assistants, etc., from Vigilance & Officers handling disciplinary action matters, Finance, Administration, Security, Projects, HR, Purchase, Commercial, Personnel departments, PS/PA, Stenographer working in Ministries, Central Govt. Offices / State Govt. or Public & Private Sector Undertakings, Subordinate Offices of the GoI., Union Territories, Nationalized Banks & Financial Institutions, Boards, Administrative Bodies & Cooperative Sectors and others who are directly involved with prevention of corruption and keeping the organization clean of corrupt elements.

COMPLETION CERTIFICATE

A completion certificate will be given to the participants at the end of the programme.

VENUE, DATE & TIME

Venue: Dwarka-cum-Somnath (Gujarat)

Date: 16th to 20th March 2026

Check in time: 12 noon on 16th March 2026 &

Check-out time: 10:00 a.m. on 20th March 2026

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Participant Fee – Single Basis	Rs.96,500/- plus GST@18% per participant
--------------------------------	--

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 62,000/- plus GST@18% per participant

FACILITIES & SERVICES

(I) RESIDENTIAL PARTICIPANTS:

- Participants will get room, bed tea (in room service), breakfast, lunch, dinner and tea during programme time, Programme Kit & Sightseeing.
- Extra's in Room Services to be paid by the Participants to the hotel directly. Services like STD calls, Laundry, Drinks / Mineral Water, Snacks, Food in Room & Extra Bed, etc.
- Participants **accompanying the spouse** will have to pay extra **Rs. 2500/- per day inclusive (all Meals)** directly to the hotel.
- Participants will have to make their **own travel arrangements to reach the programme venue**.
- For Check-in before and check-out after the programme dates, the extra Hotel charge will be borne by the Participants.

NOTE: Kindly carry your photo ID for self and family (if accompanying)

(II) NON-RESIDENTIAL PARTICIPANTS:

- Participants will get programme Kit, Lunch, Tea during programme sessions and Sightseeing.

(III) AIRPORT TRANSFER: To be arranged by the participants at their own cost.

REGISTRATION FOR THE PROGRAMME

Please send us the name(s) of the participant(s) through electronic remittances i.e., e-mail at: **dpctraining2020@gmail.com / dpcim1984@gmail.com** along with the participant(s) fee as per following

MODE OF PAYMENT

- The fee may preferably be transferred by Bank Draft/Cheque/RTGS/NEFT/IMPS/ECS in favour of Delhi Productivity Council to our A/c. No. 1502002100002418 with Punjab National Bank, Dwarka, Sector-10, New Delhi – 110075.
- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
- GSTIN NO.: 07AAATD0844P1ZJ

The participation fee is non-refundable once the nomination(s) is confirmed. However, substitutions can be made, or the fees can be adjusted against future nominations. DPC reserves its right to cancel or postpone the programme for any reason whatsoever and in such case of cancellation / postponement any fees paid to DPC shall be refundable in full or can be carried forward for adjustment against nominations to future programme(s).

Please feel free to contact for any Query at below address –

PLEASE ADDRESS YOUR ENQUIRIES TO:

Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
Plot No. 2, Institutional Area,
Sector – 9, Dwarka, New Delhi – 110077
Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 2ND MARCH 2026



DELHI PRODUCTIVITY COUNCIL

(A tripartite autonomous organization under NPC & Delhi Admn., Govt. of NCT of Delhi)

Plot No.2, Institutional Area, Sector 9, Dwarka, New Delhi – 110 077.

Tel. No. 011-45575733, 45575734

E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Vigilance – An Eagle Eye to Curb Corruption

Programme Code: DPC/RTP/2025-26/11A

Programme Date: 16th to 20th March 2026

Programme Duration: 5 Days & 4 Nights

Location: Dwarka-cum-Somnath (Gujarat)

Details of Nominated Participation:

S. No.	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for Correspondence

Details of Nominating Authority:

Name:

Designation:

Organization:

Address:

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (RTGS/NEFT Details like Cheque / DD no.):

Payment Particulars -

✚ **ECS Payment Details:** Punjab National Bank, Dwarka, Sector-10, New Delhi Branch;
A/c No. 1502002100002418, IFSC Code: PUNB0444700

✚ In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.

✚ DD/Cheque should be drawn in the name of Delhi Productivity Council payable at New Delhi.

✚ Programme Fees per Participant plus GST to be paid in advance.

✚ PAN No. AAATD0844P

✚ GSTIN: 07AAATD0844P1ZJ



Delhi Productivity Council

**Plot No.2, Institutional Area, Sector 9,
Dwarka, New Delhi – 110077**

Mob: 9818663122 / 7042662227

Tel.:011-45575733-34,

E-mail: dpctraining2020@gmail.com / dpcim1984@gmail.com

Website: www.delhiproductivitycouncil.com

Fwd: Creative and Positive Thinking by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 11 Feb 2026 10:33:03 AM +0530

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

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

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

To: <csoffice.cg@gov.in>

Date: Wed, 11 Feb 2026 09:52:45 +0530

Subject: Creative and Positive Thinking 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 : Creative and Positive Thinking

Course Code : CTP-05

Date : 08 Jun 2026 to 09 Jun 2026

Mode : Offline

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

Regards

Kishore .

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Responsible use of AI in Workplace by ISTM**Shri Rajeev Verma** <csdelhi@nic.in>

Mon, 02 Feb 2026 10:15:34 AM +0530

To "Secretary Services"<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: Mon, 02 Feb 2026 09:42:58 +0530

Subject: Responsible use of AI in Workplace by ISTM

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

फा.सं / FILE NO: Y-15019/1/2026-Asst. Dir. RB**Date: 13th 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: Workshop on Responsible use of AI in Workplace (RU-AI-W-08) (Offline Mode) from 06, Apr 2026 to 07, Apr 2026 in ISTM.

Madam/Sir,

The Workshop on **Responsible use of AI in Workplace (RU-AI-W-08)** is scheduled to be conducted from **06, Apr 2026 to 07, 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 **30th March 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:** Responsible use of AI in Workplace (Offline MODE)

2. **COURSE CODE:** RU-AI-W-08

3. **DURATION:** 2 days (06. 04. 2026 to 07. 04. 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 **30th March 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,

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.

Department of Personnel and Training,
Hostel Block No.1, Old JNU Campus,
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.

Fwd: Proactive Disclosure of information under RTI-Act & Third Party Audit by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 03 Feb 2026 6:07:14 PM +0530

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

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

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

Date: Tue, 03 Feb 2026 17:56:53 +0530

Subject: Proactive Disclosure of information under RTI-Act & Third Party Audit 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 : Proactive Disclosure of information under RTI-Act & Third Party Audit

Course Code : PDI-RTI-08

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Online

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

Regards

Gunjan Gandhi

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067