

Fwd: Effective Cabinet Notes by ISTM

Shri Dharmendra <csdelhi@nic.in >

Wed, 10 Sep 2025 10:25:12 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

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

To: jsns@ddpmod.gov.in

Sent: Wednesday, September 10, 2025 9:47:07 AM

Subject: Effective Cabinet Notes by 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 : Effective Cabinet Notes

Course Code : ECN-03

Date : 08 Dec 2025 to 08 Dec 2025

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

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Regards

O/o The Chief Secretary, Delhi

Fwd: ICC Members Workshop- Courtyard by Marriott, Goa**Shri Dharmendra** <csdelhi@nic.in >

Wed, 10 Sep 2025 1:13:21 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>

From: harikrishan@lifetransformationacademy.co.in**To:** "Shri Dharmendra" <csdelhi@nic.in>**Sent:** Tuesday, September 9, 2025 12:10:16 PM**Subject:** ICC Members Workshop- Courtyard by Marriott, Goa**Chief Secretary****Delhi****(Delhi)****Subject:** ICC/IC Members Workshop | 5–9 Oct 2025, Hotel Courtyard by Marriott, Goa**Dear Leadership,**Greetings from *Life Transformation Academy*.

In line with Government guidelines and the statutory mandate of the POSH Act, we are pleased to invite nominations for our upcoming **“Orientation, Capacity-Building & Skill-Building Workshop for Internal Complaints Committee (ICC/IC) Members” — both male and female, including Presiding Officers**. The program is scheduled from **5–9 October 2025 at Hotel Courtyard by Marriott, Colva, Goa**.

The workshop has been carefully designed to provide ICC Members with the legal, procedural, and psychological tools needed to fulfil their statutory responsibilities confidently, fairly, and effectively. In addition to compliance mastery, the program also prepares participants as **Master Trainers** by equipping them with **ready-to-use PPT decks, videos, handbooks, and awareness materials** that will enable them to conduct sensitisation and POSH awareness sessions within their organisations.

Program Highlights:

- Expert-led sessions by **former Civil Servants, legal experts, psychologists, and wellness coaches**

- **Interactive case studies, role plays, inquiry simulations, and peer learning exercises**
- Coverage of **POSH law, procedures, case law digest, emotional intelligence, mental health, and workplace inclusion**
- **Wellness sessions** on stress management, mindfulness, diet, and resilience building
- **Unique Value Additions:** POSH Master Handbook, workbook, awareness resource kit (PPTs, posters, videos), and wellness toolkit



- **QR-verified Certificate (18 CPD Hours)** issued to all participants for credibility and professional recognition

Participation & Eligibility:

The workshop is primarily intended for **ICC/IC Members (Presiding Officers and Members — male and female)**. It will also benefit:

- **Heads of Departments / Senior Managers** responsible for workplace safety & compliance
- **HR, Legal, Welfare & Compliance Officers** supporting ICC operations
- **Disciplinary Authorities** mandated to act on ICC recommendations

Logistics & Fee:

- **Dates:** 5th–9th October 2025 (Introductory session on 5th evening; workshop sessions from 6th–8th; check-out on 9th)

- **Venue:** Hotel Courtyard by Marriott, Colva, Goa
- **Fee (per participant):** Residential – ₹65,000 (Single) / ₹55,000 (Twin) + GST | Non-Residential – ₹39,000 + GST
- **Inclusions:** Accommodation & meals (residential), refreshments & lunch (non-residential), study material, wellness activities, and awareness resources

Seats are limited and will be confirmed on a **first-come-first-served basis** upon receipt of full program fee. **Confirmed nominations are non-cancellable; however, substitutions are permitted at no additional cost.**

Please find attached the **detailed program brochure/proposal**, which provides objectives, methodology, faculty panel, inclusions, and nomination process.

We request you to kindly nominate participants from your organisation at the earliest by writing to harikrishan@lifetransformationacademy.co.in with participant details and payment confirmation.

We look forward to your valued participation in this important statutory compliance and capacity-building initiative.


Warm regards,

Hari Krishan

Founder & Facilitator – Life Transformation Academy

Former Civil Servant (1995 Batch)

 harikrishan@lifetransformationacademy.co.in

 8368480712 | 9717636975

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Regards

O/o The Chief Secretary, Delhi

1 Attachment(s)

ICC Members Workshop 5-9 O...
443.1 KB



Life Transformation Academy

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

website: www.lifetransformationacademy.co.in

No. LTA/2025/Workshop/ICC/ Goa

New Delhi, 9 September, 2025

**Chief Secretary
Delhi
(Delhi)**

Dear Leadership,

Sub: Building Safer & Inclusive Workplaces – Orientation, Capacity-Building & Skill-Building Workshop for ICC/IC Members (POSH) | 5–9 October 2025, Hotel Courtyard by Marriott, Goa

In line with Government guidelines and the statutory mandate of the POSH Act, we are pleased to announce an exclusive Orientation, Capacity-Building & Skill-Building Workshop for Internal Complaints Committee (ICC/IC) Members (POSH) – both male and female, including Presiding Officers.

This program equips participants with the legal, procedural, and psychological tools to foster safer and more inclusive workplaces, while also preparing them as **Master Trainers** with practical resources to conduct gender sensitisation and POSH awareness sessions within their organisations.

Workshop Details

Venue:	Hotel Courtyard by Marriott, Goa, Colva
Dates & Timings:	<ul style="list-style-type: none"> • 5th October 2025 (Sunday) <ul style="list-style-type: none"> ○ Check-in for residential participants from 1500 hrs onwards ○ Introductory Session (evening) • 6th–8th October 2025 (Monday–Wednesday) <ul style="list-style-type: none"> ○ Workshop Sessions: 09:30 AM – 05:00 PM (for residential & non-residential participants) • 9th October 2025 (Thursday) <ul style="list-style-type: none"> ○ Check-out for residential participants by 1200 hrs

Objectives

By the end of the program, participants will:

- Clearly understand their roles and responsibilities under the POSH Act, 2013.
- Acquire the ability to conduct fair, legally sound, and trauma-sensitive inquiries.
- Develop practical skills in prevention, conciliation, complaint handling, and report writing.
- Strengthen emotional intelligence and bias-awareness for balanced and impartial decision-making.
- Build awareness of mental health, resilience, and self-care essential for ICC Members.
- Emerge as **change agents and Master Trainers** for inclusivity, gender sensitisation, ethics, POSH awareness, and workplace dignity – supported with **PPT decks, video modules, handbooks, and ready-to-use resource kits** to effectively conduct awareness sessions within their organisations.

Unique Value Additions



- **POSH Master Handbook for ICC** (comprehensive guide with law, rules, govt. instructions, case laws, templates, and practical tools)
- **Workbook** with case scenarios & exercises
- **Awareness Resource Kit** – *PPT decks, videos, posters, and handouts* to help participants conduct effective awareness sessions as Master Trainers in their organisations
- **Wellness sessions** on stress management, diet, mindfulness, and breathing practices
- **QR-Verified Certificate (18 CPD Hours)** with individual & group photo for professional recognition

Faculty Panel

- **Mr. Hari Krishan** – Former Civil Servant, Founder LTA, International Life Coach, ICC/POSH & Gender Expert- Experienced ICC Member.
- **Ms. Ruby Ahluwalia** – Former Civil Servant, Author, Gender & Emotional Intelligence Expert.
- **Guest Faculty** – Professor of Psychology (University of Delhi); Former Director, DoPT / ISTM Faculty- Experienced ICC Members.
- **Wellness Coach** – Stress, mindfulness, and holistic wellbeing expert.

Key Topics to Be Covered

1. **Legal Framework of the PoSH Act, 2013 and Rules:** Key provisions, definitions, applicability, and timelines.
2. **Latest Government Instructions and Judicial Interpretations:** Analysis of recent DoPT/Ministry of Women & Child Development circulars and landmark judgments from High Courts and the Supreme Court.
3. **Roles, Responsibilities and Powers of ICC Members:** Functions, decision-making powers, composition, tenure, confidentiality, and accountability.
4. **Principles of Natural Justice:** Understanding *audi alteram partem* (right to be heard) and *nemo judex in causa sua* (rule against bias), which are vital for ensuring procedural fairness and upholding ICC reports before Hon'ble Courts.
5. **Psychological Aspects of Sexual Harassment:** Recognising trauma symptoms, handling vulnerable complainants, applying trauma-informed inquiry approaches
6. **Handling Complex and Sensitive Complaints:** Anonymous complaints, retaliatory complaints, and complaints of non-sexual harassment cases.
7. **Handling Digital Evidence in POSH Investigations:** Equip ICC members with knowledge and skills to responsibly handle, examine, and document digital evidence.
8. **Drafting Inquiry Documents:** Complaint intake forms, show-cause notices, response templates, inquiry questionnaires, interim orders, and final reports.
9. **Annual Reporting and Record-Keeping:** Structuring of annual reports, submission protocols, reporting formats, and record confidentiality.

10. **Creating a Preventive and Safe Work Environment:** Role of ICC in Awareness Creation, Campaigns, Workplace Training, and gender inclusivity.
11. **Mock Inquiry and Simulation:** Step-by-step live simulation of an ICC inquiry—from complaint registration to report submission.

Methodology

- Interactive lectures & real-life case discussions.
- Role plays & inquiry simulations.
- Group activities & peer learning.
- Reflective sessions on emotional intelligence & wellness.

Who should attend

This workshop is primarily designed for **ICC/IC Members — Presiding Officers as well as male and female Members.**

It will also be beneficial for:

- **Heads of Departments / Senior Managers** – responsible for safe and secure workplaces under the POSH Act.
- **HR, Personnel, Legal, Welfare and Compliance Officers** – supporting ICC functioning and employee relations.
- **Disciplinary Authorities** – mandated to act on ICC recommendations.

Workshop Fee & Inclusions

Fee Structure (per participant)

- **Residential (4 nights stay at venue hotel):**
 - **Single Occupancy:** ₹65,000 + 18% GST
 - **Twin Sharing:** ₹55,000 + 18% GST
- **Non-Residential:**
 - ₹39,000 + 18% GST

(Note: No GST is applicable where services are provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, or UT Administration GOI (Ref:- Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification.)

What the Fee Covers

➤ Residential Participants

- 4 nights' accommodation and all meals
- Access to all workshop sessions, wellness activities, and networking opportunities
- Workshop study material
- Spouse/family members may accompany the participant on nominal additional charges (applicable only in case of single occupancy)
- Twin sharing is possible only when an even number of same-gender participants from the same organisation are nominated
- In case of non-availability of rooms at the venue, equivalent accommodation at a nearby property of similar standard will be arranged

➤ Non-Residential Participants

- Access to all workshop sessions and group activities
- Lunch, tea/coffee, and refreshments on workshop days
- Workshop study material

Seat Confirmation & Payment Terms

- Seats are limited and allotted strictly on a first-come, first-served basis.
- Advance payment (full program fee) is mandatory to confirm each seat.
- Confirmed nominations are non-cancellable; however, substitutions are permitted at no extra cost.
- A proforma invoice will be issued upon receipt of nomination, and the tax invoice will be provided once payment is received.
- Payment Details (for NEFT/RTGS):
 - Account Name: Life Transformation Academy Pvt. Ltd.
 - Bank: Indian Bank, Branch: New Delhi (Lajpat Nagar)
 - Account No.: 50522861294, IFSC Code: IDIB000L512
 - GSTIN: 07AAECL1465D1ZS, PAN: AAECL1465D
 - TReDS ID: LI0064568

Nomination Process

Please email nominations to harikrishan@lifetransformationacademy.co.in along with payment details, enclosing the following information:

- Name, Designation, Email, and Mobile
- Organisation Name, Billing Address, and GST Details (for invoicing)
- Payment reference/UTR details

Our Esteemed Clients & Track Record

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

- **Ministries & Departments:** Steel, Health, Law & Justice, Railways, Agriculture, Science & Technology, NITI Aayog, ICMR, Prasar Bharati
- **PSUs & Corporates:** Oil India, GAIL, HPCL, NTPC, AAI, RailTel, POWERGRID, IREDA, DDA, NBCC, WAPCOS, MMTC, NMDC, SPMCIL, DFCCIL, RVNL, EIL
- **Banks & FIs:** PNB, BoB, UCO, Canara, Kotak, Indian Bank, EXIM Bank
- **Insurance & Regulators:** LIC, AIC, PFRDA, IFCI, IIFCL
- **Training Institutions:** IIM Mumbai, IIFT, IRISSET, Baroda Apex Academy, Central University Haryana
- **State Govts & Others:** Delhi Police, MCD, Kerala Police

Our programmes have consistently received '**Excellent**' feedback ratings from participants and senior leadership.

We look forward to your nominations for this important statutory compliance and capacity-building workshop.

With regards,



Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ harikrishan@lifetransformationacademy.co.in

📞 8368480712, 9717636975

Fwd: DoPT - In-service Training Programme - Inner Engineering Leadership, Jan 5th-Jan 9th, 2026

Shri Dharmendra <csdelhi@nic.in>

Mon, 08 Sep 2025 8:50:05 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"A Anbarasu"<pshome@nic.in>

From: leadershipretreat@sadhguru.org

To: "Shri Dharmendra" <csdelhi@nic.in>

Sent: Monday, September 8, 2025 8:46:17 PM

Subject: DoPT - In-service Training Programme - Inner Engineering Leadership, Jan 5th-Jan 9th, 2026

Namaskaram Sir,

Kindly refer to the **OMs** dated 20th March 2025, 4th April, 2025 and 21st May 2025 from the Department of Personnel & Training regarding the In-service Training Programme for All India Service officers (IAS, IPS & IFoS) and other organised Group A Central Service officers for the year 2025-26. Copies of OMs are attached here for your reference.

As you may observe from the list of institutes in the Annexure to the Office Memorandum dt 20th March 2025, Isha Foundation, Coimbatore has been accredited by DoP&T for offering, "Inner Engineering Leadership programme" during 5th January to 9th January 2026.

Briefly, Isha Foundation is a non-profit organization dedicated to raising human consciousness and fostering global harmony through individual transformation. The Foundation is guided by Sadhguru - Yogi, Mystic, Padma Vibhushan awardee and visionary - who aims to offer the yogic science of inner well-being to every human being so that they can reach the peak of their potential.

Inner Engineering Leadership programme designed by Sadhguru offers tools for self-transformation that help participants engineer their body and mind from the inside out leading to a life of joy and fulfillment. It has been specially designed for Government officials holding leadership positions who stand to gain enormously from the timeless yogic wisdom woven with insights on leadership. It not only empowers participants to achieve an inner balance that translates into clarity, creativity, efficiency and harmony at the workplace, but to also realize their boundless potential. Furthermore, the program is designed to enable participants to operate beyond the limited lens of ambition and embrace an all-inclusive vision.

Isha Foundation has been conducting this programme for All India Service officers and other service officers since 2015 and several hundred officers have benefitted from this programme so far. A programme brochure has been attached to this email for your reference and dissemination.

In order to facilitate the participation of IAS officers across several Departments both from the field offices and Headquarters, it would be helpful if a general circular is issued to all **eligible officers** informing them about the Training programme sponsored by DoP&T. We shall be grateful if a line of acknowledgment is issued.

We look forward to your support in the matter.

Yours sincerely,
Swami Prabodha
Programme Coordinator
Isha Foundation

To,
Shri Dharmendra, IAS
Chief Secretary
New Delhi

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Regards
O/o The Chief Secretary, Delhi

2 Attachment(s)

IST Calendar 2025-26GtBxp-c...
2.2 MB

OCD-21381_APG2025_DOPT...
2.2 MB

F. No. T-22012/8/2025-IST/IIPA
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel and Training
[Training Division]

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated: 21st May, 2025

To,

{Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Central Civil Services Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. PPS and above)

[DoPT OM No. T-22012/13/2024-IST/IIPA dated March 20, 2025 refers.]

Sub: One-Week In-service Training Programme during the year 2025-26.

It is hereby informed that the following One-Week In-service training courses have now been rescheduled as given below:

S.No	Name of the Institute	Program	Rescheduled Dates
1.	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	January 5, 2026 to January 9, 2026
2.	IIM Indore, Indore	Shaping the Future of Environmental management	September 22, 2025 to September 26, 2025

Uma Magesh
(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26194167

F. No. T-22012/13/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
 New Mehrauli Road, New Delhi-67

Dated: April 4, 2025

(Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Central Civil Services Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. PPS and above)

OFFICE MEMORANDUM

Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

This is in continuation of the OM of even number dated March 20, 2025, regarding the subject mentioned above.

2. The calendar for the In-Service Training Programs for 2025-26 has been uploaded on the Department's website (<https://dopttrg.nic.in>) under "Circulars" and the e-HRMS Portal. The In-Service Training Calendar for the year 2025-26 is also enclosed as Annexure-I.
3. It is informed that registration for In-Service Training will be conducted exclusively through the e-HRMS portal (under "Employee Services"). All eligible officers are required to enroll for the programs through the e-HRMS portal. **In this regard, a User Manual detailing the application process for In-Service Training Programs on the e-HRMS portal has been enclosed as Annexure-II.**

- Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26 (Annexure-I).
 2. User Manual for applying to the In-Service Training Program (Annexure – II)


 (Vijay S)

Deputy Secretary to the Government of India
 Tel. 011-26706381

Annexure-I

IST Training Calendar for the year 2025-26

S. No.	Name of the Institutes, Program location	Program offered	Date of Program
1	Indian Institute of Remote Sensing, Dehradun	Applications of AI/ML in Agriculture Analytics	April 28, 2025 to May 2, 2025
2	IIT Roorkee, Roorkee	Water Management/ Natural Resource Management, Blue economy	May 5, 2025 to May 9, 2025
3	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Driving Government Finance for Developed India	May 19, 2025 to May 23, 2025
4	Indian Institute of Foreign Trade (IIFT), Delhi	Export Promotion and Trade Negotiations	May 19, 2025 to May 23, 2025
5	IIM Indore, Indore	Shaping the Future of Environmental management	May 19, 2025 to May 23, 2025
6	Symbiosis Institute of Business Management, Pune	Corporate Governance	June 9, 2025 to June 13, 2025
7	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Critical issues of governance in PRI's and Rural development	June 9, 2025 to June 13, 2025
8	IIT Madras, Chennai	Cybercrimes and Cybersecurity	June 16, 2025 to June 20, 2025
9	IIM Mumbai, Mumbai	Women in Government: Program for Emerging Leaders	June 23, 2025 to June 27, 2025
10	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Border economy and Border development for National Security	June 23, 2025 to June 27, 2025
11	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Breaking Barriers, Building Prosperity: Strategies for Women's Economic Inclusion	July 7, 2025 to July 11, 2025
12	IIM Indore, Indore	Enhancing Leadership and Motivation Skills for Effective Management	July 7, 2025 to July 11, 2025
13	IIT Delhi, Delhi	Improving the Quality of	July 14, 2025 to July 18, 2025

		Education in India through Design	
14	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	July 14, 2025 to July 18, 2025
15	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms in India	July 28, 2025 to August 1, 2025
16	IIM Lucknow, Lucknow	Project Management & Analysis, Project Appraisal	August 4, 2025 to August 8, 2025
17	IIM Kozhikode, Kozhikode	Public Financial Management	August 4, 2025 to August 8, 2025
18	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Generating inclusive growth: Role of MSME	August 4, 2025 to August 8, 2025
19	IIM, Kozhikode	Financial Market Regulations	August 18, 2025 to August 22, 2025
20	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025
21	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025
22	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025
23	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to September 12, 2025
24	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025
25	IIT Bombay, Mumbai	Data Driven decision making using data analytics	September 15, 2025 to September 19, 2025
26	Nani Palkhivala Arbitration Centre, Chennai	Alternate Methods of Dispute Resolution	September 15, 2025 to September 19, 2025
27	IIT Roorkee, Roorkee	Urban Transport/ Urban Finance/ Urban Planning	September 22, 2025 to September 26, 2025
28	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025

29	National Law School of India University, Bengaluru	Corporate Law	October 13, 2025 to October 17, 2025
30	Indian School of Business (ISB), Hyderabad	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation	November 17, 2025 to November 21, 2025
31	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 to November 21, 2025
32	International Centre for Environment Audit and Sustainable Development (iCED), Jaipur	Blue Economy: A Multi-Dimensional Overview with Special Focus on Marine and Coastal Ecosystem Conservation Measures	November 24, 2025 to November 28, 2025
33	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025
34	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Procurement and Contract Management for Civil Servants	December 15, 2025 to December 19, 2025
35	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Gangtok	Delivering Good Governance in Himalayan & North-East States & UTs	December 22, 2025 to December 26, 2025
36	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026
37	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026
38	IIM Mumbai, Mumbai	Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026
39	Swami Vivekananda Yoga Anusandhana Samsthana (SVYAS), Bengaluru	Indian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026
40	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Capacities for the Present and Future	February 9, 2026 to February 13, 2026
41	Lal Bahadur Shastri National Academy of Administration	Building Infrastructure for Viksit Bharat	February 23, 2026 to February 27, 2026

	(LBSNAA), Mussoorie		
42	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response	March 9, 2026 to March 13, 2026



e-HRMS 2.0

Department of Personnel & Training

User Manual for In-service Training Program by DoPT

e-HRMS Version: 2.0

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Disclaimer: The images used in this manual are for reference purposes only.

Overview

The Department of Personnel and Training (DoPT) sponsors one-week offline/physical and 3-5 day online In-Service Training Programs for All India Services (IAS, IPS & IFoS) Officers, Officers under the Central Staffing Scheme, and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above. From the calendar 2025-26 onwards, such organised Group A Central Civil Services are also permitted to attend the same.

Eligibility

Officers should belong to one of the Services (Listed Below) - either in cadre or on deputation including Central Staffing Scheme and Officers of the Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) at the level of DS/Sr. PPS and above.

Services are listed is given below

Abbreviation	Services
IAS	Indian Administrative Service
IPS	Indian Police Service
IFoS	Indian Forest Service
CSS	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
CSSS	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
IFS	Indian Foreign Service
IA&AS	Indian Audit and Accounts Service
ICAS	Indian Civil Accounts Service
ICLS	Indian Corporate Law Service
IDAS	Indian Defence Accounts Service
IDES	Indian Defence Estates Service
IIS	Indian Information Service
IPoS	Indian Postal Service
IP&TAFS	Indian P&T Accounts and Finance Service
IRPFS	Indian Railway Protection Force Service
IRS (C&GST)	Indian Revenue Service (Customs & Indirect Taxes)

Abbreviation	Services
IRS (IT)	Indian Revenue Service (Income Tax)
ITS	Indian Trade Service
IRMS	Indian Railway Management Service
IES	Indian Economic Service
ISS	Indian Statistical Service

Eligible officers, including AIS Officers with a **minimum of four years of service as of April 1, 2025** (up to the 2020 batch), and up to the rank of Secretary to the Government of India/Chief Secretary of State Governments and equivalent, as well as Group 'A' Officers under the Central Staffing Scheme, may apply for these training programs.

Validation & Restriction on Applying for IST

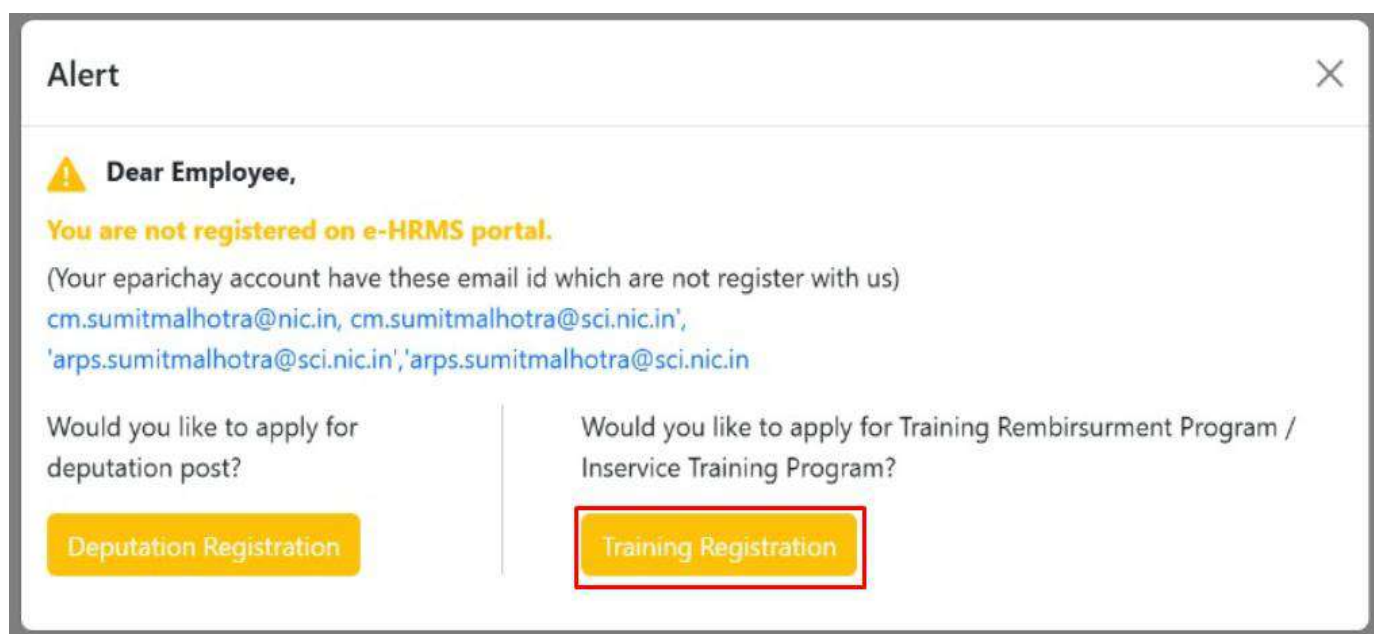
- In a calendar year, **an officer can attend only one training program.**
- **Before applying for any program, applicants must ensure that the officer's e-HRMS profile is updated and approved by the designated nodal officer. If the profile has not been approved, the applicable eligibility conditions shall be determined thereat..**
- In the event of cancellation of the applied program, the application would be deemed as withdrawn and the officer may apply for an alternative program.
- If an officer fails to attend the program for which he/she has been approved or nominated, the officer may reapply for another program only after obtaining attendance verification from the Department of Personnel and Training (DoPT) for the previously applied program.
- Applicants have the option to withdraw from an applied program up to the last date of withdrawal, after which they may apply for a different program accordingly.

Application submission Process for In-Service Training on E-HRMS- (Non - Onboarded Officers)

Officers who are not onboarded on the E-HRMS portal, can still apply for In-Service Training, simply by completing the training registration process.

Login and Accessing the Training Registration Form

1. Officers must login to E-HRMS (<https://e-hrms.gov.in/login>) using their E-Parichay credentials.
2. Upon successful login, a hyperlink labeled "**Training Registration**" will be available on the pop-up message.
3. Clicking on this link will open the **Training Registration Form**.



Alert

Dear Employee,

You are not registered on e-HRMS portal.

(Your eparichay account have these email id which are not register with us)

cm.sumitmalhotra@nic.in, cm.sumitmalhotra@sci.nic.in',
 'arps.sumitmalhotra@sci.nic.in', 'arps.sumitmalhotra@sci.nic.in

Would you like to apply for deputation post?

Would you like to apply for Training Rembirsurment Program / Inservice Training Program?

Deputation Registration

Training Registration

Training Registration form is divided into Two Sections - Personal Information and Organizational information

Personal Information Section

In the **Personal Information section**, officers are kindly requested to provide the following details:

- **Name:** This field will be auto-populated from the **E-Parichay Database**.
- **Service:** Select the service through which you are employed.
- **Batch:** Choose the batch year corresponding to your employment.
- **Cadre:** Specify the cadre in which you are serving.
- **Present Designation:** Enter your current designation.
- **Date of Birth:** Select your date of birth from the calendar option.
- **Gender:** Specify your gender.
- **Primary Email ID** – Auto-populated(E-parichay Database)
- **Alternate Email ID** – Provide an alternative email ID

- **Mobile Number** – Auto-populated(E-parichay Database)
- **Office Landline Number** – Provide the official landline number, if applicable
- **Pay Level** – Enter the pay level as per official records

Registration for Trainings		
Personal Information		
Name *	Service *	Batch *
siddheshwar doiphode	IAS/Indian Administrative Service x	1988 x
Cadre	Present Designation *	Date of Birth *
Chhattisgarh x	Sub-Divisional Magistrate	07-06-1994
Gender	Primary Email ID *	Alternative Email ID
Male v	s.doiphode1988@mahapolice.gov.in	siddheshwardoi@gmail.com
Mobile *	Office Landline	Pay Level *
8412040245	0512-25978473	LEVEL-13A(131100-216600) x

Organization Information Section

In the **Organization Information** section, officers are requested to kindly provide the following details with respect to the organisation they are presently posted with:

- **Post Status:** Please select the appropriate option from the following:
 - **Cadre**
 - **Deputation (Central Staffing)**
 - **Deputation (Other)**
- **Ministry/Department/State/UT Government:** Select the relevant Ministry, Department, State, or Union Territory Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in Controlling Authority in the present organisation.
- **Designation of Controlling Authority:** Specify the designation of the Controlling Authority.
- **Email ID of Controlling Authority:** Provide the official email address of the Controlling Authority.
- **Upload Issued ID Card or CCA Certificate:** Upload a clear and complete scanned copy of the issued ID card or the duly signed Controlling/Competent Authority (CCA) Certificate. Only pdf files can be uploaded.

Note: A template for the CCA Certificate can be downloaded from the portal. It must be signed by the appropriate authority before uploading.

Organisational Information

Posting Status *	Ministry/Department/State/UT Govt *	Name of Controlling Authority *
Cadre	CIC/Central Information Commission	Pawan Gupta
Designation of Controlling Authority *	Email ID of Controlling Authority *	Office Landline of Controlling Authority
Divisional Magistrate	rebellion.pawan@gmail.com	0512-2597451
Department-issued ID Card or Identity Certificate from Competent Authority *		
<input type="button" value="Choose File"/> No file chosen		

Please ensure that all information entered is accurate and that uploaded documents are in the prescribed format.

Click on **Submit** Button.


Accessing In-Service Training Programs

Once the registration process is successfully completed, the officer will be assigned the role of a **Guest User** on the **E-HRMS** portal.

To access the training programs, please follow these steps:

1. Navigate to the **left-hand side menu** on the portal.
2. Go to Employee Service > **In-Service Training**.
3. Click on the link to view the list of available training programs scheduled for the current calendar year.
4. Select the desired training program and click the **"Apply"** button to submit your application.

Officers are kindly advised to ensure that they meet the eligibility criteria before applying for a training program.


e-HRMS 2.0
 Department of Personnel & Training

IST Guest User

Testing

Dashboard

Employee Services

In-Service Training

Training Rembursement

Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Pawan Trainer	New Delhi Institute	22-04-2025/23-04-2025	17-04-2025	28-03-2025	Scheduled	--	✓Apply
2	Training AI	IIT Delhi	28-03-2025/29-03-2025	31-03-2025	27-03-2025	Scheduled	--	✓Apply
3	Deploy-23-03-2025	IIT Delhi	24-03-2025/25-03-2025	23-03-2025	23-03-2025	Scheduled	--	Expired

*Note :- The **Apply** button will be displayed only if the last date application for the selected program has not passed.*

Important Note-

The application submission process for the selected IST program is the same for both onboarded and non-onboarded users of E-HRMS. All applicants may refer to the steps outlined below.

Application Process for In-Service Training on E-HRMS- (Onboarded Officer)

Officers who are already boarded on the E-HRMS platform (<https://e-hrms.gov.in/login>) can directly apply for a training program without the need for any additional registration.

Step 1: Accessing the In-Service Training Section on E-HRMS

1. Log in to **E-HRMS Portal** using your **Employee Role** credentials.
2. Navigate to **Employee Services** in the left hand menu.
3. Click on the **In-Service Training** link.

e-HRMS 2.0
Department of Personnel & Training

Nodal Officer: B H Thangmawi Vaiphei | bht.vaiphei@nic.in | 9717953424

Vigilance Status: **Pending** | [View Status](#) | [Raise Ticket](#)

Employee Services

- Leave
- Reimbursements
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Rotation Transfer
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing
- In-Service Training**
- Training Rembursement
- Passport
- TA/DA Allowances

My Requests
0 Pending

My Pendencies
0 As Reporting
0 As Reviewing

Deputation Opportunities
9 Available

Training Opportunities
Refresh | [Apply for New Training](#)

0 Completed
0 In-progress

Information to Employees
Top Learners of DoPT on IGOT Karmanayogi Platform February 2025

1 Vicky Multi Tasking Staff Reservation Division
2 Vicky Multi Tasking Staff Reservation Division
3 Ashish Sharma Section Officer SS-4

Quick Suggestions

Popular IGOT Trainings in your MDO (Under Secretary):
Explore below trainings tailored for your designation!
1. Code of Conduct for Government Employees
2. सतत विकास लक्ष्य (एसडीजी) – भारत का रु
3. Prevention of Sexual Harassment of Women at Workplace
Elevate your skills and stay ahead in your career.

Popular IGOT Trainings across all MDOs (Under Secretary):
Elevate your skills with trending programs like:
[View All](#)

Step 2: Selecting a Training Program

- A list of available training programs scheduled for the current calendar year will be displayed.
- To apply, select the desired program and click the "Apply" button.

Note :- The "Apply" button will only be visible if the application deadline for the selected program has not passed. Additionally, if a program has been canceled, the "Apply" button will not be displayed.

Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Arun Jaitley National Institute of Financial Management, Faridabad	05-08-2024/09-08-2024	30-04-2025	30-05-2025	Scheduled	--	Apply
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	Expired
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	R.S. Tolia Uttarakhand Academy of Administration, Nainital	02-09-2024/06-09-2024	31-08-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy: Governance, Financing, and Policy, New Delhi	National Institute of Public Finance and Policy, New Delhi	09-09-2024/13-09-2024	31-08-2024	05-11-2025	Scheduled	--	Expired

If an officer is not eligible for the IST Training Program, the system will display a pop-up message informing them of their ineligibility.

Apply In-Service Training Program

You are not eligible for In-Service Training. Please click on this [link](#) to review the eligibility criteria.

Show 100 entries

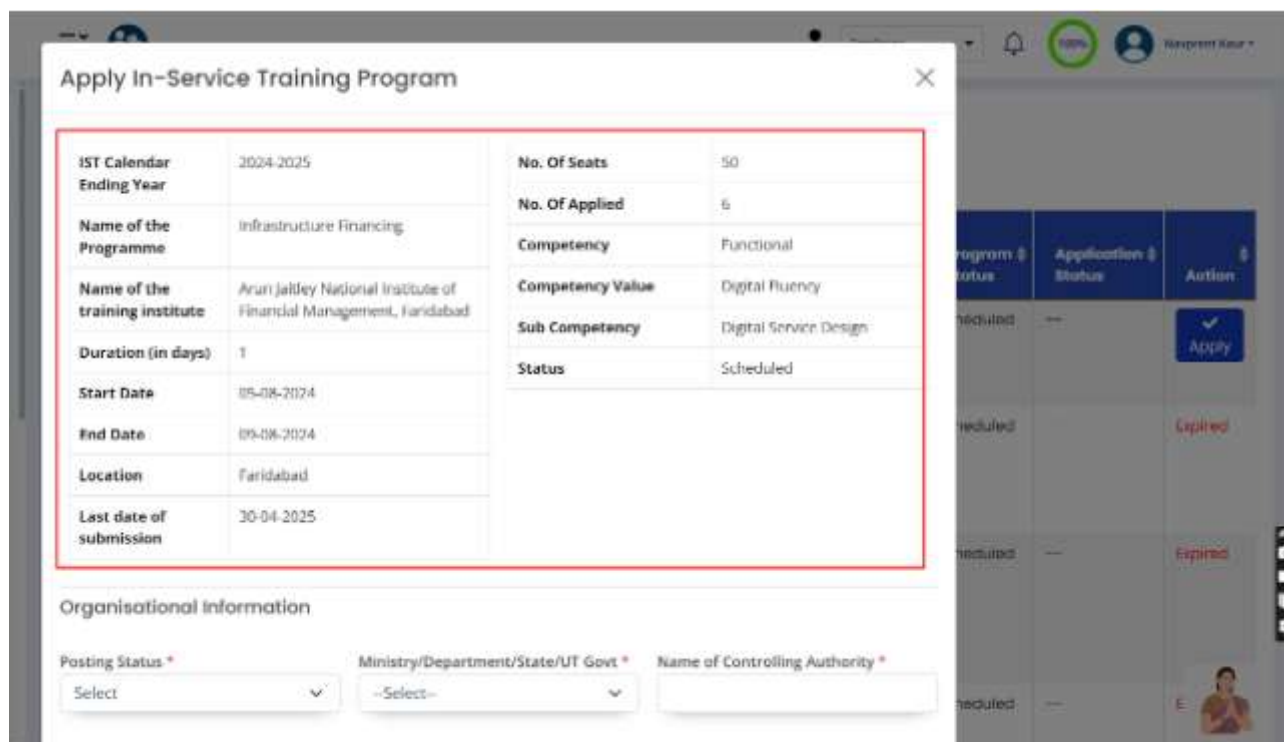
S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Arun Jaitley National Institute of Financial Management, Faridabad	05-08-2024/09-08-2024	30-04-2025	30-05-2025	Scheduled	--	Apply
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	Expired
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	R.S. Tolia Uttarakhand Academy of Administration, Nainital	02-09-2024/06-09-2024	31-08-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy: Governance, Financing, and Policy, New Delhi	National Institute of Public Finance and Policy, New Delhi	09-09-2024/13-09-2024	31-08-2024	05-11-2025	Scheduled	--	Expired

“You are not eligible for the In-service Training Program. Please click here to view the eligibility criteria”.

Click on “ **Link** ” to view the detailed eligibility criteria for attending an In-service program.

Step 3: Completing Application Details

Upon clicking the "**Apply**" button, a pop-up window will appear, providing comprehensive details about the training program. This includes the program name, institute, schedule, competency details, number of available seats, number of applications received, and any other pertinent information.



Apply In-Service Training Program	
IST Calendar Ending Year	2024-2025
Name of the Programme	Infrastructure Financing
Name of the training institute	Arun Jaithey National Institute of Financial Management, Faridabad
Duration (in days)	1
Start Date	05-08-2024
End Date	09-08-2024
Location	Faridabad
Last date of submission	30-04-2025
No. Of Seats	50
No. Of Applied	6
Competency	Functional
Competency Value	Digital Fluency
Sub Competency	Digital Service Design
Status	Scheduled

Organisational information

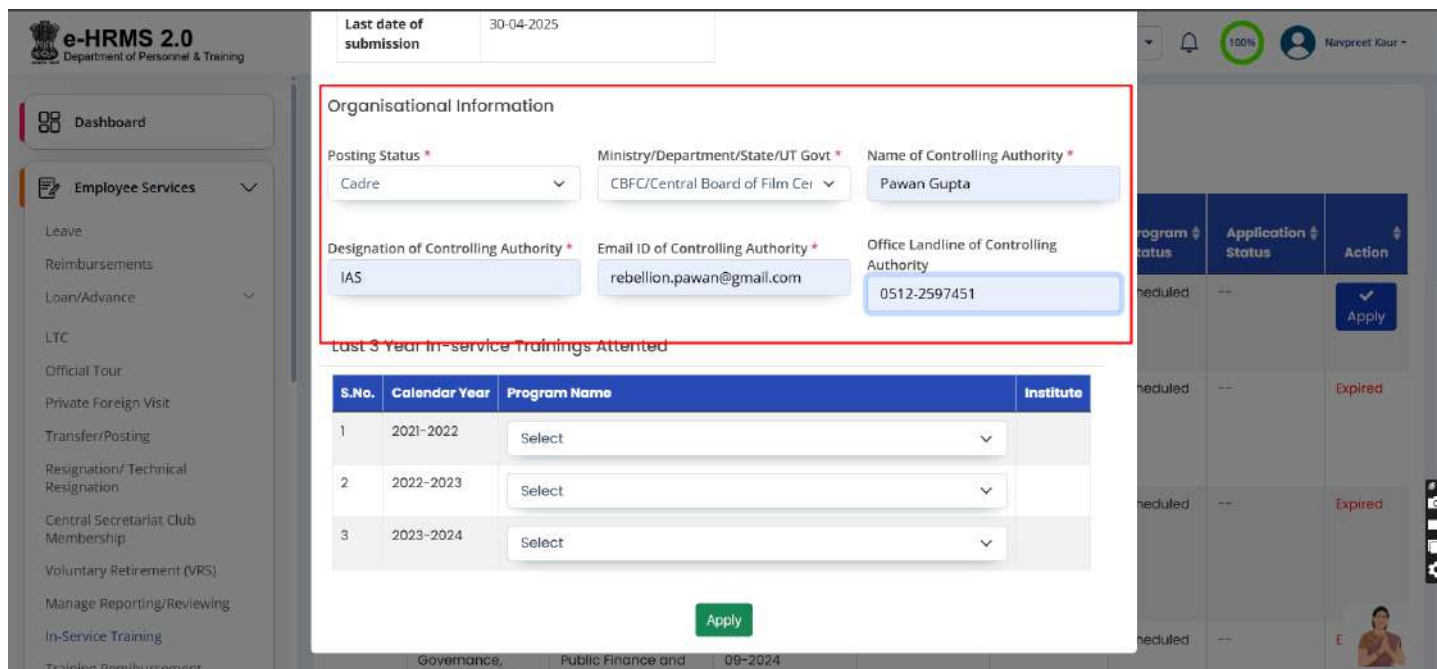
Posting Status * Ministry/Department/State/UT Govt * Name of Controlling Authority *

Select --Select--

If the officer's **organizational information** is vacant in the pop-up window, it means the information is not available on the E-HRMS portal and the officer should enter the following details:

- **Post Status:** Select the appropriate option from the drop down list: Cadre, Deputation (Central Staffing), or Deputation (Others).
- **Ministry/Department/State/UT Government:** Choose the relevant Ministry, Department, State, or UT Government where you are currently posted.
- **Name of Controlling Authority:** Enter the full name of the concerned officer in the Controlling Authority.
- **Designation of Controlling Authority:** Provide the designation of the Controlling Authority.

- **Email ID of Controlling Authority:** Enter the official email address of the Controlling Authority.



e-HRMS 2.0
Department of Personnel & Training

Last date of submission: 30-04-2025

Organisational Information

Posting Status * Ministry/Department/State/UT Govt * Name of Controlling Authority *

Designation of Controlling Authority * Email ID of Controlling Authority * Office Landline of Controlling Authority

Last 3 Year In-service Trainings Attended

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	<input type="text" value="Select"/>	
2	2022-2023	<input type="text" value="Select"/>	
3	2023-2024	<input type="text" value="Select"/>	

Step 4: Details of Previous IST programs attended

Officers are requested to select the In-Service training programs they have attended in the last three years. If no training has been attended during this period, the system will automatically select **"None"** by default.

Once the relevant information has been entered, please click the **"Apply"** button to proceed.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Employee Services

- Leave
- Reimbursements
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing
- In-Service Training
- Training Rembursement

Last date of submission: 30-04-2025

Organisational Information

Posting Status *
Cadre

Ministry/Department/State/UT Govt *
CBFC/Central Board of Film Cer

Name of Controlling Authority *
Pawan Gupta

Designation of Controlling Authority *
IAS

Email ID of Controlling Authority *
rebellion.pawan@gmail.com

Office Landline of Controlling Authority
0512-2597451

Last 3 Year In-service Trainings Attended

S.No.	Calendar Year	Program Name	Institute
1	2021-2022	Inner Engineering Leadership Program	Isha Foundation, Coimbatore
2	2022-2023	Change Management & Leadership	Institute of Management in Government, Thiruvananthapuram
3	2023-2024	Inner Engineering Leadership	Isha Foundation, Coimbatore

Apply

Step 5: Tracking Application status

Officers can easily track the status of their application by referring to the **"Application Status"** column of the applied program.

e-HRMS 2.0
Department of Personnel & Training

Dashboard

Employee Services

- Leave
- Reimbursements
- Loan/Advance
- LTC
- Official Tour
- Private Foreign Visit
- Transfer/Posting
- Resignation/ Technical Resignation
- Central Secretariat Club Membership
- Voluntary Retirement (VRS)
- Manage Reporting/Reviewing
- In-Service Training
- Training Rembursement

Apply for In-Service Training Program

Show 100 entries

S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Arun Jaitley National Institute of Financial Management, Faridabad	05-08-2024/09-08-2024	30-04-2025	30-05-2025	Scheduled	Pending for Approval	Action
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-08-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	Expired
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	R.S. Toila Uttarakhand Academy of Administration, Nainital	02-09-2024/06-09-2024	31-08-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy: Governance, Financial and	National Institute of Public Finance and Policy, New Delhi	09-09-2024/13-09-2024	31-08-2024	05-11-2025	Scheduled	--	

Application Status	Meaning
Application submitted	Application submitted successfully
Query	Some queries has been raised by DoPT
Under review	The application is under review by DoPT
Nominated	The application is approved by DoPT and the officer is being nominated to attend the program
Rejected	The application has been rejected by DoPT with the reasons as mentioned

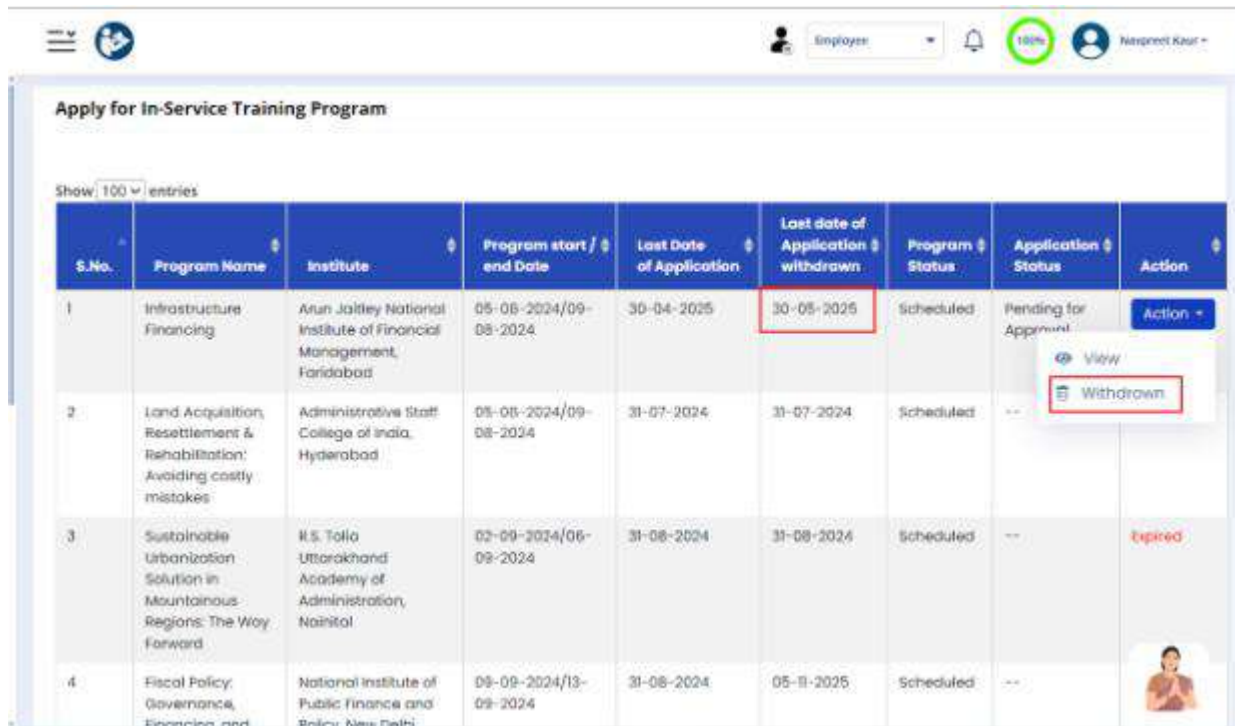
Officers will be informed of the nomination/ rejection through email and SMS. However, officers are advised to regularly check the application status for any updates and notifications.

Step 6: Withdrawal of application by applicant

Officers have the option to withdraw their submitted application, provided that the withdrawal deadline has not passed and the application status is either **"Application submitted"** or **"Query"** or **"Nominated"**.

Please note that if the application status is **"Under review"**, it will not be possible to withdraw from the applied program.

Officers are encouraged to verify the application status before proceeding with a withdrawal.



S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Infrastructure Financing	Atul Jain National Institute of Financial Management, Faridabad	05-06-2024/09-08-2024	30-04-2025	30-05-2025	Scheduled	Pending for Approval	Action +
2	Land Acquisition, Resettlement & Rehabilitation: Avoiding costly mistakes	Administrative Staff College of India, Hyderabad	05-05-2024/09-08-2024	31-07-2024	31-07-2024	Scheduled	--	View Withdrawn
3	Sustainable Urbanization Solution in Mountainous Regions: The Way Forward	I.S. Tolia Uttarakhand Academy of Administration, Nainital	02-09-2024/06-09-2024	31-08-2024	31-08-2024	Scheduled	--	Expired
4	Fiscal Policy, Governance, Financial and Policy	National Institute of Public Finance and Policy, New Delhi	09-09-2024/13-09-2024	31-08-2024	05-11-2025	Scheduled	--	

Step 7: Reapplying for the IST Program

Officers have the opportunity to reapply for the IST program if their previous application was **rejected by the DoPT Training Wing** or if they voluntarily withdrew from the applied program.

Officers are advised to review their application status before proceeding with reapplication



S.No.	Program Name	Institute	Program start / end Date	Last Date of Application	Last date of Application withdrawn	Program Status	Application Status	Action
1	Power Trainer	New Delhi Institute	29-03-2025/29-03-2025	29-03-2025	28-03-2025	Scheduled	--	Expired
2	Training AI	IIT Delhi	28-03-2025/28-03-2025	31-03-2025	27-03-2025	Scheduled	Rejected	Action ->
3	Deploy-23-03-2025	IIT Delhi	24-03-2025/25-03-2025	23-03-2025	23-03-2025	Scheduled	--	View
4	Self learning AI	IIT Delhi	09-04-2025/20-03-2025	28-03-2025	28-03-2025	Scheduled	--	Reapply
								Apply

***** End of Document *****

F.No. T-22012/13/2024-IST/IIPA
Government of India
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus,
 New Mehrauli Road, New Delhi-67

Dated: March 20, 2025

(Uploaded on DoPT website for the information of All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Central Civil Services Officers, Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr. PPS and above)

OFFICE MEMORANDUM

Subject: One Week In-Service Training Programs (Offline/Physical) calendar for the year 2025-26

Department of Personnel and Training sponsors One Week In-Service Training Programs (offline/physical) for All India Service (IAS, IPS & IFoS) Officers, Officers working under Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr.PPS and above). Officers belonging to such organized Group 'A' Central Civil Services (as per Annexure) are also included for One Week In-Service Training Programs from the calendar year 2025-26.

2. The calendar for the In-Service Training Programs for 2025-26 has been finalized and uploaded on the website of this Department at <https://dopttrg.nic.in> -- **Circulars** and **e-HRMS Potral**. The calendar for In-Service Training Programs is also enclosed as **Annexures-I**. It is **informed that registration for In-Service Training shall be through e-HRMS portal (under Employee Services) only**. All eligible Officers are required to enroll for the In-Service Training Programs through e-HRMS portal.

3. **The payment of course fee including boarding & lodging charges in respect of organized Group 'A' Civil Services officers (Sr. No. 6 to 21 at Annexure-III) will be borne by their respective Ministry/Department/Organization/State Government/Sponsoring Authority/Cadre Controlling Authority**. The course fee in respect of AIS Officers, Officers those who are working under Central Staffing Scheme in Government of India and Officers of CSS/CSSS will be borne by DoPT.

4. All Ministries/Departments of the Government of India and State Governments/Union Territories are requested to give wide publicity of the same amongst the officers for facilitating the attendance of a large number of officers in these programs.

Encl: 1. IST Training Calendar (Offline/Physical mode) for the year 2025-26
 2. General Guidelines for In-Service Training 2025-26 (Annexure – II)



(Deshraj Yadav)

Under Secretary to the Government of India

Annexure-I**IST Training Calendar for the year 2025-26**

S. No.	Name of the Institutes, Program location	Program offered	Date of Program
1	Indian Institute of Remote Sensing, Dehradun	Applications of AI/ML in Agriculture Analytics	April 28, 2025 to May 2, 2025
2	IIT Roorkee, Roorkee	Water Management/ Natural Resource Management, Blue economy	May 5, 2025 to May 9, 2025
3	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Driving Government Finance for Developed India	May 19, 2025 to May 23, 2025
4	Indian Institute of Foreign Trade (IIFT), Delhi	Export Promotion and Trade Negotiations	May 19, 2025 to May 23, 2025
5	IIM Indore, Indore	Shaping the Future of Environmental management	May 19, 2025 to May 23, 2025
6	Symbiosis Institute of Business Management, Pune	Corporate Governance	June 9, 2025 to June 13, 2025
7	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Critical issues of governance in PRI's and Rural development	June 9, 2025 to June 13, 2025
8	IIT Madras, Chennai	Cybercrimes and Cybersecurity	June 16, 2025 to June 20, 2025
9	IIM Mumbai, Mumbai	Women in Government: Program for Emerging Leaders	June 23, 2025 to June 27, 2025
10	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Border economy and Border development for National Security	June 23, 2025 to June 27, 2025
11	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Breaking Barriers, Building Prosperity: Strategies for Women's Economic Inclusion	July 7, 2025 to July 11, 2025
12	IIM Indore, Indore	Enhancing Leadership and Motivation Skills for Effective Management	July 7, 2025 to July 11, 2025
13	IIT Delhi, Delhi	Improving the Quality of Education in India through Design	July 14, 2025 to July 18, 2025

14	IIT Delhi, Delhi	Digital Governance & Emerging Technologies	July 14, 2025 to July 18, 2025
15	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Capacity Building and Sensitization Program on Criminal Law Reforms in India	July 28, 2025 to August 1, 2025
16	IIM Lucknow, Lucknow	Project Management & Analysis, Project Appraisal	August 4, 2025 to August 8, 2025
17	IIM Kozhikode, Kozhikode	Public Financial Management	August 4, 2025 to August 8, 2025
18	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Generating inclusive growth: Role of MSME	August 4, 2025 to August 8, 2025
19	IIM, Kozhikode	Financial Market Regulations	August 18, 2025 to August 22, 2025
20	Indian Institute of Public Health (IIPH), Shillong	Public Health	August 18, 2025 to August 22, 2025
21	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Digital Transformation of Government for improved Public Service Delivery	August 18, 2025 to August 22, 2025
22	SP Jain Institute of Management & Research, Goa	Infrastructure Financing/Project Finance & PPPs	September 8, 2025 to September 12, 2025
23	Indian Institute for Human Settlements (IIHS), Bengaluru	Perspectives on Urban Finance	September 8, 2025 to September 12, 2025
24	National Institute of Public Finance & Policy (NIPFP), New Delhi	Fiscal Policy- Governance, Financing and Management of Public Goods and Services	September 15, 2025 to September 19, 2025
25	IIT Bombay, Mumbai	Data Driven decision making using data analytics	September 15, 2025 to September 19, 2025
26	Nani Palkhivala Arbitration Centre, Chennai	Alternate Methods of Dispute Resolution	September 15, 2025 to September 19, 2025
27	IIT Roorkee, Roorkee	Urban Transport/ Urban Finance/ Urban Planning	September 22, 2025 to September 26, 2025
28	Isha Yoga Foundation, Coimbatore	Inner Engineering Leadership Program	October 6, 2025 to October 10, 2025
29	National Law School of India University, Bengaluru	Corporate Law	October 13, 2025 to October 17, 2025

30	Indian School of Business (ISB), Hyderabad	Understanding Human Dimensions of Climate Change: Impact, Adaptation and Mitigation	November 17, 2025 to November 21, 2025
31	IC Centre for Governance, Panchgani	Ethics in public service	November 17, 2025 to November 21, 2025
32	International Centre for Environment Audit and Sustainable Development (iCED), Jaipur	Blue Economy: A Multi-Dimensional Overview with Special Focus on Marine and Coastal Ecosystem Conservation Measures	November 24, 2025 to November 28, 2025
33	Art of Living, Bengaluru	Building Competencies for Personal Excellence	November 24, 2025 to November 28, 2025
34	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Procurement and Contract Management for Civil Servants	December 15, 2025 to December 19, 2025
35	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Gangtok	Delivering Good Governance in Himalayan & North-East States & UTs	December 22, 2025 to December 26, 2025
36	National Academy of Audit and Accounts (NAAA), Shimla	Public Financial Management	January 5, 2026 to January 9, 2026
37	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Municipal Governance for Administrators	January 5, 2026 to January 9, 2026
38	IIM Mumbai, Mumbai	Transport, Logistics and Multi-Modal Integration	January 12, 2026 to January 16, 2026
39	Swami Vivekananda Yoga Anusandhana Samsthana (SVYAS), Bengaluru	Indian Knowledge System for Promotion of Positive Health	January 19, 2026 to January 23, 2026
40	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Capacities for the Present and Future	February 9, 2026 to February 13, 2026
41	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Building Infrastructure for Viksit Bharat	February 23, 2026 to February 27, 2026
42	Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie	Energy Sector: Challenges and Response	March 9, 2026 to March 13, 2026

[Signature]
17.03.2025

Annexure-II

General Guidelines/Instructions/Information for In-Service Training Program 2025-26

The following general guidelines/instructions/information are in reference to One-Week In-Service Training Programs (Offline/Physical) for the year 2025-26 for All India Service (IAS, IPS & IFoS) Officers, organized Group 'A' Officers of Central Civil Services, Officers including those working under the Central Staffing Scheme and Officers of Central Secretariat Service (CSS)/Central Secretariat Stenographers Service (CSSS) (Officers of the level of DS/Sr.PPS and above).

2. Eligibility:

All AIS (IAS, IPS and IFoS) Officers and organized Group 'A' Officers of such Central Civil Services as per annexure - III, **with minimum 4 years of service as on April 1, 2025** (up to 2020 batch), Officers working under the Central Staffing Scheme in the Government of India and Officers of Central Secretariat Service and Central Secretariat Stenographers Service (Of the level of DS/Sr. PPS and above) are eligible to attend the aforesaid training programs.

3. All the training programs (Offline/Physical Mode) are **residential** in nature unless otherwise stated. Accommodation facilities shall be provided to the participants by the training institutes who are organizing the training program. **The concerned training institute will provide accommodation only for duration of course (i.e. 5 day).** If, any officers stay beyond five days, they may claim TA/DA by their respective Department/ Ministry/ State Government/ Cadre controlling authority, subject to admissibility.

4. The eligible officers are required to enrol for In-Service Training Programs through **e-HRMS portal under 'Employee Services'** (Functionality is under development. A separate communication along with a self-help tutorial shall be intimated once the functionality is deployed.) only. **Enrolments for In-Service Training shall henceforth be discontinued on iGOT-Karmayogi portal.**

5. The Officers posted abroad are excluded from participation in the program and their applications shall not be considered.

6. **The Officers shall not be allowed to apply or change options, if, less than 15 days remains for the commencement of the respective program.** If the Officers want to change their options in case of emergency, they have to separately send a request to meena.rajesh13@nic.in.

7. **The Officers shall not apply for the training program which they had already attended during the last three years (i.e. 2022-23, 2023-24, 2024-25).** Preference will be given to the officers who have not participated in training program during the past years. However, other officers will be nominated depending upon the availability of slots.

8. The ideal size of the batch shall be not more than 50 participants. In case large number of nominations are received for a particular program, additional batches shall be formed on need basis. **DoPT reserves the right to decide the final nomination of officers under intimation to the respective Cadre Controlling Authorities/Controlling Authorities.**


9. **The payment of course fee including boarding & lodging charges in respect of organized Group 'A' Civil Services officers those who are posted in Cadre (Sr. No. 6 to 21 at Annexure-III) will be borne by their Cadre Controlling Authority.** The payment of course

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fee in respect of organized Group 'A' Civil services officers who are posted/deputed /working under State Government or Central Government (non-Central Staffing Scheme post) will be borne by the respective State Government/Central Ministry/Department. The course fee in respect of Group A Officers those who are working under Central Staffing Scheme in Government of India shall however, be borne by DoPT.

10. The program fee/course fee for the In-Service Trainings in respect of organized Group A Central Civil Service officers shall be settled by the respective Cadre Controlling Authorities/Controlling Authorities under intimation to DoPT within a maximum period of 30 days from the date of submission of the invoice by the respective institute, based on the list of respective cadre officers nominated for a particular program and the final attendance list shared by the institutes.

11. The Officers shall enrol and attend only one In-Service Training Programme either Physical OR Online during the financial year 2025-26.


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Annexure-III

The list of participating Services for In-Service Training Programs for the year 2025-26 is as under: -

S.No.	Service
1.	Indian Administrative Service
2.	Indian Police Service
3.	Indian Forest Service
4.	Central Secretariat Service (Officers of the level of Deputy Secretary and above)
5.	Central Secretariat Stenographer Service (Officers of the level of Sr.PPS and above)
6.	Indian Foreign Service (posted in India only)
7.	Indian Audit and Accounts Service
8.	Indian Civil Accounts Service
9.	Indian Corporate Law Service
10.	Indian Defence Accounts Service
11.	Indian Defence Estates Service
12.	Indian Information Service
13.	Indian Postal Service
14.	Indian P&T Accounts and Finance Service
15.	Indian Railway Protection Force Service
16.	Indian Revenue Service (Customs & Indirect Taxes)
17.	Indian Revenue Service (Income Tax)
18.	Indian Trade Service
19.	Indian Railway Management Service
20.	Indian Economic Service
21.	Indian Statistical Service

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Sadhguru

offers

Inner Engineering

Technologies for Wellbeing

LEADERSHIP PROGRAM for government leaders

The 5-day Inner Engineering program sponsored by the Department of Personnel Training, Government of India for IAS, Indian Forest Service officers and other group central services in association with Isha Foundation.



About the Program

Designed by Sadhguru and conducted by highly-trained instructors, the Inner Engineering Leadership program offers powerful tools derived from the Yogic sciences. It has been specially

designed for government officials holding senior leadership positions in central and state governments. The program is devised not only to empower you to achieve an inner balance that translates into clarity, creativity, efficiency and harmony at the workplace, but also to realize your boundless potential.

“

I want you to know the power and the liberation of another kind of science, the inner science, the yogic science through which you can become the master of your own destiny.

Sadhguru



Benefits

Increased ability to handle stressful situations

Improved interdepartmental collaboration to achieve governance objectives

Clarity in evaluating personal values and life goals to direct and deliver good governance

Enhanced concentration and memory

- Improved communication skills and relationships with others
- A deep sense of inner peace and fulfillment
- Relief from chronic ailments such as hypertension, diabetes, allergies, back and neck pain, asthma, headaches, insomnia, obesity, anxiety, poor resistance to cold and flu, fibromyalgia, and depression

Date: 5 - 9 January 2026

Venue: Isha Yoga Center, Coimbatore

Registration link: e-hrms.gov.in

Program details: isha.co/ILRP

For Program Enquiries:

Kannan Malusekaran: +91 98186 90146

Prasad Atmakur: +91 97034 11101

Email ID: leadershipretreat@ishafoundation.org