

Fwd: Nomination for MoRTH Sponsored Training Programme for Financial Year 2025-26

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Fri, 03 Oct 2025 2:16:48 PM +0530

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

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Sent: Friday, October 3, 2025 1:05:39 PM

Subject: Nomination for MoRTH Sponsored Training Programme for Financial Year 2025-26

Dear Sir/Madam,

Greetings from the Central Institute of Road Transport.

The Ministry of Road Transport & Highways (MoRTH), in collaboration with the Central Institute of Road Transport (CIRT), announces a series of sponsored training programmes for 2025–26. These programmes aim to strengthen professional capacity of officers across Transport Undertakings, Transport/Motor Vehicle Departments, Police (Traffic/Highway Safety/Motor Transport), and Municipal Corporations.

Objectives:

- To train & update officials on Vehicle Testing, Certification & Compliance as per CMVR, Automotive Components & Quality Assurance, Vehicle Specific Compliance-Safety & Emission Standards, Bus Body Code Compliance, Intelligent Transport Systems (ITS & ITMS) & Automotive Cybersecurity, Transport Operations & Management.
- Road Safety: Vehicle & Road Requirements.
- Type Approval (TAC), Conformity of Production (COP) and All CMVR Rules and Acts- Legislations
- Training on implementation IDTRs, ATS, RVSFs.
- Latest trends in Alternate Fuels like Battery operated vehicles (EV) to achieve carbon net zero emissions.

The programmes will include expert-led technical sessions, interactive discussions, and field visits, ensuring both theoretical and practical learning.

We request you to nominate relevant officers from your department for each programme.

We look forward to your support in these capacity-building initiatives.

Enclosed: 1. Invitation Letter

2. Training Brochure

3. Instructions for Nominating the Officers

4. All Training Timetable**PFA- OCT 2025 month Training Programs:**

S. No.	Title of Programme	No. of Days	Location	Date	Programme Director/ Co-ordinator
1	Quality Quest for Electrical Components in Buses	3	CIRT	7-9 Oct ,2025	Mrs Sheeba Rani Head-Training & Mr. Santosh Desai, In charge- Electrical Lab
2	Vehicle Certification as per CMVR	3	CIRT	8-10 Oct, 2025	Shri S N Dhole, Head Technical Secretariat CIRT
3	Sensitizing Quality culture (Quality checking, service, testing for Automotive components)	3	CIRT	13 - 15 Oct, 2025	Mr. S.R Sonawane Head-Automotive Testing Division, Mr. P.R.Nimkar,Sc-C & Mr. B N Rawat, Sc-A
4	Photometry Of Light & Light Signalling Devices For Road Vehicles	1	Online Webinar	16-Oct-25	Mrs Sheeba Rani Head-Training, Mr. Santosh Desai, In charge- Photometry lab
5	Vehicle/Engine Testing & Emission Norms & CMVR Compliance for Vehicles More than 3.5 Tons GVW	3	CIRT	28-30 Oct, 2025	Dr.Devendra Singh, Director CIRT

Thanks & Regards,

**Head- Training & Management Development Centre (MDC)
Central Institute of Road Transport
Pune – Nasik Road, Bhosari, Near Nasik Phata, Pune-411 026, India**

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Website: <http://www.cirtindia.com>



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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

Motor Vehicle Dept.pdf 361.6 KB	CIRT Training Brochure 2025-... 7 MB
Instructions for Nominating the... 136 KB	Training Programmes Table 20... 197.5 KB



Central Institute of Road Transport

Dated: 22nd September 2025

To,

Transport Departments/Motor Vehicle Departments

Subject: Call for Nominations for MoRTH Sponsored Training Programmes 2025-26

Respected Sir/Madam,

The Ministry of Road Transport & Highways (MoRTH), in collaboration with the Central Institute of Road Transport (CIRT), announces a series of sponsored training programmes for 2025-26. These programmes aim to strengthen professional capacity of officers across Transport Undertakings, Transport/Motor Vehicle Departments, Police (Traffic/Highway Safety/Motor Transport), and Municipal Corporations.

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- Road Safety: Vehicle & Road Requirements.
- Type Approval (TAC), Conformity of Production (COP) and All CMVR Rules and Acts- Legislations
- Training on implementation IDTRs, ATS, RVSFs.
- Latest trends in Powertrain Systems to achieve carbon net zero emissions.

The programmes will include expert-led technical sessions, interactive discussions, and field visits, ensuring both theoretical and practical learning.

Highlights:

- *No course fee* for participation.
- *Complimentary boarding and lodging facilities* at CIRT for nominated officers for the duration of the training.
- Travel Allowances and TA/DA are to be borne by the nominating authorities.

We request your organization to kindly nominate suitable officers at the earliest. The detailed schedule and nomination guidelines are enclosed for reference.

We look forward to your active participation in this important initiative.

With regards,

Director

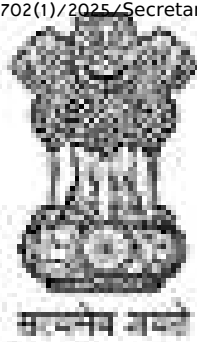
Central Institute of Road Transport (CIRT)

Post Box No. 1897, Pune Nasik Road, Pune-411 026. India

Tel. : (+91) 20 67345300 (30 Channels)

Fax : (+91) 20 67345403

Website : <http://www.cirtindia.com>



सड़क परिवहन और राजमार्ग मंत्रालय
Ministry of Road Transport and Highways



MoRTH SPONSORED TRAINING PROGRAMMES 2025-2026.

*Empowering Indian Transport EcoSystem
Through Knowledge*

**CENTRAL INSTITUTE OF ROAD
TRANSPORT**

PUNE



Website
www.cirtindia.com



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ABOUT CIRT



Established in 1967 by the Ministry of Shipping & Transport and ASRTU, the Central Institute of Road Transport (CIRT), Pune, is a premier Institute for Training, Consultancy, Research and Testing. CIRT is Authorized Test Agency under Central Motors Vehicle Rule 124 & 126 under Ministry of Road Transport & Highways (MoRTH).



Training Programs

1,800+

Comprehensive programs
Conducted

Spread across 100 plus acres of land. State of Art Training infrastructure including Auditorium, Conference Hall, Seminar Halls, Lecture Halls. Guest House & Hostels to accommodate 120 participants.



Officials Trained

60,000+

Transport professionals from
across India

Whom We Train/Target Participants:

- State Transport Undertakings (STUs)
- Motor Vehicle Departments (RTOs)
- Vehicle & Component Manufacturers (OEMs)
- Municipal Corporations (Vehicle Dept, Road Dept, City Engineers Office, Town Planning Dept)
- Police Departments (Motor Transport Section)/ Traffic Police, Highway Safety Police)

Programme Objectives & Highlights



Programme Objectives

- To Train & update officials on Vehicle Testing, Certification & Compliance as per CMVR, Automotive Components & Quality Assurance, Vehicle Specific Compliance-Safety & Emission Standards, Bus Body Code Compliance, Intelligent Transport Systems (ITS & ITMS) & Automotive Cybersecurity, Transport Operations & Management.
- Road Safety: Vehicle & Road Requirements.
- Type Approval (TAC), Conformity of Production (COP) and All CMVR Rules and Acts- Legislations
- Training on implementation of IDTRs, ATS, RVSFs.
- Latest trends in Clean Technologies, including alternative fuels, Battery operated vehicles (EV) to achieve carbon net zero emissions.
- Develop strategies to address challenges and drive impactful outcomes.
- Enhance professional skills through expert guidance and practical exposure.



Key Highlights

- No Course Fee – participation is fully sponsored by MoRTH.
- Free Boarding & Lodging at CIRT Pune /IN-SITU locations.
- Expert-Led Sessions, Interactive discussions.
- Study visits to eminent Industries & Places.
- TA/DA to be borne by the nominating authority.

OUR RECENT TRAINING PROGRAMMES



Two Weeks Training Programme for Clerical Staff of Maharashtra Motor Vehicles Department (28 July 2025 - 08 August 2025)



Foundation Training Programme for Newly Recruited Asst Inspector of Motor Vehicles from Transport Department, Govt. of Maharashtra at CIRT, Pune (25 June 2025 to 19 August 2025)



15 Days Special Training Programme for AIMVs of Transport Department, Govt of Telangana at CIRT, Pune (21 August 2025 to 04 September 2025)



Two Days Training Programme on “Understanding BSVI Systems Vehicle Technology and Maintenance Practices” for NWKRTC officials (15 September 2025 to 16 September 2025)



TRAINING PROGRAMME FOR THE YEAR 2025-26

S.NO	TITLE OF PROGRAMME	NO. OF DAYS	LOCATION	DATE	PROGRAMME DIRECTOR/CO-ORDINATOR
1	Quality Quest for Electrical Components in Buses	3	CIRT	7-9 Oct ,2025	Mrs Sheeba Rani Head-Training & Mr. Santosh Desai, In charge- Electrical Lab
2	Vehicle Certification as per CMVR	3	CIRT	8-10 Oct, 2025	Shri S N Dhole, Head Technical Secretariat CIRT
3	Sensitizing Quality culture (Quality checking, service, testing for Automotive components)	3	CIRT	13 - 15 Oct, 2025	Mr. S.R Sonawane Head-Automotive Testing Division, Mr. P.R.Nimkar,Sc-C & Mr. B N Rawat, Sc-A
4	Photometry Of Light & Light Signalling Devices For Road Vehicles	1	Online Webinar	16-Oct-25	Mrs Sheeba Rani Head-Training, Mr. Santosh Desai, In charge- Photometry lab
5	Vehicle/Engine Testing & Emission Norms & CMVR Compliance for Vehicles More than 3.5 Tons GVW	3	CIRT	28-30 Oct, 2025	Dr.Devendra Singh, Director CIRT
6	One day Workshop on Window Retention & Release Systems as per IS:13944: 2021 & Window frame Testing as per AIS:068	1	Online Webinar	4 Nov,2025	Mr. S.R Sonawane Head-Automotive Testing Division , Mr. Sanket D, Sc-B & Mr. Atharva Joshi, Jr.Sc

S.NO	TITLE OF PROGRAMME	NO. OF DAYS	LOCATION	DATE	PROGRAMME DIRECTOR/CO-ORDINATOR
7	Implementation of ATS and IDTR by State transport department.	3	CIRT	4-6 Nov, 2025	Mr, Sanjay Sasane, Principal IDTR
8	Depot Management	3	CIRT	10-12 Nov, 2025	Shri Prashant Kakade, Head-Technical Directorate
9	Testing and Certification of Vehicles (CMVR Compliance Requirements)	3	Cochin	12 - 14 Nov, 2025	Dr M.M.Pathak, H-SHD, Shri S N Dhole, Head Technical Secretariat CIRT, and Shri F S Makhdoom, H-MDC
10	Appraisal of Automotive Bus Components in Metallurgical & Material Aspects	1	Online Webinar	18-Nov-25	Mrs Sheeba Rani Head-Training, Mrs. Pravina Mapari, In-Charge Met lab & Mrs.Amruta Panhale, Asst Sc
11	Intelligent Transport System in STUs	3	CIRT	19-21 Nov, 2025	Mr.U.K.Suryawanshi Head-Research & Consultancy & Mr. Tejas Desale, JRA
12	Automotive Cyber Security	1	Online Webinar	21 NOV,2025	Mr Farukh Makhdoom, Head-Automotive Cyber Security

S.NO	TITLE OF PROGRAMME	NO. OF DAYS	LOCATION	DATE	PROGRAMME DIRECTOR/CO-ORDINATOR
13	Sensitizing Quality Culture (Tyres, Tubes, Flaps, Tyre Retreading Materials, Engine Gaskets, Rubber Adhesives & Sealant and Other Automotive Components)	3	CIRT	03-05 Dec, 2025	Mrs Sheeba Rani Head-Training, Shri P.S.Dahiya, In-Charge Polymer Analysis Lab
14	CMVR - Vehicle certification	3	CIRT	3-5 Dec, 2025	Shri S N Dhole, Head Technical Secretariat CIRT
15	Tyres & Wheel Rims	3	CIRT	8-10 Dec, 2025	Shri Sanjay Salunkhe Sc-C & H-ACTD, Shri Nilesh Barmukh, Sc-A
16	Quality Maintenance Practise in Public Transport Insight to testing - Testing of Paints, Safety Glass, Upholstery & Foam	1	CIRT	10-Dec-25	Mrs.Sheeba Rani, Head-Training, Mr. V.A.Patil, In Charge Environmental Lab
17	Compliance of Bus Body Codes (AIS:052,153,63,139,119,216)	3	CIRT	10-12 Dec, 2025	Shri S N Dhole, Head Technical Secretariat CIRT
18	Vehicle/Engine Testing & Emission Norms & CMVR Compliance for Vehicles below 3.5 Tons GVW	3	CIRT	16-18 Dec, 2025	Dr. Devendra Singh, Director CIRT

S.NO	TITLE OF PROGRAMME	NO. OF DAYS	LOCATION	DATE	PROGRAMME DIRECTOR/CO-ORDINATOR
19	CMVR Testing and Certification of Buses & Bus Components - Including E Buses	3	CIRT	31 Dec -02 Jan, 2026	Mrs Sheeba Rani, Head-Training
20	Petroluem Products Quality Engineering for Vehicles (Including buses)	1	Online Webinar	6th Jan 2025	Mrs Sheeba Rani, Head-Training, Shri Rajendra Gore, Sc-C & Mrs Pallavi Jagtap, Asst. Sc
21	Road Safety: Vehicle & Road requirements	3	CIRT	5-7 Jan, 2026	Shri Prashant Kakade, Head-Technical Directorate & Shri S N Dhole, Head Technical Secretariat CIRT
22	Implementation of ATS and IDTR by State transport department.	3	CIRT	6-8 Jan, 2026	Shri Sanjay Sasane, Principal IDTR Pune
23	CMVR compliance of Electric Vehicles	3	CIRT	7-9 Jan, 2026	Shri S N Dhole, Head Technical Secretariat CIRT
24	Compliance of Bus Body Codes (AIS:052,153,63,139,119,216)(Topic of Program Changed))	3	CIRT	19-21 Jan, 2026	Shri S N Dhole, Head Technical Secretariat CIRT

S.NO	TITLE OF PROGRAMME	NO. OF DAYS	LOCATION	DATE	PROGRAMME DIRECTOR/CO-ORDINATOR
25	CMVR Certification of Truck Body components	3	CIRT	20 - 22 Jan, 2026	Mr. S.R Sonawane Head-Automotive Testing Division, Mr. Sanket D, Fatigue lab & VSL Lab
26	CMVR compliance of Vehicles	3	CIRT	4-6 Feb, 2026	Shri S N Dhole, Head Technical Secretariat CIRT
27	In-Situ MoRTH Sponsored Training Programme on Digital Transformation in Transport Department	3	Thiruvananthapuram	4-6 Feb, 2026	Mr. U.K.Suryawanshi Head-Research & Consultancy & Mr Jaydeep Pawar, Sc A
28	CMVR Testing and Certification of Buses & Bus Components - Including E Buses	3	New Delhi	10-12 Feb, 2026	Mrs Sheeba Rani, H-TRAINING, Mr Farukh Makhdoom, Head-Automotive Cyber Security
29	Road Safety: Vehicle & Road requirements	3	CIRT	9-11 Mar, 2026	Shri Prashant Kakade Head-Technical Directorate, Shri S N Dhole, Head Technical Secretariat CIRT
30	CMVR Certification of Buses & Bus body components	3	CIRT	16-18 Mar, 2026	Mr. S.R Sonawane Head-Automotive Testing Division, Mr. Sanket D,In Charge Fatigue lab & VSL Lab

Nomination Process

The organisations can nominate their eligible officers by sending the emails to the below mentioned email IDs. Alternatively, they can download Google form using below link, fill and submit the same.

For more details, please contact our nodal officers mentioned below:



Contact Details



Landline
020-67345417, 020-67345416



Mobile
9545002464 (Sheeba Rani - Head Training),
9673545544 (Ashok Shinde - Senior Consultant)



E-mail
training@cirtindia.com,
koppula.sheebarani@cirtindia.com



Website
www.cirtindia.com



<https://forms.gle/798Fg9vfbMfvQ8rx6>





Instructions for Nominating the Officers

A. Participant should not be below the Rank of:

1. State Transport Undertaking - Asst. Depot Manager or equivalent & above.
2. Transport / Motor Vehicle Dept. – Asst Inspector of Motor Vehicle, Sub-Inspector, Inspector of Motor Vehicle or equivalent & above.
3. Police Dept. incl. Traffic and Motor Transport Section - Assistant Sub-Inspector, or equivalent & above.
4. Municipal Corp - Assistant Executive Engineer (Municipal Corp./PWD) or equivalent & above.

B. Nominations

Sr No.	Type of Training Programme	No. of officers that can be nominated per programme (From each organization)
1	Residential training programme at CIRT, Pune for duration of 3-days	3 - 4
2	On-line Webinar	7 or more
3	In-situ training programme	1 – 2

C. For residential programme - Since the batch size is 30, the confirmation is on first-cum-first serve basis and on receipt of confirmation from CIRT, the officers may be asked deputed.

D. Nominated officers are to be instructed to carry Aadhar card along with them and have to make their own local travel arrangements.

E. For the confirmed nominations of given training programmes, if the nominated officer does not report then no carry forward of nomination to other programme is allowed.

F. Nominations may be sent in the following format.

Name of the programme for which the nominations are sent & date of the programme:

| Sr. No. | Name of officer nominated | Designation | Mobile No. | Email id |

The organisations can nominate their eligible officers by sending the emails to the below mentioned email IDs.



Alternatively, they can download Google form using below link, fill and submit the same.

<https://forms.gle/798Fg9vfbMfvQ8rx6>



For more details, please contact our nodal officers mentioned below:

Centralized Contact Details:

Landline- 02067345417, 02067345416

Mobile: 9545002464 (Sheeba Rani - Head Training) , 9673545544 (Ashok Shinde- Senior Consultant, Training)

Emails: training@cirtindia.com, koppula.sheebarani@cirtindia.com

MoRTH Sponsored Training Programmes 2025–26

Organized by Central Institute of Road Transport (CIRT), Pune

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Emails: training@cirtindia.com, koppula.sheebarani@cirtindia.com

Fwd: MDSEI - Bootcamp on "AI Leadership Bootcamp @ViksitBharat2047" to be conducted on 13th & 14th November 2025 at MDSEI (Functioning within zonal campus NACIN Mumbai) in Offline Mode for All India Services, Central Services Group-A officers

Shri Dharmendra <csdelhi@nic.in>

Mon, 29 Sep 2025 11:07:46 AM +0530

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

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Sent: Friday, September 26, 2025 7:31:57 PM

Subject: MDSEI - Bootcamp on "AI Leadership Bootcamp @ViksitBharat2047" to be conducted on 13th & 14th November 2025 at MDSEI (Functioning within zonal campus NACIN Mumbai) in Offline Mode for All India Services, Central Services Group-A officers

Madam/Sir,

Multi-Disciplinary School of Economic Intelligence MDSEI (Functioning within zonal campus NACIN Mumbai), is organizing a Two day Offline Bootcamp for officers on "**AI Leadership Bootcamp @ViksitBharat2047**" to be conducted on 13th & 14th November 2025 at MDSEI in Offline Mode for All India Services, Central Services Group-A officers and equivalent.

Please find attached request letter for sending nominations of eligible officers posted under your charge for participating in the above Bootcamp.

Nominations may please be sent through official email id at **email:nacenmum@nic.in** by **31.10.2025** positively. The officers nominated by your organisation may be asked to register through the link provided below.

Google Form link for registration: - <https://forms.gle/JnkvmACcDFUh8wwF6>

Thanking You.

Regards
MDSEI

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Regards
O/o The Chief Secretary, Delhi

MDSEI - AI Leadership Bootca...

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GOVERNMENT OF INDIA
MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
MULTI-DISCIPLINARY SCHOOL OF ECONOMIC INTELLIGENCE
NACIN COMPLEX, POST OFFICE LANE, BHANDUP(EAST), MUMBAI – 400 042
दूरभाष सं: 022-21675700 ई-मेल- nacenmum@nic.in ट्विटर- NACIN_OFFICIAL

फा.सं : NACIN/TRNG/OTH/OTH/30/2024-TRNG OTH-NACIN-ZC-MUMBAI दिनांक: Sept 26, 2025

To

**All Ministries/Departments,
 Govt. of India,
 All State Govt. Ministries/Departments**

Madam/Sir,

Subject: Nomination of Officers for “AI Leadership Bootcamp @ViksitBharat2047” at NACIN, Mumbai on **13th & 14th November 2025** for All India Services, Central Services Group A officers and equivalent – reg.

National Academy of Customs, Indirect Taxes and Narcotics, Mumbai, under the aegis of **Multi-Disciplinary School of Economic Intelligence (MDSEI)**, is organizing a two-day intensive workshop titled “**AI Leadership Bootcamp @ViksitBharat2047**” on **13th & 14th November 2025** at NACIN, Mumbai. This initiative is aligned with the Government’s “AI for Viksit Bharat” roadmap to prepare young AI leaders in government capable of driving the vision of *Viksit Bharat* and *Atmanirbhar Bharat*.

2. The National Academy of Customs, Indirect Taxes & Narcotics (**NACIN**) serves as the Government of India's apex capacity-building institute, and NACIN, Mumbai center operates as the Multidisciplinary School of Economic Intelligence (**MDSEI**), training enforcement agencies on economic offences and national security since 2010. Senior Govt. officials from IRS, IAS and IPS working with various organizations such as Customs, CGST, Income Tax, Enforcement Directorate, NCB, Coast Guard, Embarkation, CAG, amongst others, have attended MDSEI workshops & seminars in the past.

3. The Bootcamp will bring together and train 75 brilliant officers from diverse departments, enhancing their strategic mindset, practical AI skills, and collaborative approach to governance transformation. The programme is designed to provide conceptual clarity, practical demonstrations, and actionable strategies.

Focus Areas

- Strategic Mindset: Aligning AI with governance priorities and national developmental vision.
- Practical Skills: Applying AI tools and applications to real-world administrative challenges.
- Collaborative Approach: Building cross-department networks for innovation and coordinated implementation.

4. Tentative Workshop Sessions (02 days)

Eight interactive sessions (each 1 hr 15 min):

Day1 (13 Nov, 2025)

- i. AI Demystified- From Hype to Reality
- ii. AI in Action – Use Cases Across Sectors
- iii. AI Toolbox for Work
- iv. Crafting Your AI Roadmap

Day2 (Nov 14, 2025)

- i. Leaders' Mindset – Architecting Outcome, Not Just Code
- ii. Execution Excellence – Leading High-Velocity Teams
- iii. The Human Stack – Building and Nurturing Elite Teams
- iv. Strategic Influence & Communication for Tech Leaders

The bootcamp schedule along with the detailed course content will be shared in due course.

5. Eligibility

- **Group A Officers of Government of India/ State Governments**
- **Age: 50 years or below**
- **Basic exposure & proficiency in AI tools is desirable**

6. Nomination Process

- Ministries/Departments may nominate up to 05 eligible officers under their charge.
- Nominations must be sent in prescribed Excel format through official email only to nacenmum@nic.in.
- Last date for submission: **31st October 2025**.
- Final confirmation from NACIN Mumbai: by 4th November 2025.
- **Only officers whose nominations are confirmed should make travel arrangements to attend.**

7. Nomination details required:

Sr No.	Name of the officer nominated	Designation/ Ministry/ Place of posting	Service/Batch Year	D.O.B	Mobile/ Whatsapp No. (Mandatory)	Official E-Mail id (Mandatory)

The officers nominated by your organisation may be asked to register through the link provided with the mail. <https://forms.gle/JnkvmACcDFUh8wwF6>

8. Logistics

- Limited hostel & Mess facilities are available on a first-come, first-serve (paid) basis. Requests may be sent only after acceptance of nomination, by 7th November 2025, to Additional Director, NACIN, Mumbai at nacenmum@nic.in.
- Reporting: Officers should report at NACIN, Post Office Lane, Bhandup (East), Mumbai – 400042 on **13th November 2025 at 9.30 AM**.

9. For queries, please contact:

- Ms. Marietta Azavedo, Course Coordinator - 9892617262
- Ms. Meena Ghodke, AAD - 9769343889

This issues with the approval of the Pr. Additional Director General, NACIN, Mumbai.

Yours sincerely,



(Vimallesh Kumar Singh)

Joint Director

Mob: 8826033991

Copy to:

1. The Chief Secretary, All States and UTs
2. Deputy Secretary, Cabinet Secretariat, Rashtrapati Bhawan
3. The Director, Sardar Vallabhbhai Patel National Police Academy (SVPNPA)
4. The Director General, Railway Protection Force (RPF) Ministry of Railways
5. Additional Director of Foreign Trade Nishtha Bhavan, 48, Vithaldas Thackersey Marg, Churchgate, Mumbai-400020, Zone: Bhopal, Pune, Surat, Nagpur, Rajkot, Panjim, Raipur, Ahmedabad, Vadodara
6. The Principal Chief Commissioner of Customs & Central GST/ Chief Commissioners of Customs & Central GST, All Zones
7. The Pr. Commissioners/Commissioners of Customs & Central GST, All CGST Commissionerates/Customs Commissionerates
8. The Pr. Additional Director General/Additional Director General, NACIN, All ZTIs/RTIs
9. The Pr. Additional Director General/Additional Director General, DGARM/DGGI/DGRI/DGGST/DGAudit/DGPM/DGVigilance/DGValuation/DGEP/DGT PS/DGHRD/DGAP/DG(System)
10. The Chief Commissioner (AR), CESTAT, New Delhi
11. The Principal Director (Personnel), O/ o CAG of India, DDU Marg - New Delhi
12. The Commander Coast Guard, Regional Head Quarters (West), Worli Sea Face P.O., Worli Colony, Mumbai-400030.
13. The Joint Director Enforcement Directorate All regions
14. The Joint Director, Central Bureau of Investigation, All Zones
15. The Director, Financial Intelligence Unit – India, Ministry of Finance, Govt. of India
16. The Member (Admin) Ministry of Finance, North Block, CBDT
17. The Additional Director General (Training) Central Reserve Police Force,
18. The Principal Director General of Income Tax, Admn & TPS, HRD, Legal & Research, Vig/CVO, Training/NADT
19. The Director General of Income Tax, Systems, Investigation
20. The Principal Chief Commissioner of Income Tax, NEC, NFAC
21. The Principal CCIT (All Regions), Intl. Tax & TP, to All regions
22. The Director, Lal Bahadur Shastri National Academy of Administration (LBSNAA) Mussoorie
23. The AS (Admin) Ministry of Home Affairs, New Delhi
24. The Pr. Director General, National Academy of Customs, Indirect Taxes & Narcotics Palasamudram, Andhra Pradesh
25. The Director General, National Academy of Indian Railways Lalbaug, Vadodara,
26. The Director General, National Academy of Audit & Accounts
27. The Director General, Narcotics Control Bureau All Zonal Units
28. The Director, Indira Gandhi National Forest Academy Ministry of Environment, Forest and Climate Change
29. The Director General National Investigation Agency to HQ's and all Branch offices
30. The Additional Director (Training) Yashwantrao Chavan Academy Of Development Administration (YASHADA)
31. The Director General of Police All States
32. Central Economic Intelligence Bureau (CEIB)
33. The Pr. Additional Director General (Training) National Academy of Direct Taxes(NADT)
34. The Commissioner of Police, Greater Mumbai D.N Road, Opp Crawford market
35. The Deputy Commandant, Embarkation Headquarters, Mumbai
36. CBIC/NACIN Websites

Email

Shri Dharmendra

Invitation to shape future civil servants at I.I.M.U.N.'s Civil Servants tour, fostering India's administrative leaders

From : suhanisultania iimun <suhanisultania.iimun@gmail.com> Sun, Sep 28, 2025 09:01 AM
Sender : suhanisultania iimun <suhanisultania.iimun@gmail.com>
Subject : Invitation to shape future civil servants at I.I.M.U.N.'s Civil Servants tour, fostering India's administrative leaders
To : Shri Dharmendra <csdelhi@nic.in>

To,
Shri Dharmendra,
Chief Secretary (Delhi)
Role Model to Young India

Respected Sir,

I write to you on behalf of the 26,000+ students who have been part of I.I.M.U.N.'s journey over the last 14 years, working across 220 cities in India and 35 countries globally to promote the idea of India. Our organization, guided by an esteemed Advisory Board including luminaries like Deepak Parekh, Nadir Godrej, Ajay Piramal, Shashi Tharoor, A.R. Rahman, P.T. Usha, and others, is dedicated to inspiring over 50 million teenagers through our annual concourses, dialogues, and seminars. And also an Academic Advisory Council comprising Amb. P.S. Raghavan, Amb. Jitendra Nath Misra, Amb. Anil Trigunayat, Amb. Pankaj Saran, Amish Tripathi, A.S. Kiran Kumar amongst others.

Recognizing the significant gap between academic learning and the practical challenges students face once they enter their careers, we have initiated a series of tours aimed at bridging this divide. The I.I.M.U.N.'s Civil Servants tour, is a key part of this effort. Following the success of the past tours, we are thrilled to extend this invitation for our leadership tour designed to offer students first hand exposure to industry insights and leadership lessons from accomplished professionals like yourself.

Occasion: I.I.M.U.N.'s Civil Servants Tour fostering India's administrative leaders.

Concept Note: We invite you to engage with 20 selected students from across India, sharing your insights on "Leadership lessons from your life and for leaders of tomorrow."

Method of interaction: In-person session at your Delhi residence/office. The format can be a talk followed by a moderated Q&A session or just the latter.

Date of interaction: At a date and time convenient to you between 04th - 07th November 2025

Duration: 45 minutes

Previous Guests at I.I.M.U.N.: 32 Heads of Nations, UN Secretary Generals, Nobel Laureates, Ambassadors, Michelin Star Chefs and Cinema Icons, among 30,000+ others.

In the previous tours, we had the privilege of hosting interactions with Former CJI Ranjan Gogoi, Kapil Sibal, Om Birla, Ambassadors, Chief of Armed Forces & more. You can find a glimpse of our previous tour [Here](#).

In an age where the pursuit of instant gratification often overshadows enduring values, your life and leadership stand as a beacon of inspiration. We would be immensely grateful if you could spare some time to inspire and engage with the future leaders of our nation.

Website: <https://new.iimun.in/>

Social Media: <https://www.instagram.com/iimunofficial/>

Warmest Regards,
Suhani



Suhani Sultania
Assistant Director
India's International Movement to Unite Nations
Contact: +91 9166952305



28.9.25
Secy. (Secy.)

1/24

Fwd: Sopa9m:DPC Forthcoming Training Programmes in the month of November & December 2025

Shri Dharmendra <csdelhi@nic.in>

Wed, 01 Oct 2025 5:26:37 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Commissioner of Industries"
<comind@nic.in>

From: "Special Secretary to LG" <astolg.delhi@nic.in>

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

Sent: Wednesday, October 1, 2025 11:45:00 AM

Subject: Fwd: Sopa9m:DPC Forthcoming Training Programmes in the month of November & December 2025

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Sent: Thursday, September 25, 2025 5:02:36 PM

Subject: Sopa9m:DPC Forthcoming Training Programmes in the month of November & December 2025

Dear Sir/Madam,

Delhi Productivity Council (DPC) is a non-profit making autonomous Techno-Managerial organization, was established in 1959 and is affiliated with National Productivity Council (under **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 as well as in-company programs.

We are pleased to inform you that the DPC is organizing the Residential Training Programmes in the month of November & December 2025. Details of the Training programmes along with Brochures are also attached as under –

A Tentative Training Calendar for the period November & December 2025 is attached herewith.

1. Training Programme on “**Preventive Vigilance, E-Procurement and Key to Good Governance**” to be held from **3rd to 7th November 2025** at **Madhurai-cum-Rameshwaram (TN)**.
2. Training Programme on “**Emotional Intelligence & Inter-Personal Communication Skills**” to be held from **6th to 10th November 2025** at **Goa (UT)**.

3. Training Programme on “**Art of Managing People**” to be held from **1st to 5th December 2025 at Shillong (Meghalaya).**

4. Training Programme on “**Disciplinary Proceedings/ Departmental Enquiries (Including Duties & Responsibilities of IO/PO)**” to be held from **5th to 9th December 2025 at Shillong (Meghalaya).**

We are confident that your esteemed organization would like to take advantage of these learning events and sponsor a couple of participants from different verticals to attend these training programmes. Kindly send us the nomination(s) at the earliest.

Always assuring you of our best services. An 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

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Regards
O/o The Chief Secretary, Delhi

4 Attachment(s)

7 Emotional Intelligence Inter-p...
728.2 KB

7A Preventive Vigilance^J E- P...
677.8 KB

8 Art of Managing People (1).pdf
733.2 KB

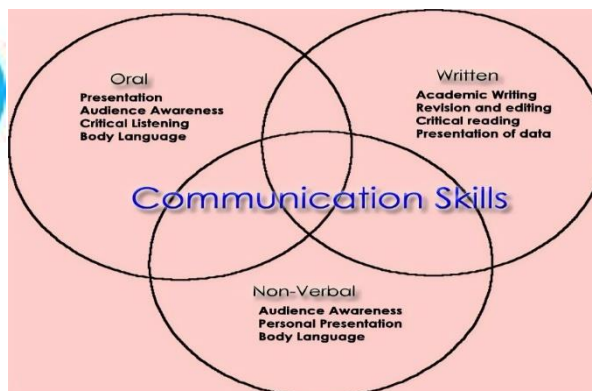
8A Disciplinary Proceedings (D...
796 KB



Programme Code: -DPC/RTP/2025-26/7



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



EMOTIONAL INTELLIGENCE & INTER- PERSONAL COMMUNICATION SKILLS

From
6th to 10th
November 2025

AT
Goa (UT)

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

The purpose of this programme is to provide practical skills and understanding emotional intelligence to enable learners to build and maintain constructive working relationships and to increase the opportunities for greater success. Emotional intelligence gives individuals a variety of skills, such as the ability to manage relationships, navigate social networks, influence and inspire others. Particularly for effective leadership, a high level of emotional intelligence is required. In today's workplace, Emotional intelligence has become a highly important factor for success, influencing productivity, efficiency and team collaboration.

This programme is designed to enhance participants' understanding Emotional Intelligence (EI) and its application(s) and also develop key inter-personal communication skills essential for personal and professional success. Emotional intelligence is the ability to recognize, understand, and manage one's own emotions while effectively navigating relationships and relationships and responding to the emotions of others.

PROGRAMME OBJECTIVE

This programme prepares participants to:

- Understanding the importance of EI in driving personal & organizational well-being.
- Reflecting upon & harnessing one's emotions to make better decisions.
- Improved inter-personal relationships & collaboration among teams.
- Understanding stakeholders & building constructive social interactions.
- To develop self-awareness and self-regulation strategies.
- To enhance empathy and social awareness.
- To improve inter-personal communication techniques.
- To build stronger relationships in both professional and personal contexts.
- To manage conflict and difficult conversations with emotional insight and tact.

CONTENTS

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

- Understand what constitutes Emotional Intelligence.
- Recognize the importance of EI for effective Leadership.
- Become aware of own behavioural style.
- Recognise personal emotions and their effects on behaviour.
- Respond positively to different working styles of others.
- Build trust and mutual understanding using rapport building techniques.
- Identify benefits of assertive behaviour and practice.
 - Introduction to Emotional Intelligence.

- Self-awareness & Self-regulation.
- Empathy & Social Awareness.
- Effective Inter-personal Communication.
- Conflict Resolution & Relationship Management.

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: Goa (UT)

Date: 6th to 10th November 2025

Check in time: 12 noon on 6th November 2025 &

Check-out time: 10:00 a.m. on 10th November 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Members - Rs.69,000/- plus GST@18% per participant	Fee for Non-Members - Rs.71,000/- plus GST@18% per participant
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FEE FOR TWIN SHARING BASIS

Fee for Twin Sharing Basis – Rs. 45,000/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 52,500/- 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. 2800/- 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: 27TH OCTOBER 2025.

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 – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Emotional Intelligence & Inter-personal Communication Skills

Programme Code: DPC/RTP/2025-26/7

Programme Date: 6th to 10th November 2025

Programme Duration: 5 Days & 4 Nights

Location: Goa (UT)

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

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Dwarka, New Delhi – 110077

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Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/7A



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



PREVENTIVE VIGILANCE, E-PROCUREMENT AND KEY TO GOOD GOVERNANCE

From
3rd to 7th
November 2025

At
Madurai-cum-
Rameshwaram (TN)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

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

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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

The prime objective of Good Governance is to promote transparency and to create accountability among public servants to contain corruption. In this connection huge efforts have been made by Central Vigilance Commission. It aims at making every Organization, both Government and Public Sector units, to concentrate on Preventive Vigilance to reduce corruption in our country. Further another field wherein huge budgetary allotment is being spent is in procurement of Goods and Services. Generally, in Government (Both State and GOI Departments) and in Public Sector Undertakings not less than one third of the annual budget is spent towards procurement of goods and services. Hence a huge sum of public funds is utilized towards such procurement. To contain corruption and promote transparency, e- procurement system has been mandated in all Government Departments and Public Sector Units, which paves the way for unbiased decision making by providing equal opportunity to all bidders. At the same time the Department/ Organization can obtain value for the money spent in a just manner.

PROGRAMME OBJECTIVE

The training programme will throw light on the concept of E-procurement and procedure and also on the role of Preventive Vigilance in every Organization, which in other words, is the basis for Key to Good Governance.

CONTENTS

- Preventive Vigilance
- Overview of Vigilance functions
- Importance of Preventive Vigilance
- Procurement Principles including GeM
- Complaint handling system, General Financial Rules and CVC guidelines for e- procurement
- Bottlenecks of Transparency and efficiency in implementation of schemes, Preventive measures to plug bottlenecks.
- Fundamental principles in Procurement.
- Key objectives of public Procurement
- Steps in the Procurement Process.
- Role of Procurement Team in Procurement of Goods and Services.
- GOI Financial Rules to be observed while making procurement of Goods and Services.
- GeM Procurement Process

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 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 participant(s) at the end of the programme.

VENUE, DATE & TIME

Venue: Madurai-cum-Rameshwaram (TN)

Date: 3rd to 7th November 2025

Check in time: 12 noon on 3rd November 2025 &

Check-out time: 10:00 a.m. on 7th November 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Members - Rs.75,000/- plus GST@18% per participant	Fee for Non-Members - Rs.78,000/- plus GST@18% per participant
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FEE FOR TWIN SHARING BASIS

Fee for Twin Sharing Basis – Rs. 48,000/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 58,500/- 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. 3500/- 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).

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Shri Sanjeev Bhardwaj,
Asst. Director (Training),
C/o DPC Institute of Management,
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Mob: 9818663122

LAST DATE FOR RECEIVING NOMINATIONS: 27TH OCTOBER 2025.

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.



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APPLICATION FORM FOR NOMINATIONS

Title of Programme: Emotional Intelligence & Inter-personal Communication Skills

Programme Code: DPC/RTP/2025-26/7A

Programme Date: 3rd to 7th November 2025

Programme Duration: 5 Days & 4 Nights

Location: Madurai-cum-Rameshwaram (TN)

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



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Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/8



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON

*Managing, supervising, being a leader is
the hardest job in the world!*



ART OF MANAGING PEOPLE

From
1st to 5th
December 2025

At
Shillong (Meghalaya)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

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

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

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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

Managing people is a great challenge in business and always seen as an art that people master with experience. People not only come in all shapes and sizes, but they come with different personality types as well and bringing along variety of values and belief systems. In short, they behave and exhibit different behavioral styles. However, people are indeed an important asset in an organization who would build or determine the productivity rate and thus the **“health check”** of the organization.

This programme is meant to provide new people managers with the fundamental knowledge and skills they would need to lead their teams well in a globally connected, fast-paced environment full of changes and challenges for new managers today whilst able to achieve lasting and positive changes. Your results as a manager/leader depend on other people. As such, it's critical that you learn how to recognize what drives the people with whom you work. In addition, you will understand how different personalities work and a wider range of skills can be transformed into building more effective working relationships.

This program is designed and customized to the organization need and focus on the participants' experiences and provide opportunities for them to further develop their understanding of management and effective communication within a team.

CONTENTS

- **INTRODUCTION**
 - Ice Breaking Activities.
 - Company's Vision, Mission, Values and Culture.
 - Knowing Your Role to the Service, Organization and Environment.
 - Program Objectives.
- **ROLE AS A MANAGER**
 - Understanding Definitions.
 - Managing People.
 - Managing vs Leading.
 - Outlining the scope of your new management role.
 - Work Habits.
 - Basic Skills in Managing.
 - Basic People Skills.
 - Managing the transition from individual contributor to manager.
 - Planning and organizing your time (email, running effective meetings, project management).
 - 5 Reasons Why Managing People Effectively is a CHALLENGE.
 - Managing performance (measuring and evaluating performance, giving feedback).
- **COMMUNICATING FOR RESULTS**
 - Understand the fundamentals of Effective Communication.
 - Impact on Communications.
 - Barriers of Communication.
 - Manage Perceptions.
 - Improve Communication.

- Dimensions of Behavior.
- Personality Profiles – MBTI Personal Profiling.
- **INTERPERSONAL SKILLS – THE GLUE**
 - What and Why Inter-personal Skills Crucial?
 - Basic Elements of Inter-personal Skills
 - Develop Trust
 - Giving and Receiving Feedback
 - Seek to Understand then to be Understood
 - Secret Recipe to Build Interpersonal Skills

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: Shillong (Meghalaya)

Date: 1st to 5th December 2025

Check in time: 12 noon on 1st December 2025 &

Check-out time: 10:00 a.m. on 5th December 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Members - Rs.75,000/- plus GST@18% per participant	Fee for Non-Members - Rs.77,000/- plus GST@18% per participant
---	---

FEE FOR TWIN SHARING BASIS

Fee for Twin Sharing Basis – Rs. 48,000/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 58,500/- 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. 3000/- 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.

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REGISTRATION FOR THE PROGRAMME

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- IFSC Code: PUNB0444700 & MICR CODE 110024244, CURRENT A/c Type.
- DPC PAN CARD NO.: AAATD0844P
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Please feel free to contact for any Query at below address –

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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: 24TH NOVEMBER 2025.

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

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

Tel. No. 011-45575734 E-mail – dpctraining2020@gmail.com / dpc_1959@rediffmail.com

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Art of Managing People

Programme Code: DPC/RTP/2025-26/17

Programme Date: 1st to 5th December 2025

Programme Duration: 5 Days & 4 Nights

Location: Shillong (Meghalaya)

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



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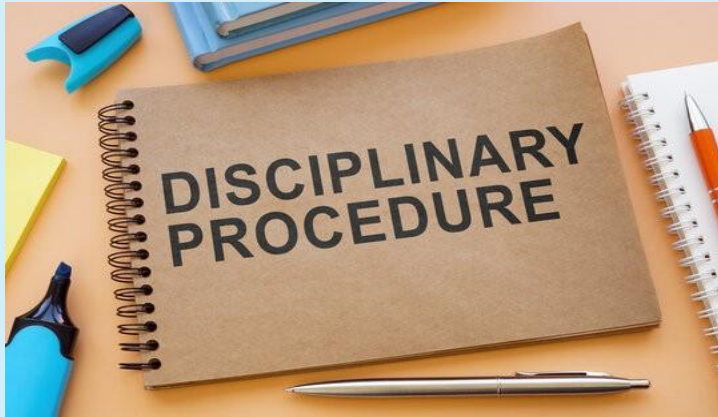
Website: www.delhiproductivitycouncil.com



Programme Code: -DPC/RTP/2025-26/7A



MANAGEMENT DEVELOPMENT RESIDENTIAL PROGRAMME ON



DISCIPLINARY PROCEEDINGS / DEPARTMENTAL ENQUIRIES (INCLUDING DUTIES & RESPONSIBILITIES OF IO/PO)

From
5th to 9th
December 2025

At
Shillong (Meghalaya)

ORGANISED BY



DELHI PRODUCTIVITY COUNCIL

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

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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

As per Supreme Court of India, *“The Departmental Enquiry is not the empty formality, it is a serious proceeding intended to give the officer concerned change to meet the charge and to prove his innocence”*. Therefore, procedural fairness at every stage of Departmental Enquiry is of utmost importance. Supreme Court of India also observed, *“It is well settled that a Disciplinary Inquiry has to be a quasi-judicial inquiry held according to the principles of natural justice and the Enquiry Officer has a duty to act judicially”*.

Articles 311 of the Constitution, which are applicable to the Civil Servants of the Union and the States, give broad guidelines for initiation of Departmental action against employees. These guidelines have also been kept in mind while framing Procedure for Departmental Enquiries by other services, including public sectors. **Lord Denning** observed *“Justice must be written in confidences, and confidence is destroyed when right minded persons go away thinking that Judge was biased and Justice, therefore, must not only be done but seem to be done”*. According to Prof. Wade, *“this is an area where the appearance may be more important than the reality”*. Transparency in the entire process of Departmental Enquiry is essential.

Keeping above-in-mind a Training Programme on *“Disciplinary Proceedings / Departmental Enquiries (including Duties & Responsibilities of IO/PO)”* has been framed.

CONTENTS

- ❖ What is Discipline / Disciplinary Proceedings?
- ❖ Importance of Investigation and its report in Departmental Enquiries
- ❖ Framing / Issue of Charge Sheet
- ❖ Preliminary Hearing / Regular Hearing in Departmental Enquiry
- ❖ Types of Evidence and their importance
- ❖ Function of the Enquiry, Presenting and Defending Officer in Domestic Enquiry Proceedings.
- ❖ Dos and Don't as Presenting Officer / Enquiry Officer.
- ❖ Inflicting Punishment, Punishment should not be disproportionate.
- ❖ What vitiates Departmental Enquiry?
- ❖ Enquiry Report Writing and Issue of Final Order of Punishment
- ❖ Group Discussion

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 participant at the end of the programme.

VENUE, DATE & TIME

Venue: Shillong (Meghalaya)

Date: 5th to 9th December 2025

Check in time: 12 noon on 5th December 2025 &

Check-out time: 10:00 a.m. on 9th December 2025

PROGRAMME FEE

1. FEE FOR RESIDENTIAL PARTICIPANT(S)

Fee for Members - Rs.75,000/- plus GST@18% per participant	Fee for Non-Members - Rs.77,000/- plus GST@18% per participant
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FEE FOR TWIN SHARING BASIS

Fee for Twin Sharing Basis – Rs. 48,000/- plus GST@18% per participant

2. FEE FOR NON-RESIDENTIAL PARTICIPANT(S)

Fee for Non-Residential – Rs. 58,500/- 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. 3000/- 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: 26TH NOVEMBER 2025.

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. 011-45575734

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

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Disciplinary Proceedings / Departmental Enquiries (Including Duties & Responsibilities of IO/PO)

Programme Code: DPC/RTP/2025-26/8A.

Programme Date: 5th to 9th December 2025

Programme Duration: 5 Days & 4 Nights

Location: Shillong (Meghalaya)

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,
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