

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 21 Jan 2026 2:45:34 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: Wed, 21 Jan 2026 11:47:54 +0530

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

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

 ISTM

Sir/Madam,

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

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

Course Code : WCICRSHW-12

Date : 20 Apr 2026 to 21 Apr 2026

Mode : Offline

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

Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

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Regards

Deepak Kumar Bist

Joint Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Sopam:Department of Expenditure, GoI Endorsed Five Day Familiarization Capacity Building Program on "Public Procurement (Policy and Procedures)" during 02-06 Feb, 2026 at IMT Manesar, Gurugram

Shri Rajeev Verma <csdelhi@nic.in >

Thu, 22 Jan 2026 2:39:46 PM +0530

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

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

From: Rajesh Batra <rajeshiica2@gmail.com>

To: <undisclosed-recipients:>

Date: Thu, 22 Jan 2026 11:28:29 +0530

Subject: Sopam:Department of Expenditure, GoI Endorsed Five Day Familiarization Capacity Building Program on "Public Procurement (Policy and Procedures)" during 02-06 Feb, 2026 at IMT Manesar, Gurugram

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

Dear Sir / Ma'am,

The **Indian Institute of Corporate Affairs (IICA)** is pleased to announce a series of **DoE-endorsed Five-Day Familiarization Capacity Building Programmes** on "**Public Procurement: Policy and Procedures**", to be conducted during February and March 2026.

In view of the importance of the subject, may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee.

For more information, please refer to the attached letter along with the detailed program outline.



**Indian Institute of
Corporate Affairs**
Partners in Knowledge. Governance. Transformation.
(Under Ministry of Corporate Affairs, Govt. of India)



Department of Expenditure, GoI
Endorsed Five Day Familiarization Capacity Building Program
on
“Public Procurement (Policy and Procedures)”

ENROL NOW

LEARNING OBJECTIVES

- Enhance participants knowledge of procurement planning, preparation and implementation
- Build capacity in procurement methods and techniques
- Foster a culture of integrity, transparency and accountability in procurement
- Measure a procurement department's contribution to the organization's financial performance, including calculating cost savings and reconciling them with changes in expenses as reported on financial statements
- Identify & Prevent Risks (common & inherent) allocated between Supplier & Purchaser

NUMBER OF BATCHES

Batch no.	Dates	Location	Check in / Check out	Tick One
2)	02-06 February, 2026	IMT Manesar, Gurugram	• Check in - 01 Feb, 2026 (04:00 pm onwards) • Check out - 06 Feb, 2026	
3)	16-20 March, 2026	Ibis Pune Hinjewadi	• Check in - 15 March, 2026 (04:00 pm onwards) • Check out - 20 March, 2026	

PROGRAM FEE

Program Fee for Central Government Ministries	Program Fee for CPSEs / PSU / SLPEs
Rs. 45,000/- + GST (as applicable) per participant	Rs. 59,500/- + GST (as applicable) per participant
All Central Government Ministries and Departments can nominate their officers who are engaged in Procurement either directly or indirectly. Ministries / Departments may also direct their attached / subordinate offices, autonomous / statutory bodies etc.	Public Sector Enterprises may also nominate their employees to attend this training.
<u>Discount only for Public Sector Enterprises (CPSEs / PSUs / SLPs)</u> • For Individual Nomination - No Discount is applicable • For Standard Group of min. 3 nominations or above from one organization - We will be offering a discount of 5% on Program Fee	

PROGRAMME DIRECTOR

Mr. Rajesh Batra,
Head-Centre for MSME
Indian Institute of Corporate Affairs

E-mail: rajesh.batra@iica.in ,
cmsme.iica@gmail.com
Phone: 9871417394 , 8595690458

--

With Warm Regards,

राजेश बत्रा / **Rajesh Batra**
प्रमुख- सेंटर फॉर एमएसएमई / **Head - Centre for MSME**
भारतीय कॉर्पोरेट कार्य संस्थान / **Indian Institute of Corporate Affairs,**
कॉर्पोरेट कार्य मंत्रालय, भारत सरकार / **Ministry of Corporate Affairs (Govt. of India)**
प्लॉट नंबर -6,7,8, सेक्टर-5, आईएमटी मानेसर / Plot no. P-6,7,8, Sector-5, IMT Manesar,

जिला - गुरुग्राम -122052, हरियाणा, भारत / Distt. Gurugram-122052, Haryana, India

Landline no- +91 - 0124 - 2640000 Ext: 2021 / Fax: 0124-2291036

Mobile no- +91 9871417394 , 8595690458

Email: rajesh.batra@iica.in , rajeshbatra.iica@gmail.com

3 Attachment(s)

Letter_IICA_compressed.pdf
124 KB

OM No. 13 6 2025 - PPD date...
704.2 KB

Nomination Form_IICA.pdf
238.3 KB

IICA/MSME/19012026

19 January, 2026

Dear Sir / Ma'am,

Nominations invited for Department of Expenditure, GoI
Endorsed Five Day Familiarization Capacity Building Program
on
“Public Procurement (Policy and Procedures)”
(02 - 06 February, 2026 - IICA Manesar, Distt. Gurugram)

The Indian Institute of Corporate Affairs (IICA), under the Ministry of Corporate Affairs, Government of India, hosts a dedicated *Centre for Micro, Small & Medium Enterprises (MSME)* to strengthen regulatory understanding, promote innovative responses to the evolving business environment, and address key issues impacting MSME Corporates. The Hon'ble Minister of Finance & Corporate Affairs is the President of IICA, and the Secretary, MCA serves as Chairperson of its Board of Governors comprising eminent leaders.

Encouraged by the overwhelming participation and success of our 47 national editions of the program “Public Procurement (Policy and Procedures)” we are pleased to announce the next familiarization program aimed at enhancing competencies in Public Procurement (Policy and Procedures). Detailed training schedule, contents, and fee structure are provided in the enclosed program outline.

In the current globalized environment, procurement has evolved into a highly specialized function requiring transparency, efficiency, and responsiveness. Effective procurement directly impacts service delivery, customer satisfaction, quality, organizational cash flow and overall profitability. Risk management has also become integral, requiring professionals to anticipate, assess and mitigate supply, price, financial, legal and operational risks.

This capacity building program will bring together senior procurement professionals from Government Ministries/Departments, its subordinate attached autonomous organizations and statutory bodies, Central & State PSUs to deliberate on emerging challenges and solutions in public procurement.

Key focus areas include policy review, regulatory issues, e-procurement, Government e-Marketplace (GeM), technology-driven process improvements, innovative purchasing partnerships and environmental considerations.

Given the significance of the subject, Ministry of Finance have issued Office Memorandum bearing reference No.F.13/6/2025-PPD dated 10 December, 2025 (*Office Memorandum enclosed for ready reference*) to all the Secretaries of Govt. of India to consider nominating suitable officials from your Ministry/Department/Organization for any of the following batches.

In view of the importance of the subject, **may we seek your support for this capacity building program by nominating delegates from different offices under your Ministry/Department/Esteemed organization by sending the nominations along with Program Fee as below:-**

Batch no.	Dates	Location	Check in / Check out	Tick One
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Important Information:

- The Five Day Program Fee covers faculty sessions, course material, case studies, accommodation, meals, refreshments and institutional costs. The Institution does not provide accommodation for the family.
- Check-in will be one day prior to the start of the program. Check-out will be on the last day of the program. Training sessions will continue until 05:30 pm on day fifth.
- Nominated officers are advised to book travel tickets only after receiving the formal acceptance email from IICA.
- The program fee does not include airport transfers, local travel or air fare (to be arranged by participants / their organization).

Your valued participation will significantly contribute to your professional development. The program offers an interactive, practice-oriented learning environment led by distinguished subject-matter experts in the domains of Procurement, Contract Management and Public Policy Implementation.

We look forward to receiving your nominations at the earliest.

Yours Sincerely,



(Rajesh Batra)

Head, Centre for MSME
Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Nomination Form

Fwd: Sopam:Department of Expenditure, GoI Endorsed Five Day Familiarization Capacity Building Program on "Public Procurement (Policy and Procedures)" during 02-06 Feb, 2026 at IMT Manesar, Gurugram

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cmsme.iica@gmail.com
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With Warm Regards,

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(Rajesh Batra)

Head, Centre for MSME

Mobile no- 9871417394, 8595690458

Encl.:

- Detailed Programme Outline
- Nomination Form

Fwd: Orientation Course for Deputy Secretaries / Directors by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 22 Jan 2026 8:29:44 PM +0530

To "HOD GAD"<sgad@nic.in>,"Secretary Services"<secservices@nic.in>

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

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

Date: Thu, 22 Jan 2026 18:29:34 +0530

Subject: Orientation Course for Deputy Secretaries / Directors 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 : Orientation Course for Deputy Secretaries / Directors

Course Code : OCD-29

Date : 25 Feb 2026 to 27 Feb 2026

Mode : Offline

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

Fwd: Orientation Course for Deputy Secretaries / Directors by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

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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

Fwd: Litigation Management by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 27 Jan 2026 5:10:20 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, 27 Jan 2026 16:49:16 +0530

Subject: Litigation Management by ISTM

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



Sir/Madam,

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

Course Name : Litigation Management

Course Code : LTM-11

Date : 24 Mar 2026 to 25 Mar 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Litigation Management by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 27 Jan 2026 5:10:20 PM +0530

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

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

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Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshop for Liaison Officers (SC/ST) by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 03 Feb 2026 12:21:50 PM +0530

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

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@ddpmod.gov.in>
 Date: Tue, 03 Feb 2026 11:53:57 +0530
 Subject: Workshop for Liaison Officers (SC/ST) by ISTM
 ===== Forwarded message =====



Sir/Madam,

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

Course Name : Workshop for Liaison Officers (SC/ST)

Course Code : WLO-SC/ST-34

Date : 24 Feb 2026 to 25 Feb 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

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 for Liaison Officers (SC/ST) by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 03 Feb 2026 12:21:50 PM +0530

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

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

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Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

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JNU Campus (OLD),Olof Palme Marg,

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Fwd: Workshop on Conduct of Inquiry on Complaints relating to Sexual Harassment of Women at Work Place by ISTM

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 02 Feb 2026 7:46:04 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 02 Feb 2026 17:09:39 +0530

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

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 ISTM

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

Course Code : WCICRSHW-11

Date : 09 Mar 2026 to 10 Mar 2026

Mode : Offline

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

Regards

Moloy Sanyal

Faculty Consultant

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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