

**Fwd: Workshops on Court Cases Management AND Time, Energy, Stress & Life Mgt, Crowne Plaza, New Delhi****Shri Rajeev Verma** <csdelhi@nic.in >

Mon, 01 Dec 2025 5:04:39 PM +0530

To "Secretary Services"&lt;secservices@nic.in&gt;,"Slaw Slaw"&lt;slaw@nic.in&gt;

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

From: Life Transformation Academy <[harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)>To: <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

Date: Mon, 01 Dec 2025 16:53:49 +0530

Subject: Workshops on Court Cases Management AND Time, Energy, Stress &amp; Life Mgt, Crowne Plaza, New Delhi

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

**Chief Secretary  
Delhi****Subject:** Workshops on *Handling of Court Cases* (17–18 Dec) and *Mastering Time, Energy, Stress & Life Management for Professional Excellence* (19 Dec) – Hotel Crowne Plaza, New Delhi**Dear Leadership,**

Public institutions today operate in an environment of increasing judicial scrutiny, complex service, disciplinary, contractual and financial disputes, growing emphasis on arbitration and mediation (*including under the Mediation Act 2023*), rising compliance expectations, and escalating workload and performance pressures. Strengthening both institutional capability and individual officer effectiveness has become essential for ensuring timely, accurate and risk-free decision-making.

In this context, we are pleased to announce **two back-to-back national capacity-building workshops**:

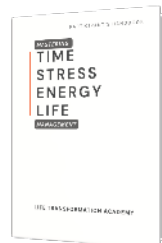
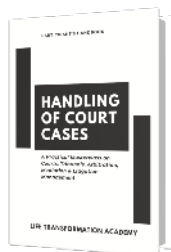
**Programme Overview**

Date	Programme	Duration	Venue
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<b>17–18 December 2025</b>	<b>Two-Day National Workshop on “Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management”</b>	<b>2 Days (9.30 am – 5.30 pm)</b>	<b>Hotel Crowne Plaza, Okhla, New Delhi</b>
<b>19 December 2025</b>	<b>One-Day Workshop on “Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence”</b>	<b>1 Day (9.30 am – 5.30 pm)</b>	<b>Hotel Crowne Plaza, Okhla, New Delhi</b>

## Key USPs

- **Expert multi-disciplinary faculty:** Former Civil Servant, Supreme Court Advocates, Senior Bank Officer, Psychology Professors, and esteemed Guest Faculty
- **Exclusive sessions with:**
  - **Retired Judge / CAT Member:** Rare judicial insights on how departmental cases are assessed
  - **Director/ED/Formal Civil Servant**
- **Practical learning:** Drafting formats, documentation sets, chronology templates, e-filing essentials, compliance tracking tools, personal productivity frameworks
- **Workshop Handbook:** Comprehensive reference guide for daily official use



- **Post-Workshop Guidance:** Ongoing support for drafting, case handling, stress management and life management practices

## Key Organisational Benefits

- ✓ Improved litigation handling, drafting quality and documentation standards
- ✓ Reduced risk of adverse court orders, contempt and financial exposure
- ✓ Stronger coordination between HR, Vigilance, Finance, Legal & Administration
- ✓ Enhanced productivity, focus and time discipline among officers
- ✓ Greater emotional resilience and stress management capability
- ✓ Strengthened organisational culture of professionalism, efficiency and accountability

## Broad Areas of Coverage (In a Nutshell)

### Workshop 1: Handling of Court Cases<sup>2</sup>

- **Courts, Tribunals & ADR Architecture** (SC, HC, CAT, DRT, NCLT, Consumer Fora, Arbitration, Mediation)
- **Types of Cases:** Service, Disciplinary, Labour, Contractual, Arbitration, Financial Recovery, Consumer, MSME
- **Drafting Mastery:** Counter replies, affidavits, para-wise replies, speaking orders
- **Documentation:** Complete litigation files, chronology, notings, approvals, evidence records
- **Registry & Technical Requirements:** E-filing, defects, pagination, court fees, virtual hearings
- **Case Management:** Counsel briefing, compliance tracking, interim orders, next-date monitoring
- **Post-Order Action:** Review/appeal awareness, timely compliance, contempt avoidance
- **Judicial Insights: Exclusive session with Retired Judge / CAT Member**

## Workshop 2: Time, Energy, Stress & Life Management

- **Time Mastery:** Prioritisation, Ashoka Chakra model, deep work, digital overload
- **Energy Management:** Physical, mental & emotional energy cycles
- **Stress Mastery:** Neuroscience, quick resets, calm-response techniques
- **Life Management:** Habit design, ideal day/week planning, value–priority alignment
- Integrated Productivity System & 30-Day Action Plan
- **Director/ Former Civil Servant- Expert Insights**

## Who Should Attend

### Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation & Litigation Management

- Law Officers / Legal Assistants / Legal Executives
- HR, Establishment & Personnel Officers
- Vigilance Officers
- Procurement & Contract Management Officers
- Finance, Accounts & Audit Officers dealing with recovery or arbitration
- Administration Officers handling court notices, affidavits and compliance
- Nodal officers for CAT, High Court, DRT, NCLT, Consumer Forum matters
- Officials responsible for preparing case files, drafting replies or coordinating with counsel

## Mastering Time, Energy, Stress & Life Management for Professional Excellence

This workshop is meant for officers at **all levels** who manage workload, deadlines, meetings, coordination responsibilities and continuously handle high-pressure situations.

- Officers with multi-tasking or multi-departmental responsibilities
- Managers handling time-sensitive, compliance-intensive functions
- HR, Administration, Finance, Legal, Vigilance & Audit Officers
- Project, Operations, Field and Desk Officers
- Team leaders, supervisors, section incharges and mid-level managers
- Young officers looking to build long-term productivity and wellbeing habits
- Senior officers seeking balance, clarity and focus

## Detailed Proposal Attached

The complete proposal—including programme objectives, detailed content structure, faculty profiles (including Psychology experts and Guest Faculty), fee details, inclusions, payment information and our national client list—is attached herewith for your kind consideration.

We look forward to receiving your nominations and to collaborating with your esteemed organisation in developing a capable, confident and high-performing workforce.

Warm regards,

### Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)

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### 1 Attachment(s)

Workshops-1. Court Cases Mg...

677.6 KB





# Life Transformation Academy

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

website: [www.lifetransformationacademy.co.in](http://www.lifetransformationacademy.co.in)

No. LTA/2025/Workshop/Dec.

New Delhi, 1 December, 2025

**Chief Secretary**

**Delhi**

## Sub: Proposal for Capacity-Building Workshops:

- 1) "Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation & Litigation Management"
- 2) "Mastering Time, Energy, Stress & Life Management for Professional Excellence"

*Dear Leadership,*

Governance, administration and public service delivery increasingly operate under complex legal, regulatory and performance pressures. Public institutions today face:

- Growing judicial and tribunal scrutiny
- Complex service, disciplinary, contractual and financial disputes
- Increasing arbitration and mediation (*including under the Mediation Act 2023*)
- Tighter timelines and compliance requirements
- Rising workload, staff pressure and burnout

To enhance both institutional effectiveness and individual performance in a cohesive, structured and practical manner, we are organising the following back-to-back workshops:

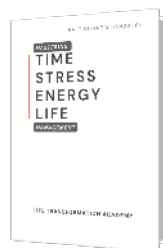
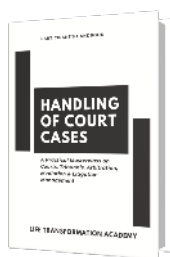
## Programme Overview

Date	Programme	Venue
17–18 December 2025	Two-Day Workshop on <b>"Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management"</b>	Hotel Crowne Plaza, Okhla, New Delhi
19 December 2025	One-Day Workshop on <b>"Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence"</b>	Hotel Crowne Plaza, Okhla, New Delhi

## Organisational Benefits

By nominating officers for these workshops, organisations can expect:

- **Improved litigation handling** – better drafting, documentation and process compliance
- **Reduced risk of adverse orders and financial exposure**
- **Stronger internal coordination** between HR, Vigilance, Legal, Finance and Administration
- **Improved compliance** management and avoidance of contempt
- **Higher productivity, time discipline** and personal effectiveness
- **Better stress resilience and emotional stability** in high-pressure roles
- **Enhanced professional culture**, efficiency and accountability
- **Workshop Handbook**: Comprehensive reference guide for daily official use



Organisations may nominate the **same officers for both programmes** or **different officers for the two programmes**, depending on functional needs.

<p style="text-align: center;"><b><u>WORKSHOP 1</u></b> Two-Day Workshop on: <b>Handling of Court Cases:</b> <i>A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management</i></p>	
A.	<p><b>Context</b></p> <p>Public institutions face litigation across service, vigilance, labour, commercial, arbitration, recovery, consumer and insolvency domains. A majority of adverse outcomes arise not due to weak merits but due to:</p> <ul style="list-style-type: none"> <li>• Poor documentation &amp; incomplete case files</li> <li>• Weak drafting of replies/affidavits</li> <li>• Incorrect forum selection</li> <li>• Registry defects &amp; technical lapses</li> <li>• Inadequate briefing of counsel</li> <li>• Poor understanding of interim orders</li> <li>• Delay in compliance and status reporting</li> <li>• Failure to use mediation/conciliation to reduce litigation</li> </ul>

	This workshop builds comprehensive, end-to-end capability for handling court cases, tribunal matters, arbitration and mediation processes professionally and efficiently.
B.	<p><b>Key Objectives</b></p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Understand the structure, jurisdiction and functioning of major courts, tribunals and ADR bodies</li> <li>• Know exactly which case goes to which forum, and why</li> <li>• Navigate filing, scrutiny, registry objections, listing &amp; virtual courts</li> <li>• Draft counter replies, affidavits, para-wise replies, rejoinders &amp; speaking orders</li> <li>• Build complete litigation files, documentation bundles &amp; chronology charts</li> <li>• Brief counsel effectively and track compliance</li> <li>• Manage service, disciplinary, labour, contractual, arbitration, financial and consumer matters</li> <li>• Use mediation &amp; conciliation (Mediation Act 2023, MSME Act, Commercial Courts Act)</li> <li>• Extract operative parts of orders and avoid contempt</li> <li>• Strengthen institutional litigation preparedness &amp; reduce avoidable litigation</li> </ul>
C.	<p><b>Broad Areas of Coverage</b></p> <p><b>I. Judicial &amp; Quasi-Judicial Architecture (<i>Where cases go</i>)</b></p> <ol style="list-style-type: none"> <li><b>1. Constitutional, Administrative &amp; Service Forums</b> Supreme Court • High Courts • CAT (<i>Judicial review, service matters, disciplinary orders</i>)</li> <li><b>2. Labour &amp; Industrial Relations Forums</b> Labour Courts • Industrial Tribunals (<i>Termination, reinstatement, wages, industrial disputes</i>)</li> <li><b>3. Contractual, Commercial &amp; Procurement Forums</b> Arbitration (Ad-hoc &amp; Institutional) • MSME Facilitation Council (<i>Contract disputes, tenders, LD, blacklisting, commercial claims</i>)</li> <li><b>4. Banking, Financial &amp; Recovery Forums</b> DRT &amp; DRAT (<i>Loan recovery, NPAs, SARFAESI proceedings</i>)</li> <li><b>5. Corporate, Insolvency &amp; Governance Forums</b> NCLT &amp; NCLAT (<i>Company law, insolvency, restructuring, governance issues</i>)</li> <li><b>6. Consumer &amp; Public Grievance Forums</b> Consumer Commissions (District/State/National) (<i>Consumer claims, insurance disputes, service deficiencies</i>)</li> <li><b>7. Alternate Dispute Resolution (ADR)</b></li> </ol>

Mediation • Lok Adalats • Conciliation Mechanisms  
(Mediation Act 2023, Commercial Courts Act – Pre-litigation  
Mediation, MSME Conciliation/Mediation Court-referred mediation)

## II. Types of Cases Handled (*What cases arise*)

Covered through dedicated sessions with workflows, drafting tips, documentation sets & best practices:

- Service & Establishment Matters
- Disciplinary & Vigilance Litigation
- Labour & Industrial Disputes
- Procurement & Contractual Disputes
- Commercial & Arbitration Matters
- Mediation & Conciliation Processes
- Banking, Financial Recovery, NPA & SARFAESI Cases
- Consumer & Insurance Matters

## III. Life Cycle of a Case (*How cases move*)

- Drafting & filing petitions/applications
- Registry scrutiny, defects, corrections & e-filing
- Listing, cause lists, virtual courts & hybrid hearings
- Understanding interim orders (“status quo”, “stay”, “directions”)
- Complying with urgent orders
- Final orders — extracting operative directions

## IV. Registry & Technical Requirements (*How to ensure maintainability*)

- Jurisdiction & maintainability
- Limitation, court fees & valuation
- Vakalatnama, authorisations & affidavits
- Scanning norms, PDF/A standards, bookmarking, pagination
- e-filing portals, uploading documents, defect management

## V. Drafting & Documentation Mastery (*How to draft correctly*)

- Counter affidavits, para-wise replies & rejoinders
- Structuring facts, legal contentions & prayer clauses
- Drafting speaking & reasoned orders
- Preparing litigation-ready files:
  - ✓ Notings
  - ✓ Chronology preparation
  - ✓ Supporting documents
  - ✓ Inquiry records
  - ✓ Minutes
  - ✓ Correspondence
  - ✓ Approvals by Competent Authority

	<p><b>VI. Managing Cases During Proceedings</b> <i>(How to support counsel effectively)</i></p> <ul style="list-style-type: none"> <li>• Preparing a concise counsel brief</li> <li>• Summaries &amp; fact sheets</li> <li>• Document collation &amp; submission</li> <li>• Written submissions &amp; additional documents</li> <li>• Responding to notices &amp; court directions</li> <li>• Tracking dates, compliance timelines &amp; status reports</li> </ul> <p><b>VII. Post-Order Action &amp; Contempt Avoidance</b> <i>(What to do after orders)</i></p> <ul style="list-style-type: none"> <li>• Extracting operative directions</li> <li>• Review, appeal &amp; next remedies</li> <li>• Compliance tracking system</li> <li>• Ensuring timely reporting to court/counsel</li> <li>• Preventing contempt</li> </ul> <p><b>VIII. Litigation Preparedness &amp; Red Flags Reduction</b> <i>(How to avoid avoidable cases)</i></p> <ul style="list-style-type: none"> <li>• Poor record keeping</li> <li>• Contradictory documents</li> <li>• Missing approvals</li> <li>• Wrong deponents</li> <li>• Weak speaking orders</li> <li>• Avoiding escalation into litigation</li> <li>• Strengthening internal coordination (HR–Legal–Vigilance–Finance)</li> </ul> <p><b>IX. Judicial Perspective – Experience Sharing Session</b> <i>(How judges view our cases)</i></p> <ul style="list-style-type: none"> <li>• Insights from Retired Judge / Judicial Member / Senior Counsel</li> <li>• How Courts assess government/public sector cases</li> <li>• Typical departmental mistakes &amp; how to avoid them</li> <li>• Improving presentation, documentation &amp; preparedness</li> </ul>
D.	<p><b>Ideal Participants</b></p> <p>Officers from Ministries &amp; Government Departments, Attached/Subordinate Offices, Autonomous Bodies, Boards and Authorities, Regulatory and Statutory Institutions, CPSEs and Public Sector Undertakings, Public Sector Banks &amp; Financial Institutions, Insurance Organisations, and Universities, Institutes and Academic/Research Bodies</p> <p><b>Particularly:</b></p>

	<ul style="list-style-type: none"> <li>• Law Assistants / Law Officers</li> <li>• HR / Establishment / Personnel Officers</li> <li>• Vigilance Officers</li> <li>• Admin, Accounts &amp; Finance Officers</li> <li>• Procurement / Contracts Officers</li> <li>• Officers handling service matters, disciplinary cases, contracts, arbitration, mediation, recovery or court/tribunal cases.</li> </ul>
E.	<p><b>Faculty Panel</b></p> <ul style="list-style-type: none"> <li>• <b>Shri Ashutosh Kumar Mishra</b> – Advocate-on-Record, Supreme Court of India, <b>Specialisation:</b> Criminal, Civil, Commercial, Insolvency, Consumer, Public Procurement, Anti-Corruption, and legal compliances.</li> <li>• <b>Shri Jitendra Kr Singh</b> – Advocate, <i>Supreme Court &amp; High Court</i>, 32 years' professional experience, Former Standing Counsel of Ministry of Railways, Delhi High Court, <b>Specialisation:</b> Service Laws, Writs, Arbitration &amp; Contract, Civil &amp; Commercial Suits, Criminal Laws, Consumer Disputes etc.</li> <li>• <b>Shri H. O. K. Lehakra</b> – <i>Former Senior Bank Officer &amp; Advocate</i> Specialisation: Banking Laws, SARFAESI, DRT/DRAT, NI Act, Audit &amp; Recovery, Financial Disputes resolution.</li> <li>• <b>Retired Judge / CAT Member</b> Experience-sharing from the Bench / Tribunal side.</li> <li>• <b>Shri Hari Krishan</b> – <i>Former Civil Servant (1995 Batch), Founder &amp; Facilitator, Life Transformation Academy</i> Brings 28 years of rich experience in HR, service law, ethics &amp; governance, empowerment, vigilance/disciplinary matters, labour issues and litigation management. Has trained officers across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs and Public Sector Banks.</li> </ul>

<p style="text-align: center;"><b><u>WORKSHOP 2</u></b></p> <p style="text-align: center;">One-Day Workshop on</p> <p style="text-align: center;"><b>“Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence”</b></p>	
A.	<p><b>Rationale</b></p> <p>Officers in Ministries, Departments, Autonomous Bodies, CPSEs, PSUs, Banks, Financial Institutions, Insurance Organisations and Universities often manage multiple responsibilities under demanding timelines. Tight schedules, court dates, audits, reviews, compliance requirements, and continuous coordination</p>

	<p>pressures frequently lead to stress, fatigue, loss of focus, pendency accumulation and work–life imbalance.</p> <p>Technical skills alone are not sufficient; officers require <b>time mastery, energy optimisation, emotional resilience and life management habits</b> to sustain high performance in today's complex work environment.</p> <p>This workshop integrates <b>Time + Energy + Stress + Life Management</b> into one practical, actionable capability framework.</p>
B.	<p><b>Objectives</b></p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Plan, prioritise and execute work systematically</li> <li>• Reduce pendency, delays and last-minute rush</li> <li>• Improve focus and minimise digital and workplace distractions</li> <li>• Manage physical, mental and emotional energy across the day</li> <li>• Understand the neuroscience of stress and its impact on decision-making</li> <li>• Use simple, real-time tools for calming the mind and recovering quickly</li> <li>• Build life routines that support long-term wellbeing, clarity and consistency</li> <li>• Apply integrated frameworks for personal productivity and work–life alignment</li> </ul>
C.	<p><b>Broad Areas of Coverage</b></p> <p><b>I. Time Mastery</b></p> <ul style="list-style-type: none"> <li>• Why “busyness” ≠ productivity</li> <li>• The 24-Spoke Ashoka Chakra as a model for the 24-hour day</li> <li>• Prioritisation tools: Urgency–Importance Matrix, Execution Matrix</li> <li>• Deep Work vs Shallow Work</li> <li>• Structuring the day for high-quality output</li> <li>• Managing meetings, interruptions and digital overload</li> <li>• Tools: Daily Planner, Weekly Dashboard, Monthly Execution Grid</li> </ul> <p><b>II. Energy Mastery</b></p> <ul style="list-style-type: none"> <li>• Understanding physical, mental and emotional energy</li> <li>• Natural energy cycles and personalised energy mapping</li> <li>• Boosting energy through micro-breaks, posture, movement</li> <li>• Nutrition, hydration, sleep and circadian alignment</li> <li>• Identifying and fixing hidden “energy leaks”</li> </ul> <p><b>III. Stress Mastery</b></p> <ul style="list-style-type: none"> <li>• Neuroscience of stress: sympathetic vs parasympathetic responses</li> <li>• Fight–Flight–Freeze patterns in common work scenarios</li> <li>• Practical techniques: breathing, grounding, reframing, quick resets</li> </ul>

	<ul style="list-style-type: none"> <li>Managing high-pressure moments: reviews, court dates, presentations, audits</li> <li>Moving from “reactive stress” to “response-based calm”</li> </ul> <p><b>IV. Life Management</b></p> <ul style="list-style-type: none"> <li>Designing an “Ideal Workday” and “Ideal Week”</li> <li>Building sustainable positive routines</li> <li>Strategic habit design: small consistent improvements</li> <li>Creating life systems for balance, wellbeing and long-term performance</li> </ul> <p><b>V. Integrated Productivity System</b></p> <ul style="list-style-type: none"> <li>Personal Planning Toolkit (daily, weekly, monthly)</li> <li>Individual commitment sheet for post-workshop application</li> <li>Building small, consistent habits</li> <li>Personal action plan for the next 30 days</li> </ul>
D.	<p><b>Target Participants</b></p> <p>Officers from:</p> <ul style="list-style-type: none"> <li>Ministries, Departments, Autonomous Bodies &amp; Regulatory/Statutory Authorities</li> <li>CPSEs, PSUs, PSBs, Financial &amp; Insurance Organisations</li> <li>Universities and Academic/Research Institutions</li> </ul> <p>At all levels where <b>effective use of time, clarity of mind and stress resilience</b> are critical to performance.</p>
E.	<p><b>Faculty</b></p> <p><b>Shri Hari Krishan</b></p> <p><b>Former Civil Servant (1995 Batch)</b>  Founder &amp; Facilitator, Life Transformation Academy  <i>Brings 28 years of rich experience in HR, service law, ethics &amp; governance, empowerment, vigilance/disciplinary matters, labour issues and litigation management. Has trained officers across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs and Public Sector Banks.</i></p> <p><b>Guest Faculty</b></p> <p><b>Dr. Ishita Upadhyay</b></p> <p><b>Associate Professor of Psychology, University of Delhi</b>  <i>Specialises in cognitive psychology, behavioural science, emotional regulation and stress management, with over 15 years of academic and applied experience. Expert in workplace psychology, stress resilience and wellbeing frameworks.</i></p>



	<p><b>Dr. Jonali Sah</b></p> <p><b>Ph.D. in Psychology</b>  <i>Former Faculty, College of Nursing &amp; Faculty of Fine Arts,  The Maharaja Sayajirao University of Baroda, Vadodara  Former Research Scholar with experience in applied psychology, behavioural sciences and allied domains.</i></p> <p><b>Former Civil Servant / Executive Director / Director (Guest Expert)</b></p> <p><i>Expert in <b>Ethics, Values, Yoga, Wellness and Spiritual Healing</b>, with extensive experience in leadership development, personal mastery and holistic wellbeing for public sector professionals.</i></p>
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## Programme Fee & Inclusions

Workshop	Duration	Fee (Per Participant for 1–2 Nominations)	Fee (Per Participant for 3 or More Nominations)
<b>Handling of Court Cases</b>	2 Days	₹17,500 per participant	₹15,500 per participant
<b>Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence</b>	1 Day	₹9,500 per participant	₹8,500 per participant

- All above fees are exclusive of 18% GST.
- As per Government of India Notification No. 9/2017–Integrated Tax (Rate) dated 28.06.2017 (Sl. No. 75), no GST is applicable where training services are provided to the Central Government, State Government, or UT Administration, and the total expenditure is borne by them.

## Inclusions

Each registered participant will receive:

- Workshop Handbook / Learning Resource Pack
- Tea/coffee and lunch
- Participation Certificate (with individual and group photograph)
- Post-workshop guidance and counselling

## 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

## Our Esteemed Clients & Track Record

Life Transformation Academy has successfully conducted national-level workshops for **100+ organisations** across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs, Banks, Universities and Public Sector Institutions. A representative list is given below:

### 1. Ministries & Departments (Government of India)

Ministry of Law & Justice · Ministry of Science & Technology · Ministry of Railways · Ministry of Steel · Ministry of Health & Family Welfare · Ministry of Agriculture & Farmers Welfare · NITI Aayog · ASRB · ARCI · Prasar Bharati · CBDT

### 2. CPSEs, PSUs & Corporates

Oil India · GAIL · HPCL · NTPC · BHEL · CEL · AAI · IRCTC · RITES · RailTel · POWERGRID · IREDA · CWC · EdCIL · BEML · NBCC · WAPCOS · MMTC · NMDC · MRVC · EPIL · CONCOR · Balmer Lawrie · SPMCIL · RCFL · NFL · NCL · NSIC · CMPDI · STC · DFCCIL · RVNL · EIL · ITDC · BCCL · BECIL · BDL · DVC · NISE · RLDA · NRL · HVF · CRIS · CCL · SECL · ECGC · ECL · ALIMCO · NABARD · MDL · CSL · HSCL · Pawan Hans · SJVN · SECI · THDC · VOCPA · Yantra India Ltd.

### 3. Banks & Financial Institutions

Punjab National Bank · Bank of Baroda · Bank of India · Punjab & Sind Bank · UCO Bank · Canara Bank · Indian Bank · EXIM Bank · Union Bank of India · Kotak Mahindra Bank

### 4. Insurance Sector & Regulatory Bodies

LIC · AIC · PFRDA · IFCI · IIFCL · Chola Mandalam

### 5. Premier Training Institutions

IIM Mumbai · IIFT · IRISSET · Baroda Apex Academy

### 6. State Governments & Agencies

Delhi Police · DDA · MCD · Kerala Police · MP Metro

### 7. Universities & Academic Bodies

Universities of Haryana · Uttar Pradesh · Madhya Pradesh · Manipur

Our programmes consistently receive **‘Excellent’ feedback ratings** from participants, senior leadership, and nominating authorities — reflecting strong relevance, practical utility, and high impact.

## Nomination Process

Nominations may kindly be emailed to [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in) along with payment details, mentioning the participant's name, designation, email ID and mobile number, as well as the organisation's name, billing address and GST information (for invoicing), and the payment reference/UTR details. Seats are limited to ensure high-quality learning and will be confirmed strictly on a **first-come-first-served basis**.

Organisations may nominate officers for:

- **The Two-Day Workshop on Handling of Court Cases** (17–18 December 2025)
- **The One-Day Workshop on Mastering Time, Energy & Stress** (19 December 2025)

- **Or both programmes**, depending on organisational requirements and officer roles.

These workshops are designed to deliver **practical, actionable and high-impact learning** that directly strengthens institutional capability.

We look forward to receiving your nominations and to collaborating with your esteemed organisation in strengthening a capable, confident and high-performing workforce.

Warm regards,



**Hari Krishan**

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)

📞 8368480712, 9717636975

**Fwd: Workshops on Court Cases Management AND Time, Energy, Stress & Life Mgt, Crowne Plaza, New Delhi****Shri Rajeev Verma** <csdelhi@nic.in >

Mon, 01 Dec 2025 5:04:39 PM +0530

To "Secretary Services"&lt;secservices@nic.in&gt;,"Slaw Slaw"&lt;slaw@nic.in&gt;

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

From: Life Transformation Academy <[harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)>To: <[csdelhi@nic.in](mailto:csdelhi@nic.in)>

Date: Mon, 01 Dec 2025 16:53:49 +0530

Subject: Workshops on Court Cases Management AND Time, Energy, Stress &amp; Life Mgt, Crowne Plaza, New Delhi

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

**Chief Secretary  
Delhi****Subject:** Workshops on *Handling of Court Cases* (17–18 Dec) and *Mastering Time, Energy, Stress & Life Management for Professional Excellence* (19 Dec) – Hotel Crowne Plaza, New Delhi**Dear Leadership,**

Public institutions today operate in an environment of increasing judicial scrutiny, complex service, disciplinary, contractual and financial disputes, growing emphasis on arbitration and mediation (*including under the Mediation Act 2023*), rising compliance expectations, and escalating workload and performance pressures. Strengthening both institutional capability and individual officer effectiveness has become essential for ensuring timely, accurate and risk-free decision-making.

In this context, we are pleased to announce **two back-to-back national capacity-building workshops**:

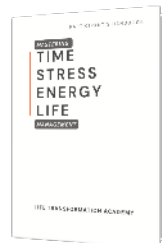
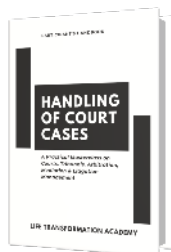
**Programme Overview**

Date	Programme	Duration	Venue
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<b>17–18 December 2025</b>	<b>Two-Day National Workshop on “Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management”</b>	<b>2 Days (9.30 am – 5.30 pm)</b>	<b>Hotel Crowne Plaza, Okhla, New Delhi</b>
<b>19 December 2025</b>	<b>One-Day Workshop on “Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence”</b>	<b>1 Day (9.30 am – 5.30 pm)</b>	<b>Hotel Crowne Plaza, Okhla, New Delhi</b>

## Key USPs

- **Expert multi-disciplinary faculty:** Former Civil Servant, Supreme Court Advocates, Senior Bank Officer, Psychology Professors, and esteemed Guest Faculty
- **Exclusive sessions with:**
  - **Retired Judge / CAT Member:** Rare judicial insights on how departmental cases are assessed
  - **Director/ED/Former Civil Servant**
- **Practical learning:** Drafting formats, documentation sets, chronology templates, e-filing essentials, compliance tracking tools, personal productivity frameworks
- **Workshop Handbook:** Comprehensive reference guide for daily official use



- **Post-Workshop Guidance:** Ongoing support for drafting, case handling, stress management and life management practices

## Key Organisational Benefits

- ✓ Improved litigation handling, drafting quality and documentation standards
- ✓ Reduced risk of adverse court orders, contempt and financial exposure
- ✓ Stronger coordination between HR, Vigilance, Finance, Legal & Administration
- ✓ Enhanced productivity, focus and time discipline among officers
- ✓ Greater emotional resilience and stress management capability
- ✓ Strengthened organisational culture of professionalism, efficiency and accountability

## Broad Areas of Coverage (In a Nutshell)

### Workshop 1: Handling of Court Cases<sup>17</sup>

- **Courts, Tribunals & ADR Architecture** (SC, HC, CAT, DRT, NCLT, Consumer Fora, Arbitration, Mediation)
- **Types of Cases:** Service, Disciplinary, Labour, Contractual, Arbitration, Financial Recovery, Consumer, MSME
- **Drafting Mastery:** Counter replies, affidavits, para-wise replies, speaking orders
- **Documentation:** Complete litigation files, chronology, notings, approvals, evidence records
- **Registry & Technical Requirements:** E-filing, defects, pagination, court fees, virtual hearings
- **Case Management:** Counsel briefing, compliance tracking, interim orders, next-date monitoring
- **Post-Order Action:** Review/appeal awareness, timely compliance, contempt avoidance
- **Judicial Insights: Exclusive session with Retired Judge / CAT Member**

## Workshop 2: Time, Energy, Stress & Life Management

- **Time Mastery:** Prioritisation, Ashoka Chakra model, deep work, digital overload
- **Energy Management:** Physical, mental & emotional energy cycles
- **Stress Mastery:** Neuroscience, quick resets, calm-response techniques
- **Life Management:** Habit design, ideal day/week planning, value–priority alignment
- Integrated Productivity System & 30-Day Action Plan
- **Director/ Former Civil Servant- Expert Insights**

## Who Should Attend

### Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation & Litigation Management

- Law Officers / Legal Assistants / Legal Executives
- HR, Establishment & Personnel Officers
- Vigilance Officers
- Procurement & Contract Management Officers
- Finance, Accounts & Audit Officers dealing with recovery or arbitration
- Administration Officers handling court notices, affidavits and compliance
- Nodal officers for CAT, High Court, DRT, NCLT, Consumer Forum matters
- Officials responsible for preparing case files, drafting replies or coordinating with counsel

## Mastering Time, Energy, Stress & Life Management for Professional Excellence

This workshop is meant for officers at **all levels** who manage workload, deadlines, meetings, coordination responsibilities and continuously handle high-pressure situations.

- Officers with multi-tasking or multi-departmental responsibilities
- Managers handling time-sensitive, compliance-intensive functions
- HR, Administration, Finance, Legal, Vigilance & Audit Officers
- Project, Operations, Field and Desk Officers
- Team leaders, supervisors, section incharges and mid-level managers
- Young officers looking to build long-term productivity and wellbeing habits
- Senior officers seeking balance, clarity and focus

## Detailed Proposal Attached

The complete proposal—including programme objectives, detailed content structure, faculty profiles (including Psychology experts and Guest Faculty), fee details, inclusions, payment information and our national client list—is attached herewith for your kind consideration.

We look forward to receiving your nominations and to collaborating with your esteemed organisation in developing a capable, confident and high-performing workforce.

Warm regards,

### Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)

📞 8368480712 | 9717636975

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### 1 Attachment(s)

Workshops-1. Court Cases Mg...

677.6 KB



# Life Transformation Academy

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

website: [www.lifetransformationacademy.co.in](http://www.lifetransformationacademy.co.in)

No. LTA/2025/Workshop/Dec.

New Delhi, 1 December, 2025

**Chief Secretary**

**Delhi**

## Sub: Proposal for Capacity-Building Workshops:

- 1) "Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation & Litigation Management"
- 2) "Mastering Time, Energy, Stress & Life Management for Professional Excellence"

*Dear Leadership,*

Governance, administration and public service delivery increasingly operate under complex legal, regulatory and performance pressures. Public institutions today face:

- Growing judicial and tribunal scrutiny
- Complex service, disciplinary, contractual and financial disputes
- Increasing arbitration and mediation (*including under the Mediation Act 2023*)
- Tighter timelines and compliance requirements
- Rising workload, staff pressure and burnout

To enhance both institutional effectiveness and individual performance in a cohesive, structured and practical manner, we are organising the following back-to-back workshops:

## Programme Overview

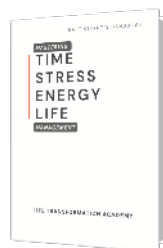
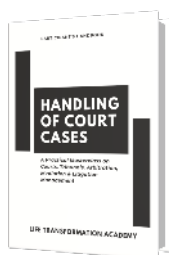
Date	Programme	Venue
17–18 December 2025	Two-Day Workshop on <b>"Handling of Court Cases: A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management"</b>	Hotel Crowne Plaza, Okhla, New Delhi
19 December 2025	One-Day Workshop on <b>"Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence"</b>	Hotel Crowne Plaza, Okhla, New Delhi



## Organisational Benefits

By nominating officers for these workshops, organisations can expect:

- **Improved litigation handling** – better drafting, documentation and process compliance
- **Reduced risk of adverse orders and financial exposure**
- **Stronger internal coordination** between HR, Vigilance, Legal, Finance and Administration
- **Improved compliance** management and avoidance of contempt
- **Higher productivity, time discipline** and personal effectiveness
- **Better stress resilience and emotional stability** in high-pressure roles
- **Enhanced professional culture**, efficiency and accountability
- **Workshop Handbook:** Comprehensive reference guide for daily official use



Organisations may nominate the **same officers for both programmes** or **different officers for the two programmes**, depending on functional needs.

<p style="text-align: center;"><b><u>WORKSHOP 1</u></b> Two-Day Workshop on: <b>Handling of Court Cases:</b> <i>A Practical Masterclass on Courts, Tribunals, Arbitration, Mediation &amp; Litigation Management</i></p>	
A.	<p><b>Context</b></p> <p>Public institutions face litigation across service, vigilance, labour, commercial, arbitration, recovery, consumer and insolvency domains. A majority of adverse outcomes arise not due to weak merits but due to:</p> <ul style="list-style-type: none"> <li>• Poor documentation &amp; incomplete case files</li> <li>• Weak drafting of replies/affidavits</li> <li>• Incorrect forum selection</li> <li>• Registry defects &amp; technical lapses</li> <li>• Inadequate briefing of counsel</li> <li>• Poor understanding of interim orders</li> <li>• Delay in compliance and status reporting</li> <li>• Failure to use mediation/conciliation to reduce litigation</li> </ul>

	This workshop builds comprehensive, end-to-end capability for handling court cases, tribunal matters, arbitration and mediation processes professionally and efficiently.
B.	<p><b>Key Objectives</b></p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Understand the structure, jurisdiction and functioning of major courts, tribunals and ADR bodies</li> <li>• Know exactly which case goes to which forum, and why</li> <li>• Navigate filing, scrutiny, registry objections, listing &amp; virtual courts</li> <li>• Draft counter replies, affidavits, para-wise replies, rejoinders &amp; speaking orders</li> <li>• Build complete litigation files, documentation bundles &amp; chronology charts</li> <li>• Brief counsel effectively and track compliance</li> <li>• Manage service, disciplinary, labour, contractual, arbitration, financial and consumer matters</li> <li>• Use mediation &amp; conciliation (Mediation Act 2023, MSME Act, Commercial Courts Act)</li> <li>• Extract operative parts of orders and avoid contempt</li> <li>• Strengthen institutional litigation preparedness &amp; reduce avoidable litigation</li> </ul>
C.	<p><b>Broad Areas of Coverage</b></p> <p><b>I. Judicial &amp; Quasi-Judicial Architecture (<i>Where cases go</i>)</b></p> <ol style="list-style-type: none"> <li><b>1. Constitutional, Administrative &amp; Service Forums</b> Supreme Court • High Courts • CAT (<i>Judicial review, service matters, disciplinary orders</i>)</li> <li><b>2. Labour &amp; Industrial Relations Forums</b> Labour Courts • Industrial Tribunals (<i>Termination, reinstatement, wages, industrial disputes</i>)</li> <li><b>3. Contractual, Commercial &amp; Procurement Forums</b> Arbitration (Ad-hoc &amp; Institutional) • MSME Facilitation Council (<i>Contract disputes, tenders, LD, blacklisting, commercial claims</i>)</li> <li><b>4. Banking, Financial &amp; Recovery Forums</b> DRT &amp; DRAT (<i>Loan recovery, NPAs, SARFAESI proceedings</i>)</li> <li><b>5. Corporate, Insolvency &amp; Governance Forums</b> NCLT &amp; NCLAT (<i>Company law, insolvency, restructuring, governance issues</i>)</li> <li><b>6. Consumer &amp; Public Grievance Forums</b> Consumer Commissions (District/State/National) (<i>Consumer claims, insurance disputes, service deficiencies</i>)</li> <li><b>7. Alternate Dispute Resolution (ADR)</b></li> </ol>

Mediation • Lok Adalats • Conciliation Mechanisms  
(Mediation Act 2023, Commercial Courts Act – Pre-litigation  
Mediation, MSME Conciliation/Mediation Court-referred mediation)

## II. Types of Cases Handled (*What cases arise*)

Covered through dedicated sessions with workflows, drafting tips, documentation sets & best practices:

- Service & Establishment Matters
- Disciplinary & Vigilance Litigation
- Labour & Industrial Disputes
- Procurement & Contractual Disputes
- Commercial & Arbitration Matters
- Mediation & Conciliation Processes
- Banking, Financial Recovery, NPA & SARFAESI Cases
- Consumer & Insurance Matters

## III. Life Cycle of a Case (*How cases move*)

- Drafting & filing petitions/applications
- Registry scrutiny, defects, corrections & e-filing
- Listing, cause lists, virtual courts & hybrid hearings
- Understanding interim orders (“status quo”, “stay”, “directions”)
- Complying with urgent orders
- Final orders — extracting operative directions

## IV. Registry & Technical Requirements (*How to ensure maintainability*)

- Jurisdiction & maintainability
- Limitation, court fees & valuation
- Vakalatnama, authorisations & affidavits
- Scanning norms, PDF/A standards, bookmarking, pagination
- e-filing portals, uploading documents, defect management

## V. Drafting & Documentation Mastery (*How to draft correctly*)

- Counter affidavits, para-wise replies & rejoinders
- Structuring facts, legal contentions & prayer clauses
- Drafting speaking & reasoned orders
- Preparing litigation-ready files:
  - ✓ Notings
  - ✓ Chronology preparation
  - ✓ Supporting documents
  - ✓ Inquiry records
  - ✓ Minutes
  - ✓ Correspondence
  - ✓ Approvals by Competent Authority

	<p><b>VI. Managing Cases During Proceedings</b> <i>(How to support counsel effectively)</i></p> <ul style="list-style-type: none"> <li>• Preparing a concise counsel brief</li> <li>• Summaries &amp; fact sheets</li> <li>• Document collation &amp; submission</li> <li>• Written submissions &amp; additional documents</li> <li>• Responding to notices &amp; court directions</li> <li>• Tracking dates, compliance timelines &amp; status reports</li> </ul> <p><b>VII. Post-Order Action &amp; Contempt Avoidance</b> <i>(What to do after orders)</i></p> <ul style="list-style-type: none"> <li>• Extracting operative directions</li> <li>• Review, appeal &amp; next remedies</li> <li>• Compliance tracking system</li> <li>• Ensuring timely reporting to court/counsel</li> <li>• Preventing contempt</li> </ul> <p><b>VIII. Litigation Preparedness &amp; Red Flags Reduction</b> <i>(How to avoid avoidable cases)</i></p> <ul style="list-style-type: none"> <li>• Poor record keeping</li> <li>• Contradictory documents</li> <li>• Missing approvals</li> <li>• Wrong deponents</li> <li>• Weak speaking orders</li> <li>• Avoiding escalation into litigation</li> <li>• Strengthening internal coordination (HR–Legal–Vigilance–Finance)</li> </ul> <p><b>IX. Judicial Perspective – Experience Sharing Session</b> <i>(How judges view our cases)</i></p> <ul style="list-style-type: none"> <li>• Insights from Retired Judge / Judicial Member / Senior Counsel</li> <li>• How Courts assess government/public sector cases</li> <li>• Typical departmental mistakes &amp; how to avoid them</li> <li>• Improving presentation, documentation &amp; preparedness</li> </ul>
D.	<p><b>Ideal Participants</b></p> <p>Officers from Ministries &amp; Government Departments, Attached/Subordinate Offices, Autonomous Bodies, Boards and Authorities, Regulatory and Statutory Institutions, CPSEs and Public Sector Undertakings, Public Sector Banks &amp; Financial Institutions, Insurance Organisations, and Universities, Institutes and Academic/Research Bodies</p> <p><b>Particularly:</b></p>

	<ul style="list-style-type: none"> <li>• Law Assistants / Law Officers</li> <li>• HR / Establishment / Personnel Officers</li> <li>• Vigilance Officers</li> <li>• Admin, Accounts &amp; Finance Officers</li> <li>• Procurement / Contracts Officers</li> <li>• Officers handling service matters, disciplinary cases, contracts, arbitration, mediation, recovery or court/tribunal cases.</li> </ul>
E.	<p><b>Faculty Panel</b></p> <ul style="list-style-type: none"> <li>• <b>Shri Ashutosh Kumar Mishra</b> – Advocate-on-Record, Supreme Court of India, <b>Specialisation:</b> Criminal, Civil, Commercial, Insolvency, Consumer, Public Procurement, Anti-Corruption, and legal compliances.</li> <li>• <b>Shri Jitendra Kr Singh</b> – Advocate, <i>Supreme Court &amp; High Court</i>, 32 years' professional experience, Former Standing Counsel of Ministry of Railways, Delhi High Court, <b>Specialisation:</b> Service Laws, Writs, Arbitration &amp; Contract, Civil &amp; Commercial Suits, Criminal Laws, Consumer Disputes etc.</li> <li>• <b>Shri H. O. K. Lehakra</b> – <i>Former Senior Bank Officer &amp; Advocate</i> Specialisation: Banking Laws, SARFAESI, DRT/DRAT, NI Act, Audit &amp; Recovery, Financial Disputes resolution.</li> <li>• <b>Retired Judge / CAT Member</b> Experience-sharing from the Bench / Tribunal side.</li> <li>• <b>Shri Hari Krishan</b> – <i>Former Civil Servant (1995 Batch), Founder &amp; Facilitator, Life Transformation Academy</i> Brings 28 years of rich experience in HR, service law, ethics &amp; governance, empowerment, vigilance/disciplinary matters, labour issues and litigation management. Has trained officers across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs and Public Sector Banks.</li> </ul>

<p style="text-align: center;"><b><u>WORKSHOP 2</u></b></p> <p style="text-align: center;">One-Day Workshop on</p> <p style="text-align: center;"><b>“Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence”</b></p>	
A.	<p><b>Rationale</b></p> <p>Officers in Ministries, Departments, Autonomous Bodies, CPSEs, PSUs, Banks, Financial Institutions, Insurance Organisations and Universities often manage multiple responsibilities under demanding timelines. Tight schedules, court dates, audits, reviews, compliance requirements, and continuous coordination</p>

	<p>pressures frequently lead to stress, fatigue, loss of focus, pendency accumulation and work–life imbalance.</p> <p>Technical skills alone are not sufficient; officers require <b>time mastery, energy optimisation, emotional resilience and life management habits</b> to sustain high performance in today's complex work environment.</p> <p>This workshop integrates <b>Time + Energy + Stress + Life Management</b> into one practical, actionable capability framework.</p>
B.	<p><b>Objectives</b></p> <p>Participants will learn to:</p> <ul style="list-style-type: none"> <li>• Plan, prioritise and execute work systematically</li> <li>• Reduce pendency, delays and last-minute rush</li> <li>• Improve focus and minimise digital and workplace distractions</li> <li>• Manage physical, mental and emotional energy across the day</li> <li>• Understand the neuroscience of stress and its impact on decision-making</li> <li>• Use simple, real-time tools for calming the mind and recovering quickly</li> <li>• Build life routines that support long-term wellbeing, clarity and consistency</li> <li>• Apply integrated frameworks for personal productivity and work–life alignment</li> </ul>
C.	<p><b>Broad Areas of Coverage</b></p> <p><b>I. Time Mastery</b></p> <ul style="list-style-type: none"> <li>• Why “busyness” ≠ productivity</li> <li>• The 24-Spoke Ashoka Chakra as a model for the 24-hour day</li> <li>• Prioritisation tools: Urgency–Importance Matrix, Execution Matrix</li> <li>• Deep Work vs Shallow Work</li> <li>• Structuring the day for high-quality output</li> <li>• Managing meetings, interruptions and digital overload</li> <li>• Tools: Daily Planner, Weekly Dashboard, Monthly Execution Grid</li> </ul> <p><b>II. Energy Mastery</b></p> <ul style="list-style-type: none"> <li>• Understanding physical, mental and emotional energy</li> <li>• Natural energy cycles and personalised energy mapping</li> <li>• Boosting energy through micro-breaks, posture, movement</li> <li>• Nutrition, hydration, sleep and circadian alignment</li> <li>• Identifying and fixing hidden “energy leaks”</li> </ul> <p><b>III. Stress Mastery</b></p> <ul style="list-style-type: none"> <li>• Neuroscience of stress: sympathetic vs parasympathetic responses</li> <li>• Fight–Flight–Freeze patterns in common work scenarios</li> <li>• Practical techniques: breathing, grounding, reframing, quick resets</li> </ul>

	<ul style="list-style-type: none"> <li>Managing high-pressure moments: reviews, court dates, presentations, audits</li> <li>Moving from “reactive stress” to “response-based calm”</li> </ul> <p><b>IV. Life Management</b></p> <ul style="list-style-type: none"> <li>Designing an “Ideal Workday” and “Ideal Week”</li> <li>Building sustainable positive routines</li> <li>Strategic habit design: small consistent improvements</li> <li>Creating life systems for balance, wellbeing and long-term performance</li> </ul> <p><b>V. Integrated Productivity System</b></p> <ul style="list-style-type: none"> <li>Personal Planning Toolkit (daily, weekly, monthly)</li> <li>Individual commitment sheet for post-workshop application</li> <li>Building small, consistent habits</li> <li>Personal action plan for the next 30 days</li> </ul>
D.	<p><b>Target Participants</b></p> <p>Officers from:</p> <ul style="list-style-type: none"> <li>Ministries, Departments, Autonomous Bodies &amp; Regulatory/Statutory Authorities</li> <li>CPSEs, PSUs, PSBs, Financial &amp; Insurance Organisations</li> <li>Universities and Academic/Research Institutions</li> </ul> <p>At all levels where <b>effective use of time, clarity of mind and stress resilience</b> are critical to performance.</p>
E.	<p><b>Faculty</b></p> <p><b>Shri Hari Krishan</b></p> <p><b>Former Civil Servant (1995 Batch)</b>  Founder &amp; Facilitator, Life Transformation Academy  <i>Brings 28 years of rich experience in HR, service law, ethics &amp; governance, empowerment, vigilance/disciplinary matters, labour issues and litigation management. Has trained officers across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs and Public Sector Banks.</i></p> <p><b>Guest Faculty</b></p> <p><b>Dr. Ishita Upadhyay</b></p> <p><b>Associate Professor of Psychology, University of Delhi</b>  <i>Specialises in cognitive psychology, behavioural science, emotional regulation and stress management, with over 15 years of academic and applied experience. Expert in workplace psychology, stress resilience and wellbeing frameworks.</i></p>

	<p><b>Dr. Jonali Sah</b></p> <p><b>Ph.D. in Psychology</b>  <i>Former Faculty, College of Nursing &amp; Faculty of Fine Arts,  The Maharaja Sayajirao University of Baroda, Vadodara  Former Research Scholar with experience in applied psychology, behavioural sciences and allied domains.</i></p> <p><b>Former Civil Servant / Executive Director / Director (Guest Expert)</b></p> <p><i>Expert in <b>Ethics, Values, Yoga, Wellness and Spiritual Healing</b>, with extensive experience in leadership development, personal mastery and holistic wellbeing for public sector professionals.</i></p>
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## Programme Fee & Inclusions

Workshop	Duration	Fee (Per Participant for 1–2 Nominations)	Fee (Per Participant for 3 or More Nominations)
<b>Handling of Court Cases</b>	2 Days	₹17,500 per participant	₹15,500 per participant
<b>Mastering Time, Energy, Stress &amp; Life Management for Professional Excellence</b>	1 Day	₹9,500 per participant	₹8,500 per participant

- All above fees are exclusive of 18% GST.
- As per Government of India Notification No. 9/2017–Integrated Tax (Rate) dated 28.06.2017 (Sl. No. 75), no GST is applicable where training services are provided to the Central Government, State Government, or UT Administration, and the total expenditure is borne by them.

## Inclusions

Each registered participant will receive:

- Workshop Handbook / Learning Resource Pack
- Tea/coffee and lunch
- Participation Certificate (with individual and group photograph)
- Post-workshop guidance and counselling

## 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



## Our Esteemed Clients & Track Record

Life Transformation Academy has successfully conducted national-level workshops for **100+ organisations** across Ministries, Departments, Autonomous Bodies, CPSEs, PSUs, Banks, Universities and Public Sector Institutions. A representative list is given below:

### 1. Ministries & Departments (Government of India)

Ministry of Law & Justice · Ministry of Science & Technology · Ministry of Railways · Ministry of Steel · Ministry of Health & Family Welfare · Ministry of Agriculture & Farmers Welfare · NITI Aayog · ASRB · ARCI · Prasar Bharati · CBDT

### 2. CPSEs, PSUs & Corporates

Oil India · GAIL · HPCL · NTPC · BHEL · CEL · AAI · IRCTC · RITES · RailTel · POWERGRID · IREDA · CWC · EdCIL · BEML · NBCC · WAPCOS · MMTC · NMDC · MRVC · EPIL · CONCOR · Balmer Lawrie · SPMCIL · RCFL · NFL · NCL · NSIC · CMPDI · STC · DFCCIL · RVNL · EIL · ITDC · BCCL · BECIL · BDL · DVC · NISE · RLDA · NRL · HVF · CRIS · CCL · SECL · ECGC · ECL · ALIMCO · NABARD · MDL · CSL · HSCL · Pawan Hans · SJVN · SECI · THDC · VOCPA · Yantra India Ltd.

### 3. Banks & Financial Institutions

Punjab National Bank · Bank of Baroda · Bank of India · Punjab & Sind Bank · UCO Bank · Canara Bank · Indian Bank · EXIM Bank · Union Bank of India · Kotak Mahindra Bank

### 4. Insurance Sector & Regulatory Bodies

LIC · AIC · PFRDA · IFCI · IIFCL · Chola Mandalam

### 5. Premier Training Institutions

IIM Mumbai · IIFT · IRISSET · Baroda Apex Academy

### 6. State Governments & Agencies

Delhi Police · DDA · MCD · Kerala Police · MP Metro

### 7. Universities & Academic Bodies

Universities of Haryana · Uttar Pradesh · Madhya Pradesh · Manipur

Our programmes consistently receive **‘Excellent’ feedback ratings** from participants, senior leadership, and nominating authorities — reflecting strong relevance, practical utility, and high impact.

## Nomination Process

Nominations may kindly be emailed to [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in) along with payment details, mentioning the participant's name, designation, email ID and mobile number, as well as the organisation's name, billing address and GST information (for invoicing), and the payment reference/UTR details. Seats are limited to ensure high-quality learning and will be confirmed strictly on a **first-come-first-served basis**.

Organisations may nominate officers for:

- **The Two-Day Workshop on Handling of Court Cases** (17–18 December 2025)
- **The One-Day Workshop on Mastering Time, Energy & Stress** (19 December 2025)

- **Or both programmes**, depending on organisational requirements and officer roles.

These workshops are designed to deliver **practical, actionable and high-impact learning** that directly strengthens institutional capability.

We look forward to receiving your nominations and to collaborating with your esteemed organisation in strengthening a capable, confident and high-performing workforce.

Warm regards,



**Hari Krishan**

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ [harikrishan@lifetransformationacademy.co.in](mailto:harikrishan@lifetransformationacademy.co.in)

📞 8368480712, 9717636975

**Fwd: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A & N}- Request for Nominations**

**Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 02 Dec 2025 5:21:10 PM +0530

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

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

From: Rajesh Sund <[rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)>

Date: Tue, 02 Dec 2025 17:10:10 +0530

Subject: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A & N}- Request for Nominations

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

**T2526ESG08**  
**02<sup>st</sup> Dec. 2025**

**Sub: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A & N}- Request for Nominations**

**Sir/Madam,**

Effective Office Administration and Financial Management are essential for any organization to maintain accountability, transparency and service excellence. Keeping in view of the requirements of today's organizations, National Productivity Council of India (NPC) an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India is pleased to announce a Residential Training Program on "**Effective Office Administration & Financial Management**" during **Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A & N}** to impart skills and techniques on the subject.

The Residential Training Programme has been designed with conceptual deliberations, case studies, success stories and group discussions for Executives/Officials of Central & State Governments, Public Sector Undertakings, Private Sector Enterprises, Academic Institutions, Co-operatives, Corporations, Financial Institutions & NBFCs, Boards &

Autonomous Organizations, Skills Strengthening for Industrial Value Enhancement (STRIVE), RAMP (Raising and Accelerating MSME Performance) & MNCs etc., for improving their Administrative and Financial Capabilities.

**The participation fee is Rs. 70,000/- for Residential Participants and Rs. 55,000/- for Non-Residential Participant. GST 18% per participant is applicable on Participation fees.**

*We are sure that your organization would find the Training Program immensely useful. We request you to take advantage of this opportunity and nominate Executives/Officials to participate in the Residential Training Program.*

**Please confirm the participations latest by Jan. 05<sup>th</sup>, 2026. Please feel free to contact us in case of any further clarifications or queries.**

*Thanking you and looking forward to receiving nominations.*

**Yours sincerely,**

**Rajesh Sund**  
**Director (Economic Services)**  
**Faculty & Programme Coordinator**  
**Direct Phone: 91-11-24607303**  
**Mob: 8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

## **ABOUT TRAINING PROGRAM**

### **1. LEARNING OBJECTIVES**

- To provide an understanding on the concept of Effective Office Administration and Financial Management.
- To help the participants to develop skills for Teamwork and Effective Communication.
- To understand various aspects of Financial Management.
- To provide the participants with an opportunity to share their experiences and to understand different managerial styles.

### **2. BROAD PROGRAMME COVERAGE**

- Basic concepts on Effective Office Administration
- Leadership and Communication Skills
- Trends and Challenges in Office Management
- Organisational Communication and Team Performance

- Financial Decision Making & Valuation Techniques
- Tools and Techniques of Financial Risk Management

### 3. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

### 4. PARTICIPANTS' PROFILE

Officers and Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Associations, Boards, Financial Institutions, NBFC & Autonomous Organizations etc. The Programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

### 5. FACULTY

The faculty for the training programme will comprise of Senior NPC Expert & other Renowned and Experienced Trainer from the respective field.

### 6. PROGRAMME FEE & SCHEDULE

<b>Programme Code</b>	<b>T2526ESG08</b>
<b>Programme Fees</b>	<p><b><u>For Residential Participants-- Rs. 70,000</u></b> (Rupees Seventy Thousand only) plus GST @ 18% per participant. The fees include boarding/lodging charges and the cost of programme kit.</p> <p><b><u>For Non-Residential Participants-- Rs. 55,000</u></b> (Rupees Fifty-Five Thousand only) plus GST @ 18% per participant. The fees include only working lunch and tea/coffee etc served during the sessions and the cost of programme kit.</p>
<b>Program Schedule</b>	<p><b>Jan. 19-23, 2026 (Port Blair, A &amp; N)</b></p> <p><b>Programme starts on</b> 19-01-2026 at 1430 hrs.</p> <p><b>Programme closes on</b> 22-01-2026 at 1800 hrs.</p> <p><b>Check in for Residential Participants: 19-01-2026(AN)</b></p> <p><b>Check out for Residential Participants: 23-01-2026 (FN)</b></p>
<p>For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.8,500 and Rs.7,500 respectively for the entire duration, payable directly to the hotel by the participant.</p> <p><b>Participation fee is non-refundable. However, substitution can be made,</b></p> <p><b>or the fees can be adjusted against future nominations.</b></p> <p>NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be</p>	

booked on first-come-first-served **basis subject to realization of participation fees.**

7. PAYMENT DETAILS

Programme fees inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none"><li>• <b>ECS Payment Details:</b> Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265</li><li>• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.</li><li>• Programme Fees per Participant plus GST to be paid in advance.</li><li>• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8</li></ul>

8. HOW TO APPLY

Please fill the following details of Nominated Participants and send to:

Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)

S . N o	Name of Deleg ate	Designati on	Year s of Expe rienc e	Mobil e No.	Email ID	Official Address for Correponde nce
1						
2						
3						
-						
-						

Details of Nominating Authority:

Name: Designation:

Organization:

Address

Contact Number: Email ID:

Also provide **GST No. of Organization/Institution** along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%

Signature  
Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL**  
***As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992<sup>34</sup> at page no. 19 of the notification)***

***No GST is applicable where Services 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, UT Administration.***

- I/We hereby declare that we meet all the conditions stipulated in the a forementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **9. GENERAL INSTRUCTIONS**

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, working lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle

their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
  - ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
  - ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- **Nominations may be sent to the following address:**

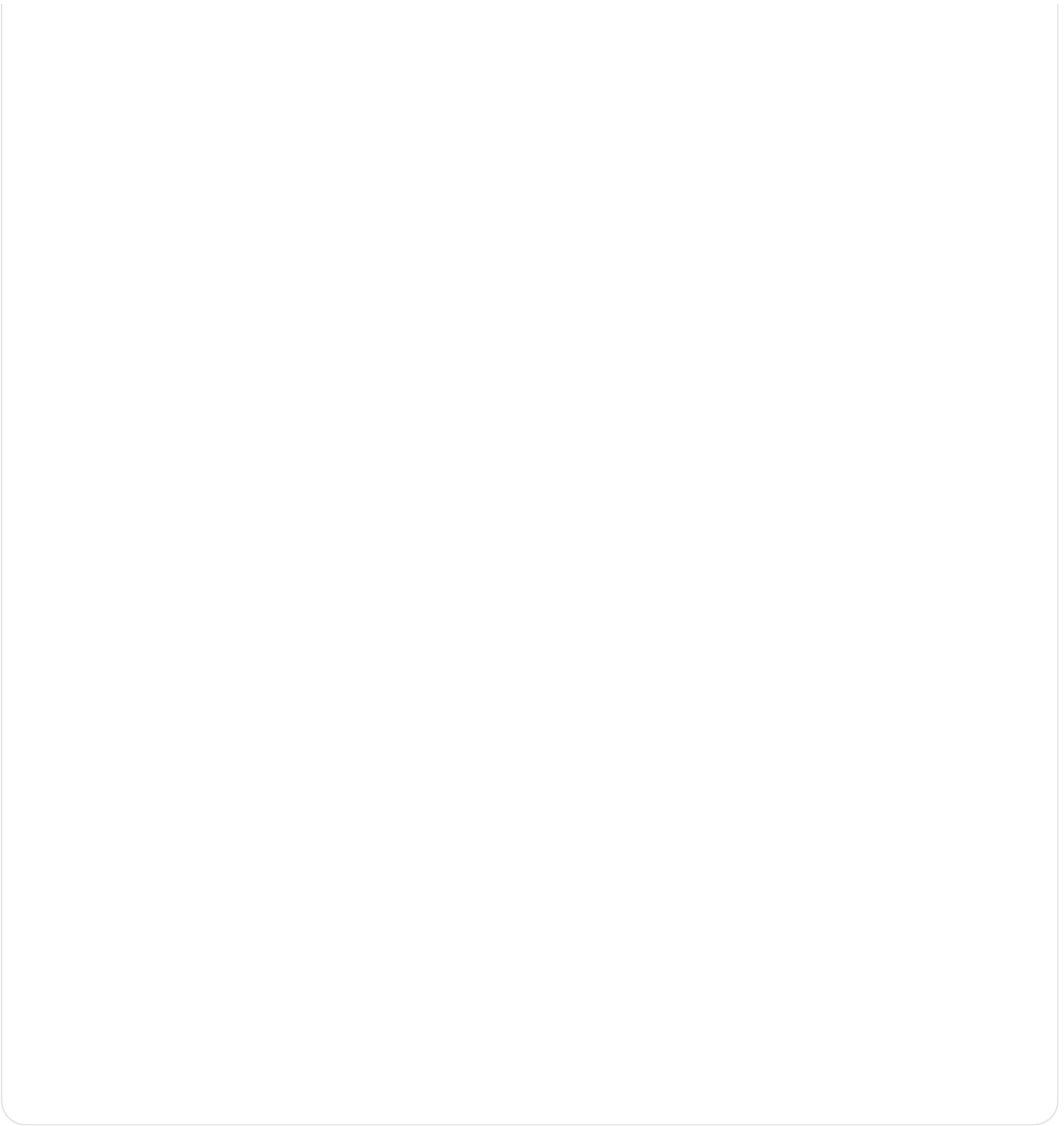
**Shri Rajesh Sund**  
**Director (Economic Services), NPC**  
**Faculty & Programme Coordinator**  
**Ph.91-11-24607303/8799784715**  
**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of Nominations: 05-01-2026**

## FORTHCOMING RESIDENTIAL TRAINING PROGRAMS

<b>Procurement Management and Financial Management</b>	<b>Feb 23-27, 2026</b>	<b>Port Blair, A &amp; N</b>
<b>Conflict Resolution &amp; Strategic Financial Management</b>	<b>March 23-27, 2026</b>	<b>Gangtok, Sikkim</b>





**Fwd: NPC Residential Training Program on "Effective Office Administration & Financial Management" Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A & N}- Request for Nominations****Shri Rajeev Verma** <csdelhi@nic.in >

Tue, 02 Dec 2025 5:21:10 PM +0530

To "Secretary Services"&lt;secservices@nic.in&gt;

==== Forwarded message =====

From: Rajesh Sund <[rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)>

Date: Tue, 02 Dec 2025 17:10:10 +0530

Subject: NPC Residential Training Program on "Effective Office Administration &amp; Financial Management" Jan. 19-23, 2026 {Sri Vijaya Puram (Port Blair), A &amp; N}- Request for Nominations

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*Thanking you and looking forward to receiving nominations.*

***Yours sincerely,***

**Rajesh Sund**  
**Director (Economic Services)**  
**Faculty & Programme Coordinator**  
**Direct Phone: 91-11-24607303**  
**Mob: 8799784715**  
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S No	Name of Deleg ate	Designati on	Year s of Expe rienc e	Mobil e No.	Email ID	Official Address for Corresponde nce
1						
2						
3						
-						
-						

### Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Also provide **GST No. of Organization/Institution** along with DD/Cheque or details of UTR No. towards Participation fees including GST @18%

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- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

**DECLARATION**

I certify that the above information is correct

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

## **9. GENERAL INSTRUCTIONS**

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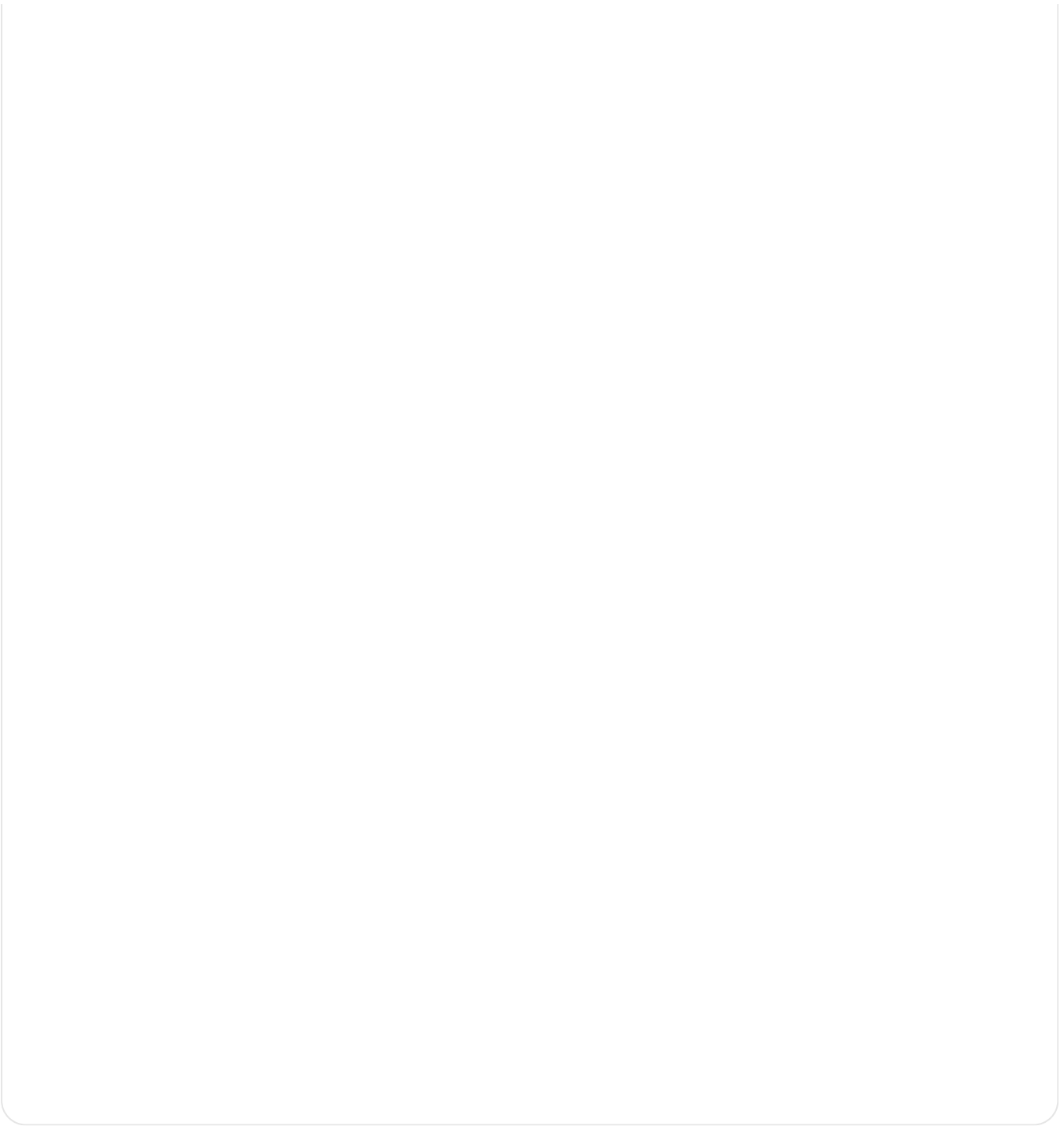
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**Director (Economic Services), NPC**  
**Faculty & Programme Coordinator**  
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**Email: [rajesh.sund@npcindia.gov.in](mailto:rajesh.sund@npcindia.gov.in)**

➤ **Last date for Receiving of Nominations: 05-01-2026**

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<b>Conflict Resolution &amp; Strategic Financial Management</b>	<b>March 23-27, 2026</b>	<b>Gangtok, Sikkim</b>





## Fwd: Nomination of Participants for the JJM training at SPM-NIWAS, Kolkata for the month of January 2026 to March 2026

**Shri Rajeev Verma** <csdelhi@nic.in>

Tue, 02 Dec 2025 1:58:10 PM +0530

To "Secretary Services"<secservices@nic.in>,"ceodelhidjb"  
<ceodelhi.djb@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>

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

From: SPM NIWAS <[spm.niwas@gov.in](mailto:spm.niwas@gov.in)>

To: "Engineer Chief RWSS RWSS, AP"<[eicrws@ap.gov.in](mailto:eicrws@ap.gov.in)>, <[jjmarunachal@gmail.com](mailto:jjmarunachal@gmail.com)>, <[mdjjmassam@gmail.com](mailto:mdjjmassam@gmail.com)>, <[encphed.patna@gmail.com](mailto:encphed.patna@gmail.com)>, "MISSION DIRECTOR JJM" <[director-jjm@cg.gov.in](mailto:director-jjm@cg.gov.in)>, "Dr Saurabh Mishra"<[secy-agri-dd@gov.in](mailto:secy-agri-dd@gov.in)>, "Principal Chief Engineer PWD Goa"<[pce-pwd.goa@nic.in](mailto:pce-pwd.goa@nic.in)>, <[wasmo@wasmo.org](mailto:wasmo@wasmo.org)>, "Director WSSO" <[dir.wssso@phedharyana.gov.in](mailto:dir.wssso@phedharyana.gov.in)>, <[hpirrg@rediffmail.com](mailto:hpirrg@rediffmail.com)>, <[mdjjmjk@gmail.com](mailto:mdjjmjk@gmail.com)>, <[dwsdacs@gmail.com](mailto:dwsdacs@gmail.com)>, <[krwssd@gmail.com](mailto:krwssd@gmail.com)>, <[managingdirectorkwa@gmail.com](mailto:managingdirectorkwa@gmail.com)>, <[mdunitkwa@gmail.com](mailto:mdunitkwa@gmail.com)>, <[pstocomsecutl@gmail.com](mailto:pstocomsecutl@gmail.com)>, "Superintending Engineer"<[lk-pwd@nic.in](mailto:lk-pwd@nic.in)>, "Principal Secretary Public Health Engineering Deptt"<[psphed@mp.gov.in](mailto:psphed@mp.gov.in)>, <[maharashtramdjim@gmail.com](mailto:maharashtramdjim@gmail.com)>, <[hworshang@gmail.com](mailto:hworshang@gmail.com)>, "Andaleeb Razi" <[andaleeb.razi@nic.in](mailto:andaleeb.razi@nic.in)>, <[secyphedmz@gmail.com](mailto:secyphedmz@gmail.com)>, <[eincphedmz@rediffmail.com](mailto:eincphedmz@rediffmail.com)>, "Mhonbemo Ezamo Patton"<[pattonem@nic.in](mailto:pattonem@nic.in)>, <[dirdws@gmail.com](mailto:dirdws@gmail.com)>, "Jawahar P" <[ceo\\_pondicherry@eci.gov.in](mailto:ceo_pondicherry@eci.gov.in)>, <[hoddwss@gmail.com](mailto:hoddwss@gmail.com)>, <[mdjjm@rajasthan.gov.in](mailto:mdjjm@rajasthan.gov.in)>, <[secretaryrmdsikkim@gmail.com](mailto:secretaryrmdsikkim@gmail.com)>, <[missiondirectorjjm@gmail.com](mailto:missiondirectorjjm@gmail.com)>, "Principal Secretary PRRD"<[splcs\\_pr@telangana.gov.in](mailto:splcs_pr@telangana.gov.in)>, <[cedwstripura@yahoo.com](mailto:cedwstripura@yahoo.com)>, <[ed.swsmup@rediffmail.com](mailto:ed.swsmup@rediffmail.com)>, <[ceswsm2020@gmail.com](mailto:ceswsm2020@gmail.com)>, <[secy@wbphed.gov.in](mailto:secy@wbphed.gov.in)>, <[md@jjmassam.in](mailto:md@jjmassam.in)>, "Ms Purva Garg, IAS," <[secy.215@and.nic.in](mailto:secy.215@and.nic.in)>, "Shashi Bhushan Kumar, IAS"<[prlsecy\\_pr@ap.gov.in](mailto:prlsecy_pr@ap.gov.in)>, <[commrphedandws@gmail.com](mailto:commrphedandws@gmail.com)>, "Syedain Abbasi" <[s.abbasi@nic.in](mailto:s.abbasi@nic.in)>, "secy-phed-bih"<[secy-phed-bih@nic.in](mailto:secy-phed-bih@nic.in)>, "Mandip Singh Brar"<[hs-chd@nic.in](mailto:hs-chd@nic.in)>, "Mohammad Abdulhaque"<[secy-phe@cg.gov.in](mailto:secy-phe@cg.gov.in)>, "Shri Rajeev Verma" <[csdelhi@nic.in](mailto:csdelhi@nic.in)>, <[sec-wrd@gov.gov.in](mailto:sec-wrd@gov.gov.in)>, <[secws@gujarat.gov.in](mailto:secws@gujarat.gov.in)>, <[psphedharyana1@gmail.com](mailto:psphedharyana1@gmail.com)>, "Rakhil Kahlon, IAS"<[iphsecy-hp@nic.in](mailto:iphsecy-hp@nic.in)>, <[pscsphe@gmail.com](mailto:pscsphe@gmail.com)>, <[principalsecretaryrdpr@gmail.com](mailto:principalsecretaryrdpr@gmail.com)>, "ASHOK KUMAR SINGH IAS" <[secy.wrd@kerala.gov.in](mailto:secy.wrd@kerala.gov.in)>, <[prsecladakh@gmail.com](mailto:prsecladakh@gmail.com)>, "Rahul Singh, IAS"<[secretary-utl1@utl.gov.in](mailto:secretary-utl1@utl.gov.in)>, <[kheda08irs@gmail.com](mailto:kheda08irs@gmail.com)>, "Principal Secretary PHED Govt of Nagaland" <[prsecy.phe-ngl@gov.in](mailto:prsecy.phe-ngl@gov.in)>, "Shri Girish S.N. IAS"<[prsec.or@nic.in](mailto:prsec.or@nic.in)>, "Dr. JAYANTA KUMAR RAY IAS"<[secypwd@py.gov.in](mailto:secypwd@py.gov.in)>, "Admin. Secy. Water Supply and Sanitation" <[secy.wss@punjab.gov.in](mailto:secy.wss@punjab.gov.in)>, <[acs.phed@rajasthan.gov.in](mailto:acs.phed@rajasthan.gov.in)>, <[psmaws@gmail.com](mailto:psmaws@gmail.com)>, "Spl Chief Secretary"<[secy-irg@telangana.gov.in](mailto:secy-irg@telangana.gov.in)>, <[secypower.tr2023@g](mailto:secypower.tr2023@g)>, <[mail.com@gpogw12.nic.in](mailto:mail.com@gpogw12.nic.in)>, <[psmigoup2016@gmail.com](mailto:psmigoup2016@gmail.com)>, <[ahyanki@gmail.com](mailto:ahyanki@gmail.com)>, <[acs.wssd@maharashtra.gov.in](mailto:acs.wssd@maharashtra.gov.in)>, <[actjjm1@gmail.com](mailto:actjjm1@gmail.com)>, "Mohammad Ishfaq" <[mohd.ishfaq@ias.gov.in](mailto:mohd.ishfaq@ias.gov.in)>, <[mitrarangeet51@gmail.com](mailto:mitrarangeet51@gmail.com)>, "Umesh Kumar Bhardwaj" <[umesh.moca@nic.in](mailto:umesh.moca@nic.in)>, <[absarkhan.si.npmuphe@gmail.com](mailto:absarkhan.si.npmuphe@gmail.com)>, <[arunkumar.adn@gmail.com](mailto:arunkumar.adn@gmail.com)>, <[eicrws@gmail.com](mailto:eicrws@gmail.com)>, <[cepheddn@gmail.com](mailto:cepheddn@gmail.com)>, <[rajkhowa\\_sanjib@rediffmail.com](mailto:rajkhowa_sanjib@rediffmail.com)>, <[SCBJJMPranami@gmail.com](mailto:SCBJJMPranami@gmail.com)>, <[firozak1970@gmail.com](mailto:firozak1970@gmail.com)>, <[dir\\_pmu@yahoo.co.in](mailto:dir_pmu@yahoo.co.in)>, "Chief Engineer PWD"<[ce1-pwd.goa@nic.in](mailto:ce1-pwd.goa@nic.in)>, <[training.wasmo@gmail.com](mailto:training.wasmo@gmail.com)>, "LaxmiKant Bhatia" <[hrd.wssso@phedharyana.gov.in](mailto:hrd.wssso@phedharyana.gov.in)>, "Pratibha Chaudhary"<[me.wssso@phedharyana.gov.in](mailto:me.wssso@phedharyana.gov.in)>, <[dirwsssohp@yahoo.com](mailto:dirwsssohp@yahoo.com)>, <[imtyaz1172@gmail.com](mailto:imtyaz1172@gmail.com)>, "Imtyaz Ahmed" <[info.jjmjk@jk.gov.in](mailto:info.jjmjk@jk.gov.in)>, <[kanakghosh@rediffmail.com](mailto:kanakghosh@rediffmail.com)>, <[swsm.jharkhand@gmail.com](mailto:swsm.jharkhand@gmail.com)>, <[wssso.kar14@gmail.com](mailto:wssso.kar14@gmail.com)>, <[1916cckwa@gmail.com](mailto:1916cckwa@gmail.com)>, <[xenphekg@gmail.com](mailto:xenphekg@gmail.com)>, <[phelehxe@gmail.com](mailto:phelehxe@gmail.com)>, <[maidamwar.pk@gmail.com](mailto:maidamwar.pk@gmail.com)>, <[directorwssso@gmail.com](mailto:directorwssso@gmail.com)>, <[vashumsp@gmail.com](mailto:vashumsp@gmail.com)>, <[wssomanipur@gmail.com](mailto:wssomanipur@gmail.com)>, <[megkrcjjm2022@gmail.com](mailto:megkrcjjm2022@gmail.com)>,

<[chawngthuc@gmail.com](mailto:chawngthuc@gmail.com)>, <[wssophednagaland@gmail.com](mailto:wssophednagaland@gmail.com)>,  
<[gautampattnayak@gmail.com](mailto:gautampattnayak@gmail.com)>, <[beeyem1971@gmail.com](mailto:beeyem1971@gmail.com)>, <gandhi.kuldeep@gm>,  
<[ail.com@gpogw12.nic.in](mailto:ail.com@gpogw12.nic.in)>, <[dir.wssophed@rajasthan.gov.in](mailto:dir.wssophed@rajasthan.gov.in)>,  
<[edccduwss@gmail.com](mailto:edccduwss@gmail.com)>, <[yangchen.lepcha@gmail.com](mailto:yangchen.lepcha@gmail.com)>, <[panandhraj@gmail.com](mailto:panandhraj@gmail.com)>,  
<[swsm.telangana@gmail.com](mailto:swsm.telangana@gmail.com)>, "A Vijaya Kumar" <[ce-swsm-rwss@telangana.gov.in](mailto:ce-swsm-rwss@telangana.gov.in)>,  
<[aparajitamodak@gmail.com](mailto:aparajitamodak@gmail.com)>, <[s.manna.paul@gmail.com](mailto:s.manna.paul@gmail.com)>, <[swsmupis@gmail.com](mailto:swsmupis@gmail.com)>,  
<[animeshbhat@gmail.com](mailto:animeshbhat@gmail.com)>, <[pwdroad2021@gmail.com](mailto:pwdroad2021@gmail.com)>, "Shri Hitish Dhuka" <[eeepwd-dmn-dd@nic.in](mailto:eeepwd-dmn-dd@nic.in)>

Cc: <[spm.niwas2@gmail.com](mailto:spm.niwas2@gmail.com)>, <[jjm.niwas@gmail.com](mailto:jjm.niwas@gmail.com)>, "Dr. Tapan Saha"  
<[dr.tapansaha@gov.in](mailto:dr.tapansaha@gov.in)>, "Rangeet Mitra" <[rangeet.niwas@govcontractor.in](mailto:rangeet.niwas@govcontractor.in)>,  
<[mitrarangeet51@gmail.com](mailto:mitrarangeet51@gmail.com)>

Date: Tue, 02 Dec 2025 13:51:34 +0530

Subject: Nomination of Participants for the JJM training at SPM-NIWAS, Kolkata for the month of January 2026 to March 2026

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

Respected Sir/ Madam,

In reference to the above cited subjects, I am directed to forward the

1. Letter no. SPM-NIWAS/E&T/2025-26/410 dated 02/12/2025 regarding the nomination of participants for the Residential trainings for the month of January to March 2026 at SPM NIWAS

and,

2. Letter no. SPM-NIWAS/E&T/2025-26/411 dated 02/12/2025 regarding the registration of participants for Online trainings for the month of January to March 2026 at SPM NIWAS Digital Academy supported by iECHO.

Regards,  
Rangeet Mitra,  
SPM NIWAS, Kolkata

---

## 2 Attachment(s)

Nomination Letter to State for ...

1.9 MB

Registration To State for Onlin...

5.2 MB

12/2/25, 11:02 AM



**डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान**  
**DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION**  
 (An autonomous Institution under Dept. of Drinking Water & Sanitation, Ministry of Jal Shakti, GoI)  
 Email: [spm.niwas@gov.in](mailto:spm.niwas@gov.in) | Website: [www.spmniwas.in](http://www.spmniwas.in)

No. SPM-NIWAS/E&amp;T/2025-26/410

Date- 02.12.2025

To  
**The Mission Director,**  
**Jal Jeevan Mission**  
**All States/ UTs**

**Sub.: Nomination of participants for Residential Training in SPM NIWAS, Kolkata, for the month of January to March 2026.**

Sir/ Madam,

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM NIWAS), under the Department of Drinking Water and Sanitation, will be conducting the following residential courses:

S. No.	Programme Title	Start date	End date	Target participants
1	Water Quality Management and Surveillance Systems	January 06, 2026	January 09, 2026	Chief Chemists, Sr. Chemists, EES, AEs in Water Quality Labs
2	Demand & Supply management in Rural Water Supply, Water budgeting, Water Audit and Enhancing water use efficiency	January 28, 2026	January 30, 2026	Executive engineers/ Assistant engineers
3	Operations, Maintenance and Asset Management for Rural Water Infrastructure	February 10, 2026	February 13, 2026	EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
4	NABL Accreditation / ISO Accreditation, Renewal, and Internal Auditors Training for Laboratory Quality Management as per ISO/IEC 17025	February 23, 2026	February 27, 2026	Lab Technicians, Chemists at State & District levels
5	Technological Innovations in Drinking Water Management	March 16, 2026	March 19, 2026	Assistant Engineers/Junior engineers

Address: Near Indian Institute of Management, Calcutta, D.H. Road, Joka, Kolkata-700104 | ☎ (033) 2453 0000



### Important instructions for nominations:

*\* Please refer to Annexure-A for details.*

1. Maximum 30 participants per batch. Nominations will be accepted strictly on a first-come, first-served basis. Additional eligible nominations may be considered for future batches.
2. Last date for nomination: One week prior to the respective training start date.
3. Nominations must include details of participant's designation, relevant experience, and contact information.
4. Participants should bring a PowerPoint presentation (max. 10 slides) highlighting relevant best practices and key challenges from their fieldwork.

### Logistics and administrative details:

1. Boarding and lodging will be arranged by SPM-NIWAS for the full duration of training, starting one day before and ending one day after the course.
2. Participants are expected to arrange their own travel to and from Kolkata. Local transport within the city (hotel-SPM NIWAS-hotel) and for exposure visits will be arranged by the Institute.
3. Boarding/lodging is strictly for nominated participants only. No accommodation will be provided for accompanying family/ friends.
4. Participants must carry a valid ID proof and a nomination authority letter at the time of arrival.

### How to send nominations:

1. Email nominations to [jjm.niwas@gmail.com](mailto:jjm.niwas@gmail.com)
2. Mark a copy to the Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India.
3. Also, fill in the participant details in the Google Sheet link provided in Annexure-A.

For any clarification, please contact Mr Rangeet Mitra, Senior Consultant, SPM NIWAS,  
Mob.: +91 62908 91865.

Yours faithfully,

Enclo. Annexure-A

  
**(Priyatu Mandal, IAS)**  
JS cum Director & Head  
SPM-NIWAS, Kolkata

12/2/25, 10:59 AM


**Copy to:**


1. Additional Secretary & Mission Director, Jal Jeevan Mission, DDWS, MoJS, Govt. of India
2. Addl. Chief Secretaries/ Principal Secretaries/ Secretaries, PHED or RWSDs, All State/ UTs
3. Deputy Secretary JJM – V, (in charge of Capacity building), DDWS, MoJS, New Delhi.
4. Engineer in Chief/ Chief Engineer of State PHED or RWSDs, All State/ UTs.
5. Nodal Officer, Training & Capacity Building, of all States/ UTs- with a request to send the nomination as per the eligibility criteria.
6. Team Leader, NJJM, New Delhi—is requested to circulate the letter among State Nodal Officers—to pursue states for the nomination of training participants.
7. Admin Section, SPM-NIWAS, Kolkata/New Delhi



## Annexure - A


## A. Residential Trainings


#	Program code & Batch No.	Name of training	Target participants	Training dates
1	JJM-P-15 Batch-2	Water Quality Management and Surveillance Systems	Chief Chemists, Sr. Chemists, EES, AEs in Water Quality Labs	06th Jan to 09th Jan '26
Target Participant: Build capacities for surveillance, lab protocols, and MIS reporting. Improved quality control across the supply chain and citizen engagement				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1ZwDIQGNubgLybi9XxRXOD_J0nmh6D6kI3_pH_kYf3ng/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ZwDIQGNubgLybi9XxRXOD_J0nmh6D6kI3_pH_kYf3ng/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
2	JJM-P-08 Batch-3	Demand & Supply management in Rural Water Supply, Water budgeting, Water Audit and Enhancing water use efficiency	Executive engineers/ Assistant engineers	28th Jan to 30th Jan '26
Target Participant: Participants will understand methods of balancing water supply and demand through water budgeting, auditing, and efficiency strategies. They will gain practical skills to optimize resource use, reduce losses, and promote sustainable water management in rural communities.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/16z_8rjceKow2VICG3MleLg_GYwx_Aga56TY3M-1kLiHM/edit?usp=sharing">https://docs.google.com/spreadsheets/d/16z_8rjceKow2VICG3MleLg_GYwx_Aga56TY3M-1kLiHM/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
3	JJM-P-23 Batch-3	Operations, Maintenance and Asset Management for Rural Water Infrastructure	EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	10th Feb to 13th Feb '26
Target Participant: The project significantly strengthened the operations, maintenance, and asset management systems for rural water infrastructure, resulting in improved reliability, sustainability, and				


service delivery. Through capacity-building of VWSCs, operators, and local institutions, the project enabled effective preventive and predictive maintenance practices while reducing system breakdowns and operational gaps. GIS-based asset mapping, digital monitoring tools, and standardized operating procedures enhanced transparency, decision-making, and lifecycle management of assets. Financial sustainability improved through structured tariff collection and cost recovery mechanisms, supported by record-keeping and accountability frameworks. Community participation increased through inclusive governance and ownership models, helping ensure routine water quality monitoring, timely repairs, and service-level compliance. Overall, the initiative contributed toward long-term functionality, improved water quality, and resilient rural water supply systems aligned with Jal Jeevan Mission standards.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Sc8DtLHzBeqYMk2ks7pfTj3l_CK3Fyv1r_IChbpE4TA/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Sc8DtLHzBeqYMk2ks7pfTj3l_CK3Fyv1r_IChbpE4TA/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
4	JJM-P-03 Batch-2	NABL Accreditation / ISO Accreditation, Renewal, and Internal Auditors Training for Laboratory Quality Management as per ISO/IEC 17025	Lab Technicians, Chemists at State & District levels	23rd Feb to 27th Feb '26
Target Participant: This training program aims to equip participants with the knowledge and skills required for NABL/ISO accreditation, renewal, and internal auditing of laboratory quality management systems in compliance with ISO/IEC 17025 standards.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1OR-Gx5KHwl4kcmowtPKr92zSvSroHzuP36iA1r32bfs/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1OR-Gx5KHwl4kcmowtPKr92zSvSroHzuP36iA1r32bfs/edit?usp=sharing</a>				



12/2/25, 12:30 PM

#	Program code & Batch No.	Name of training	Target participants	Training dates
5	JJM-P-16 Batch-3	Technological Innovations in Drinking Water Management	Assistant Engineers/Junior engineers	16th Mar to 19th Mar '26
<b>Target Participant:</b> Participants will understand emerging technologies and innovative solutions for safe, efficient, and sustainable drinking water management. They will gain practical insights into adopting smart tools, automation, and community-friendly innovations to enhance service delivery.				
<b>Link for nomination of participants</b>				<b>QR Code</b>
<a href="https://docs.google.com/spreadsheets/d/1Se6xOHVgjbOXjocgVuS7ikoo21kXSLRFrqFvhWXIK1w/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Se6xOHVgjbOXjocgVuS7ikoo21kXSLRFrqFvhWXIK1w/edit?usp=sharing</a>				



12/2/25, 10:52 AM



**डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान**  
**DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION**  
 (An autonomous Institution under Dept. of Drinking Water & Sanitation, Ministry of Jal Shakti, GoI)  
 Email: [spm.niwas@gov.in](mailto:spm.niwas@gov.in) | Website: [www.spmniwas.in](http://www.spmniwas.in)



No. SPM-NIWAS/E&amp;T/2025-26/ 411

Date- 02.12.2025

**To**  
**The Mission Director,**  
**Jal Jeevan Mission**  
**All States/ UTs**

**Sub.: Registration of participants for Online training at SPM NIWAS, Kolkata for the month of January to March 2026.**

Sir/ Madam,

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM NIWAS), under the Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India, is pleased to announce a series of high-impact online training programs scheduled for January to March 2026.

SL No	Programme Title	Start date	End date	Target participants
1	Environmental and Social Impact Assessment (ESIA) in WASH	January 12, 2026	January 12, 2026	Open to all
2	Sustaining Har Ghar Jal: Strategies for Long-Term Water Security	January 15, 2026	January 15, 2026	Assistant Engineers/Junior engineers
3	Good Documentation Practices for Water Quality Laboratories	January 16, 2026	January 16, 2026	Lab Technicians, Chemists at State & District levels
4	Disinfection and Water Quality under JJM	January 20, 2026	January 20, 2026	Lab Technicians, Chemists at State & District levels
5	Arbitration and Contract Dispute Resolution in JJM	January 22, 2026	January 22, 2026	Open to all
6	ESG approaches in rural water supply management	January 29, 2026	January 29, 2026	Open to all
7	Strengthening IEC Strategies for Behaviour change under JJM	February 4, 2026	February 4, 2026	IEC/CB Consultants of PHED & P&RDD
8	Chlorination: low-cost automated chlorinators, electrochlorinators, monitoring and surveillance	February 6, 2026	February 6, 2026	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels
9	Water safety plan preparation, Water	February	February	EEs, AEs in PHED and P&RD

Address: Near Indian Institute of Management, Calcutta, D.H. Road, Joka, Kolkata-700104 | ☎ (033) 2453 0000

SL No	Programme Title	Start date	End date	Target participants
	Budgeting and Water Management Action Plan : Tools and templates	10, 2026	10, 2026	
10	Introduction to EPANET for modeling of rural water supply schemes	February 13, 2026	February 13, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
11	Recharge & Conservation Strategies for Sustainable Rural Water Supply	February 16, 2026	February 16, 2026	Assistant Engineers/Junior engineers
12	Application of GIS and remote sensing in rural water supply schemes	February 17, 2026	February 17, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
13	Effective Use of IMIS and Reporting Dashboards	February 18, 2026	February 18, 2026	JEs, MIS staff, monitoring teams at District levels
14	Climate resilient WASH Infrastructure and source sustainability in rural water supply	March 06, 2026	March 06, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
15	Estimation and BOQ Preparation for DPRs	March 09, 2026	March 09, 2026	EEs, AEs in PHED and PnRD
16	Roles of quality manager in perspective ISO/IEC 17025:2017 implementation	March 10, 2026	March 10, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
17	Low cost treatment method for Fluoride and Arsenic contaminated ground water for rural water supply	March 17, 2026	March 17, 2026	Lab Technicians, Chemists at State & District levels
18	Uncertainty of Measurement and Decision Rule as per ISO/IEC 17025:2017	March 18, 2026	March 18, 2026	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels
19	Grey water management including nature based solutions	March 25, 2026	March 25, 2026	Open to all
20	Climate Change Impacts on Water Resources, Climate Financing, Carbon Credits and Water Credits	March 27, 2026	March 27, 2026	Open to all

*\* Please refer Annexure-A for details.*

- There is no cost involved for the States/ UTs or participants, making it a highly accessible capacity-building initiative.
- Moreover, all sessions will be conducted online, enabling participants to join conveniently from their place of posting or residence.



We encourage maximum participation from your end to ensure widespread knowledge dissemination and institutional strengthening at all levels.

Participants need to do self registration with the consent of their controlling officer through the Google Sheet using the link provided in Annexure-A

For any clarification, please contact Mr. Rangeet Mitra, Senior Consultant, SPM NIWAS,  
Mob.: +91 62908 91865.

Yours faithfully,

Enclo. Annexure-A




**(Priyatu Mandal, IAS)**  
JS cum Director & Head  
SPM-NIWAS, Kolkata


**Copy to:**

1. Additional Secretary & Mission Director, Jal Jeevan Mission, DDWS, MoJS, Govt. of India
2. Addl. Chief Secretaries/ Principal Secretaries/ Secretaries, PHED or RWSDs, All State/ UTs
3. Deputy Secretary JJM – V, (in charge of Capacity building), DDWS, MoJS, New Delhi.
4. Engineer in Chief/Chief Engineer of State PHED or RWSDs, All State/ UTs.
5. Nodal Officer, Training & Capacity Building, of all States/ UTs- with a request to send the Registration as per the eligibility criteria.
6. Team Leader, NJJM, New Delhi—is requested to circulate the letter among State Nodal Officers—to pursue states for the Registration of training participants.
7. Admin Section, SPM-NIWAS, Kolkata/New Delhi


## Annexure – A


## A. Online Trainings

#	Program code & Batch No.	Name of training	Target participants	Training dates
1	JJM-OL-32 Batch- 1	Environmental and Social Impact Assessment (ESIA) in WASH	Open to all	January 12, 2026
<b>Training objectives:</b> Participants will gain a comprehensive understanding of how to assess, mitigate, and manage environmental and social impacts in WASH projects. They will learn to conduct baseline studies, engage stakeholders, prepare ESMPs, and ensure compliance with national and international safeguard standards. The programme enhances participants' capacity to integrate climate resilience, gender inclusion, and sustainability principles into water and sanitation planning. It equips them with the analytical, technical, and communication skills required to design and implement environmentally sustainable and socially equitable WASH programmes aligned with SDGs and ESG frameworks.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1Z2o1FoHaFWB4a-lMek1yadHLouNuywShwVBO1i4qqM0/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Z2o1FoHaFWB4a-lMek1yadHLouNuywShwVBO1i4qqM0/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
2	JJM-OL-02 Batch- 2	Sustaining Har Ghar Jal: Strategies for Long-Term Water Security	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	January 15, 2026
<b>Training objectives:</b> This training program focuses on ensuring the long-term sustainability of the Har Ghar Jal initiative by strengthening water resource management, infrastructure maintenance, and community participation for continued access to safe drinking water.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1FH7XITrdS5KTdiLUq4ACkM8qbPhO8m_yw0pov-lg5OM/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1FH7XITrdS5KTdiLUq4ACkM8qbPhO8m_yw0pov-lg5OM/edit?usp=sharing</a>				



#	Program code & Batch No.	Name of training	Target participants	Training dates
3	JJM-OL-33 Batch-1	Good Documentation Practices for Water Quality Laboratories	Lab Technicians, Chemists at State & District levels	January 16, 2026
<p><b>Training objectives:</b> Participants will understand the principles and requirements of Good Documentation Practices essential for maintaining accuracy, traceability, and integrity of data in testing and calibration laboratories. They will gain knowledge of ISO/IEC 17025:2017 documentation requirements, including control of documents, records, test reports, calibration certificates, and quality manuals.</p> <p>The programme enhances their capacity to prepare, review, and maintain laboratory documentation in compliance with accreditation norms and audit expectations. Participants will learn methods for error correction, data integrity, record retention, version control, and electronic documentation management. By the end of the programme, they will be equipped to ensure transparency, reproducibility, and accountability in laboratory operations—supporting overall quality assurance, regulatory compliance, and continual improvement.</p>				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/14MDIFW81LcJyXYJ5k88ZawDvtLxOLY-iAGJxslGURLs/edit?usp=sharing">https://docs.google.com/spreadsheets/d/14MDIFW81LcJyXYJ5k88ZawDvtLxOLY-iAGJxslGURLs/edit?usp=sharing</a>				


#	Program code & Batch No.	Name of training	Target participants	Training dates
4	JJM-OL-34 Batch- 1	Disinfection and Water Quality under JJM	Lab Technicians, Chemists at State & District levels	January 20, 2026
<p><b>Training objectives:</b> Participants will develop the knowledge and practical skills to plan, implement, monitor, and optimize disinfection—particularly chlorination—ensuring safe drinking water supply in alignment with JJM and BIS 10500:2012 guidelines.</p>				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/1ycrcdD4-NcnDJxB8eOGpZnAsnuQs8sF135VVjlhq37Q/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ycrcdD4-NcnDJxB8eOGpZnAsnuQs8sF135VVjlhq37Q/edit?usp=sharing</a>				



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#	Program code & Batch No.	Name of training	Target participants	Training dates
5	JJM-OL-35 Batch- 1	Arbitration and Contract Dispute Resolution in JJM	Open to all	January 22, 2026

**Training objectives:** The training programme on "Arbitration and Contract Dispute Resolution in Jal Jeevan Mission" aims to build the capacity of participants in effectively managing contractual disputes arising during planning, implementation, and operation of rural water supply schemes under JJM. The programme provides a practical understanding of arbitration principles, legal frameworks, and structured approaches for dispute resolution in government-supported infrastructure projects.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1chUX-Cs5eR9AlpcNahhAO8vBs14GpVZx5vJq4PIVPHQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1chUX-Cs5eR9AlpcNahhAO8vBs14GpVZx5vJq4PIVPHQ/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
6	JJM-OL-30 Batch- 2	ESG approaches in rural water supply management	Open to all	January 29, 2026


**Training objectives:** Participants will understand how Environmental, Social, and Governance (ESG) principles can be applied to strengthen rural water supply systems. They will gain skills to integrate sustainability, equity, accountability, and transparency into water supply planning and management.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/10a-jhyWy5I0kga5gZLQ_5pGsCe_auyb4RfqEn8sBXPY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/10a-jhyWy5I0kga5gZLQ_5pGsCe_auyb4RfqEn8sBXPY/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
7	JJM-OL-36 Batch-1	Strengthening IEC Strategies for Behaviour change under JJM	IEC/CB Consultants of PHED & P&RDD	February 04, 2025




**Training objectives:** Participants will gain the skills to design, implement, and evaluate effective IEC and behaviour change communication strategies to ensure community ownership, water safety, and sustainable operation of rural water supply systems under Jal Jeevan Mission.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Ye8EeqQHakWVIDpx6Zl1JNeUBfozvOPUcq82rFLI5WE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Ye8EeqQHakWVIDpx6Zl1JNeUBfozvOPUcq82rFLI5WE/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
8	JJM-OL-29 Batch- 2	Chlorination: Low-cost automated chlorinators, electrochlorinators, monitoring and surveillance	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels	February 06, 2025

**Training objectives:** Participants will learn cost-effective chlorination techniques, including automated and electrochlorinators, for ensuring safe rural water supply. They will develop competencies in monitoring residual chlorine, maintaining systems, and conducting community-based surveillance for water safety.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/15YtDxNcHsp6wGkGR84x_GZtdvV-fEPeZvDao71T2m0Y/edit?usp=sharing">https://docs.google.com/spreadsheets/d/15YtDxNcHsp6wGkGR84x_GZtdvV-fEPeZvDao71T2m0Y/edit?usp=sharing</a>	


#	Program code & Batch No.	Name of training	Target participants	Training dates
9	JJM-OL-23 Batch- 3	Water safety plan preparation, Water Budgeting and Water Management Action Plan : Tools and templates	EEs, AEs in PHED and P&RD	February 10, 2025

**Training objectives:** Participants will learn to prepare and implement Water Safety Plans using standardized tools and templates for ensuring safe drinking water. They will gain practical skills in grey water management, risk assessment, and community-based monitoring for sustainable rural water systems.

Link for nomination of participants	QR Code
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<a href="https://docs.google.com/spreadsheets/d/1LtG74hFbAXJw1_vYhAM6bXn1YK0ocDy-uXK-MhOySwc/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1LtG74hFbAXJw1_vYhAM6bXn1YK0ocDy-uXK-MhOySwc/edit?usp=sharing</a>	
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#	Program code & Batch No.	Name of training	Target participants	Training dates
10	JJM-OL-22 Batch- 3	Introduction to EPANET for modeling of rural water supply scheme	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	February 13, 2025


**Training objectives:** Participants will gain foundational knowledge of EPANET software for designing and simulating rural water distribution networks. They will develop skills to model hydraulic performance, analyze system behavior, and support data-driven planning of water supply schemes.


Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1NX3R26-tJFU1pfUo-lrpQXF3BKPUwV7k7CtpdIl2L5ao/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1NX3R26-tJFU1pfUo-lrpQXF3BKPUwV7k7CtpdIl2L5ao/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
11	JJM-OL-11 Batch- 2	Recharge & Conservation Strategies for Sustainable Rural Water Supply	Assistant Engineers/Junior engineers	February 16, 2025

**Training objectives:** The objective of this online training program is to equip participants with the knowledge and practical approaches required to plan and implement groundwater recharge and water conservation strategies to ensure long-term sustainability of rural water supply systems.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1w81oIkStb7LJ0j54AzMy-p2SI0gsTRIROGakMtGQxgw/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1w81oIkStb7LJ0j54AzMy-p2SI0gsTRIROGakMtGQxgw/edit?usp=sharing</a>	


#	Program code & Batch No.	Name of training	Target participants	Training dates
12	JJM-OL-37 Batch- 1	Application of GIS and remote sensing in rural water supply schemes	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	February 17, 2025
<b>Training objectives:</b> Participants will learn to apply GIS and remote sensing tools for mapping, planning, and monitoring rural water supply systems. They will gain skills in spatial analysis, resource mapping, and decision support for improving efficiency and sustainability of water supply schemes.				
Link for nomination of participants			QR Code	
<a href="https://docs.google.com/spreadsheets/d/1eslow72xQnVGmaBMcNZlmfclBo1iLtE1A7BCP1nbdhE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1eslow72xQnVGmaBMcNZlmfclBo1iLtE1A7BCP1nbdhE/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
13	JJM-OL-26 Batch- 2	Effective Use of IMIS and Reporting Dashboards	JEs, MIS staff, monitoring teams at District levels	February 18, 2025
<b>Training objectives:</b> Logging data into IMIS Error resolution and best practices State/district dashboard interpretation				
Link for nomination of participants			QR Code	
<a href="https://docs.google.com/spreadsheets/d/1NcJbQ0e3ly5iAd0nPMBV2m8xP7_QVV8axiWAQBACyjm/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1NcJbQ0e3ly5iAd0nPMBV2m8xP7_QVV8axiWAQBACyjm/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
14	JJM-OL-16 Batch- 3	Climate resilient WASH Infrastructure and source sustainability in rural water supply	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	March 06, 2025




**Training objectives:** 1) Improved knowledge on integrating climate-resilient approaches to protect rural drinking water systems against variability, extreme events, and long-term climate risks.  
2) Strengthened capacity to implement source sustainability measures—including recharge, watershed management, and demand regulation—to ensure reliable and equitable water supply for present and future generations.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Lf_qhMkPnKt0rYgIX4gSYICJfoH8R_auxXgwaVOBtw/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Lf_qhMkPnKt0rYgIX4gSYICJfoH8R_auxXgwaVOBtw/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
15	JJM-OL-25 Batch- 2	Estimation and BOQ Preparation for DPRs	EEs, AEs in PHED and PnRD	March 09, 2025


**Training objectives:** CSR/DSR-based rate analysis, Common estimation errors and rectifications, BOQ formats in JJM


Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/18cU940JFd8QKericO5Yi39dcs-QOdNYkbJI4v86HzGI/edit?usp=sharing">https://docs.google.com/spreadsheets/d/18cU940JFd8QKericO5Yi39dcs-QOdNYkbJI4v86HzGI/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
16	JJM-OL-38 Batch- 1	Roles of quality manager in perspective ISO/IEC 17025:2017 implementation	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	March 10, 2025

**Training objectives:** Participants will gain a clear understanding of the key responsibilities of a Quality Manager under ISO/IEC 17025:2017 and develop the skills to effectively manage documentation, internal audits, compliance, and continual improvement processes to support laboratory accreditation and quality assurance.

Link for nomination of participants	QR Code
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<a href="https://docs.google.com/spreadsheets/d/1iFuJiaeoPMws1FaCpHns1T3pSeNiHcl3JnrDfwd004/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1iFuJiaeoPMws1FaCpHns1T3pSeNiHcl3JnrDfwd004/edit?usp=sharing</a>	
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#	Program code & Batch No.	Name of training	Target participants	Training dates
17	JJM-OL-12 Batch- 2	Low cost treatment method for Fluoride and Arsenic contaminated ground water for rural water supply	Lab Technicians, Chemists at State & District levels	March 17, 2025
<b>Training objectives:</b> The objective of this training program is to build the capacity of engineers, water quality professionals, and field functionaries on affordable and locally adaptable treatment methods for the removal of fluoride and arsenic from contaminated groundwater sources in rural areas.				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/136Vmwt8VVmAVLgSGphhl_oJ8rTWCmmR2QzBu8sEukA/edit?usp=sharing">https://docs.google.com/spreadsheets/d/136Vmwt8VVmAVLgSGphhl_oJ8rTWCmmR2QzBu8sEukA/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
18	JJM-OL-39 Batch- 1	Uncertainty of Measurement and Decision Rule as per ISO/IEC 17025:2017	Lab Technicians, Chemists at State & District levels	March 18, 2025
<b>Training objectives:</b> Participants will develop a clear understanding of the concept, estimation, and significance of measurement uncertainty in testing and calibration activities as mandated by ISO/IEC 17025:2017. They will learn to identify, quantify, and combine sources of uncertainty using statistical and metrological approaches to ensure reliable and traceable results. The programme will enhance participants' ability to apply the GUM (Guide to the Expression of Uncertainty in Measurement) principles in laboratory contexts. Participants will also gain practical knowledge of Decision Rules—understanding how to interpret measurement results in relation to specifications, tolerances, and conformity assessment.				




By the end of the training, participants will be able to calculate uncertainty budgets, document decision rules, and apply them effectively in quality assurance systems—supporting accreditation, consistency, and confidence in test and calibration results.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1YpLvbtvR3WA6lveTCpu4_oxaU SjOZdmrQJpwd-hlCWY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1YpLvbtvR3WA6lveTCpu4_oxaU SjOZdmrQJpwd-hlCWY/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
19	JJM-OL-40 Batch- 1	Grey water management including nature based solutions	Open to all	March 25, 2025
<b>Training objectives:</b> Understand the principles and science behind Nature-Based Solutions (NbS) for sustainable greywater management in rural and peri-urban settings. Identify different NbS technologies for greywater treatment such as constructed wetlands, soak pits, leach fields, bio-remediation systems, planted gravel filters, and ecological wastewater treatment systems. Document best practices and case studies for scaling NbS-based greywater treatment models at Gram Panchayat and village levels.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/190wYZn9EIGsvfvz8VNlxJe_2-bdvr4SBRy-QmeL6jly/edit?usp=sharing">https://docs.google.com/spreadsheets/d/190wYZn9EIGsvfvz8VNlxJe_2-bdvr4SBRy-QmeL6jly/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
20	JJM-OL-41 Batch- 1	Climate Change Impacts on Water Resources, Climate Financing, Carbon Credits and Water Credits	Open to all	March 27, 2025

**Training objectives:** 1) Strengthened understanding of how climate change affects water availability, quality, and resilience, enabling informed planning and adaptation in the water sector.  
2) Enhanced capacity to leverage climate finance mechanisms—such as carbon and water credits—to support sustainable water management, mitigation actions, and long-term community resilience.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1XjgvWQ_dtBZLNHTut2sSnq9QbH-35vSqUVEoWQVUsG8/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1XjgvWQ_dtBZLNHTut2sSnq9QbH-35vSqUVEoWQVUsG8/edit?usp=sharing</a>	

## Fwd: Nomination of Participants for the JJM training at SPM-NIWAS, Kolkata for the month of January 2026 to March 2026

**Shri Rajeev Verma** <csdelhi@nic.in>

Tue, 02 Dec 2025 1:58:10 PM +0530

To "Secretary Services"<secservices@nic.in>,"ceodelhidjb"  
<ceodelhi.djb@nic.in>,"Vijay Kumar Bidhuri"<psud@nic.in>

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

From: SPM NIWAS <[spm.niwas@gov.in](mailto:spm.niwas@gov.in)>

To: "Engineer Chief RWSS RWSS, AP"<[eicrws@ap.gov.in](mailto:eicrws@ap.gov.in)>, <[jjmarunachal@gmail.com](mailto:jjmarunachal@gmail.com)>, <[mdjjmassam@gmail.com](mailto:mdjjmassam@gmail.com)>, <[encphed.patna@gmail.com](mailto:encphed.patna@gmail.com)>, "MISSION DIRECTOR JJM" <[director-jjm@cg.gov.in](mailto:director-jjm@cg.gov.in)>, "Dr Saurabh Mishra"<[secy-agri-dd@gov.in](mailto:secy-agri-dd@gov.in)>, "Principal Chief Engineer PWD Goa"<[pce-pwd.goa@nic.in](mailto:pce-pwd.goa@nic.in)>, <[wasmo@wasmo.org](mailto:wasmo@wasmo.org)>, "Director WSSO" <[dir.wssso@phedharyana.gov.in](mailto:dir.wssso@phedharyana.gov.in)>, <[hpirrg@rediffmail.com](mailto:hpirrg@rediffmail.com)>, <[mdjjmjk@gmail.com](mailto:mdjjmjk@gmail.com)>, <[dwsdacs@gmail.com](mailto:dwsdacs@gmail.com)>, <[krwssd@gmail.com](mailto:krwssd@gmail.com)>, <[managingdirectorkwa@gmail.com](mailto:managingdirectorkwa@gmail.com)>, <[mdunitkwa@gmail.com](mailto:mdunitkwa@gmail.com)>, <[pstocomsecutl@gmail.com](mailto:pstocomsecutl@gmail.com)>, "Superintending Engineer"<[lk-pwd@nic.in](mailto:lk-pwd@nic.in)>, "Principal Secretary Public Health Engineering Deptt"<[psphed@mp.gov.in](mailto:psphed@mp.gov.in)>, <[maharashtramdjim@gmail.com](mailto:maharashtramdjim@gmail.com)>, <[hworshang@gmail.com](mailto:hworshang@gmail.com)>, "Andaleeb Razi" <[andaleeb.razi@nic.in](mailto:andaleeb.razi@nic.in)>, <[secyphedmz@gmail.com](mailto:secyphedmz@gmail.com)>, <[eincphedmz@rediffmail.com](mailto:eincphedmz@rediffmail.com)>, "Mhonbemo Ezamo Patton"<[pattonem@nic.in](mailto:pattonem@nic.in)>, <[dirdws@gmail.com](mailto:dirdws@gmail.com)>, "Jawahar P" <[ceo\\_pondicherry@eci.gov.in](mailto:ceo_pondicherry@eci.gov.in)>, <[hoddwss@gmail.com](mailto:hoddwss@gmail.com)>, <[mdjjm@rajasthan.gov.in](mailto:mdjjm@rajasthan.gov.in)>, <[secretaryrmdsikkim@gmail.com](mailto:secretaryrmdsikkim@gmail.com)>, <[missiondirectorjjm@gmail.com](mailto:missiondirectorjjm@gmail.com)>, "Principal Secretary PRRD"<[splcs\\_pr@telangana.gov.in](mailto:splcs_pr@telangana.gov.in)>, <[cedwstripura@yahoo.com](mailto:cedwstripura@yahoo.com)>, <[ed.swsmup@rediffmail.com](mailto:ed.swsmup@rediffmail.com)>, <[ceswsm2020@gmail.com](mailto:ceswsm2020@gmail.com)>, <[secy@wbphed.gov.in](mailto:secy@wbphed.gov.in)>, <[md@jjmassam.in](mailto:md@jjmassam.in)>, "Ms Purva Garg, IAS," <[secy.215@and.nic.in](mailto:secy.215@and.nic.in)>, "Shashi Bhushan Kumar, IAS"<[prlsecy\\_pr@ap.gov.in](mailto:prlsecy_pr@ap.gov.in)>, <[commrphedandws@gmail.com](mailto:commrphedandws@gmail.com)>, "Syedain Abbasi" <[s.abbasi@nic.in](mailto:s.abbasi@nic.in)>, "secy-phed-bih"<[secy-phed-bih@nic.in](mailto:secy-phed-bih@nic.in)>, "Mandip Singh Brar"<[hs-chd@nic.in](mailto:hs-chd@nic.in)>, "Mohammad Abdulhaque"<[secy-phe@cg.gov.in](mailto:secy-phe@cg.gov.in)>, "Shri Rajeev Verma" <[csdelhi@nic.in](mailto:csdelhi@nic.in)>, <[sec-wrd@gov.gov.in](mailto:sec-wrd@gov.gov.in)>, <[secws@gujarat.gov.in](mailto:secws@gujarat.gov.in)>, <[psphedharyana1@gmail.com](mailto:psphedharyana1@gmail.com)>, "Rakhil Kahlon, IAS"<[iphsecy-hp@nic.in](mailto:iphsecy-hp@nic.in)>, <[pscsphe@gmail.com](mailto:pscsphe@gmail.com)>, <[principalsecretaryrdpr@gmail.com](mailto:principalsecretaryrdpr@gmail.com)>, "ASHOK KUMAR SINGH IAS" <[secy.wrd@kerala.gov.in](mailto:secy.wrd@kerala.gov.in)>, <[prsecladakh@gmail.com](mailto:prsecladakh@gmail.com)>, "Rahul Singh, IAS"<[secretary-utl1@utl.gov.in](mailto:secretary-utl1@utl.gov.in)>, <[kheda08irs@gmail.com](mailto:kheda08irs@gmail.com)>, "Principal Secretary PHED Govt of Nagaland" <[prsecy.phe-ngl@gov.in](mailto:prsecy.phe-ngl@gov.in)>, "Shri Girish S.N. IAS"<[prsec.or@nic.in](mailto:prsec.or@nic.in)>, "Dr. JAYANTA KUMAR RAY IAS"<[secypwd@py.gov.in](mailto:secypwd@py.gov.in)>, "Admin. Secy. Water Supply and Sanitation" <[secy.wss@punjab.gov.in](mailto:secy.wss@punjab.gov.in)>, <[acs.phed@rajasthan.gov.in](mailto:acs.phed@rajasthan.gov.in)>, <[psmaws@gmail.com](mailto:psmaws@gmail.com)>, "Spl Chief Secretary"<[secy-irg@telangana.gov.in](mailto:secy-irg@telangana.gov.in)>, <[secypower.tr2023@g](mailto:secypower.tr2023@g)>, <[mail.com@gpogw12.nic.in](mailto:mail.com@gpogw12.nic.in)>, <[psmigoup2016@gmail.com](mailto:psmigoup2016@gmail.com)>, <[ahyanki@gmail.com](mailto:ahyanki@gmail.com)>, <[acs.wssd@maharashtra.gov.in](mailto:acs.wssd@maharashtra.gov.in)>, <[actjjm1@gmail.com](mailto:actjjm1@gmail.com)>, "Mohammad Ishfaq" <[mohd.ishfaq@ias.gov.in](mailto:mohd.ishfaq@ias.gov.in)>, <[mitrarangeet51@gmail.com](mailto:mitrarangeet51@gmail.com)>, "Umesh Kumar Bhardwaj" <[umesh.moca@nic.in](mailto:umesh.moca@nic.in)>, <[absarkhan.si.npmuphe@gmail.com](mailto:absarkhan.si.npmuphe@gmail.com)>, <[arunkumar.adn@gmail.com](mailto:arunkumar.adn@gmail.com)>, <[eicrws@gmail.com](mailto:eicrws@gmail.com)>, <[cepheddn@gmail.com](mailto:cepheddn@gmail.com)>, <[rajkhowa\\_sanjib@rediffmail.com](mailto:rajkhowa_sanjib@rediffmail.com)>, <[SCBJJMPranami@gmail.com](mailto:SCBJJMPranami@gmail.com)>, <[firozak1970@gmail.com](mailto:firozak1970@gmail.com)>, <[dir\\_pmu@yahoo.co.in](mailto:dir_pmu@yahoo.co.in)>, "Chief Engineer PWD"<[ce1-pwd.goa@nic.in](mailto:ce1-pwd.goa@nic.in)>, <[training.wasmo@gmail.com](mailto:training.wasmo@gmail.com)>, "LaxmiKant Bhatia" <[hrd.wssso@phedharyana.gov.in](mailto:hrd.wssso@phedharyana.gov.in)>, "Pratibha Chaudhary"<[me.wssso@phedharyana.gov.in](mailto:me.wssso@phedharyana.gov.in)>, <[dirwsssohp@yahoo.com](mailto:dirwsssohp@yahoo.com)>, <[imtyaz1172@gmail.com](mailto:imtyaz1172@gmail.com)>, "Imtyaz Ahmed" <[info.jjmjk@jk.gov.in](mailto:info.jjmjk@jk.gov.in)>, <[kanakghosh@rediffmail.com](mailto:kanakghosh@rediffmail.com)>, <[swsm.jharkhand@gmail.com](mailto:swsm.jharkhand@gmail.com)>, <[wssso.kar14@gmail.com](mailto:wssso.kar14@gmail.com)>, <[1916cckwa@gmail.com](mailto:1916cckwa@gmail.com)>, <[xenphekg@gmail.com](mailto:xenphekg@gmail.com)>, <[phelehxe@gmail.com](mailto:phelehxe@gmail.com)>, <[maidamwar.pk@gmail.com](mailto:maidamwar.pk@gmail.com)>, <[directorwssso@gmail.com](mailto:directorwssso@gmail.com)>, <[vashumsp@gmail.com](mailto:vashumsp@gmail.com)>, <[wssomanipur@gmail.com](mailto:wssomanipur@gmail.com)>, <[megkrcjjm2022@gmail.com](mailto:megkrcjjm2022@gmail.com)>,

<[chawngthuc@gmail.com](mailto:chawngthuc@gmail.com)>, <[wssophednagaland@gmail.com](mailto:wssophednagaland@gmail.com)>,  
<[gautampattnayak@gmail.com](mailto:gautampattnayak@gmail.com)>, <[beeyem1971@gmail.com](mailto:beeyem1971@gmail.com)>, <gandhi.kuldeep@gm>,  
<[ail.com@gpogw12.nic.in](mailto:ail.com@gpogw12.nic.in)>, <[dir.wssophed@rajasthan.gov.in](mailto:dir.wssophed@rajasthan.gov.in)>,  
<[edccduwss@gmail.com](mailto:edccduwss@gmail.com)>, <[yangchen.lepcha@gmail.com](mailto:yangchen.lepcha@gmail.com)>, <[panandhraj@gmail.com](mailto:panandhraj@gmail.com)>,  
<[swsm.telangana@gmail.com](mailto:swsm.telangana@gmail.com)>, "A Vijaya Kumar" <[ce-swsm-rwss@telangana.gov.in](mailto:ce-swsm-rwss@telangana.gov.in)>,  
<[aparajitamodak@gmail.com](mailto:aparajitamodak@gmail.com)>, <[s.manna.paul@gmail.com](mailto:s.manna.paul@gmail.com)>, <[swsmupis@gmail.com](mailto:swsmupis@gmail.com)>,  
<[animeshbhat@gmail.com](mailto:animeshbhat@gmail.com)>, <[pwdroad2021@gmail.com](mailto:pwdroad2021@gmail.com)>, "Shri Hitish Dhuka" <[eeepwd-dmn-dd@nic.in](mailto:eeepwd-dmn-dd@nic.in)>

Cc: <[spm.niwas2@gmail.com](mailto:spm.niwas2@gmail.com)>, <[jjm.niwas@gmail.com](mailto:jjm.niwas@gmail.com)>, "Dr. Tapan Saha"  
<[dr.tapansaha@gov.in](mailto:dr.tapansaha@gov.in)>, "Rangeet Mitra" <[rangeet.niwas@govcontractor.in](mailto:rangeet.niwas@govcontractor.in)>,  
<[mitrarangeet51@gmail.com](mailto:mitrarangeet51@gmail.com)>

Date: Tue, 02 Dec 2025 13:51:34 +0530

Subject: Nomination of Participants for the JJM training at SPM-NIWAS, Kolkata for the month of January 2026 to March 2026

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

Respected Sir/ Madam,

In reference to the above cited subjects, I am directed to forward the

1. Letter no. SPM-NIWAS/E&T/2025-26/410 dated 02/12/2025 regarding the nomination of participants for the Residential trainings for the month of January to March 2026 at SPM NIWAS

and,

2. Letter no. SPM-NIWAS/E&T/2025-26/411 dated 02/12/2025 regarding the registration of participants for Online trainings for the month of January to March 2026 at SPM NIWAS Digital Academy supported by iECHO.

Regards,  
Rangeet Mitra,  
SPM NIWAS, Kolkata

---

## 2 Attachment(s)

Nomination Letter to State for ...

1.9 MB

Registration To State for Onlin...

5.2 MB



12/2/25, 11:02 AM



**डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान**  
**DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION**  
 (An autonomous Institution under Dept. of Drinking Water & Sanitation, Ministry of Jal Shakti, GoI)  
 Email: [spm.niwas@gov.in](mailto:spm.niwas@gov.in) | Website: [www.spmniwas.in](http://www.spmniwas.in)



No. SPM-NIWAS/E&amp;T/2025-26/410

Date- 02.12.2025

To  
**The Mission Director,**  
**Jal Jeevan Mission**  
**All States/ UTs**

**Sub.: Nomination of participants for Residential Training in SPM NIWAS, Kolkata, for the month of January to March 2026.**

Sir/ Madam,

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM NIWAS), under the Department of Drinking Water and Sanitation, will be conducting the following residential courses:

S. No.	Programme Title	Start date	End date	Target participants
1	Water Quality Management and Surveillance Systems	January 06, 2026	January 09, 2026	Chief Chemists, Sr. Chemists, EES, AEs in Water Quality Labs
2	Demand & Supply management in Rural Water Supply, Water budgeting, Water Audit and Enhancing water use efficiency	January 28, 2026	January 30, 2026	Executive engineers/ Assistant engineers
3	Operations, Maintenance and Asset Management for Rural Water Infrastructure	February 10, 2026	February 13, 2026	EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
4	NABL Accreditation / ISO Accreditation, Renewal, and Internal Auditors Training for Laboratory Quality Management as per ISO/IEC 17025	February 23, 2026	February 27, 2026	Lab Technicians, Chemists at State & District levels
5	Technological Innovations in Drinking Water Management	March 16, 2026	March 19, 2026	Assistant Engineers/Junior engineers

Address: Near Indian Institute of Management, Calcutta, D.H. Road, Joka, Kolkata-700104 | ☎ (033) 2453 0000

### Important instructions for nominations:

*\* Please refer to Annexure-A for details.*

1. Maximum 30 participants per batch. Nominations will be accepted strictly on a first-come, first-served basis. Additional eligible nominations may be considered for future batches.
2. Last date for nomination: One week prior to the respective training start date.
3. Nominations must include details of participant's designation, relevant experience, and contact information.
4. Participants should bring a PowerPoint presentation (max. 10 slides) highlighting relevant best practices and key challenges from their fieldwork.

### Logistics and administrative details:

1. Boarding and lodging will be arranged by SPM-NIWAS for the full duration of training, starting one day before and ending one day after the course.
2. Participants are expected to arrange their own travel to and from Kolkata. Local transport within the city (hotel-SPM NIWAS-hotel) and for exposure visits will be arranged by the Institute.
3. Boarding/lodging is strictly for nominated participants only. No accommodation will be provided for accompanying family/ friends.
4. Participants must carry a valid ID proof and a nomination authority letter at the time of arrival.

### How to send nominations:

1. Email nominations to [jjm.niwas@gmail.com](mailto:jjm.niwas@gmail.com)
2. Mark a copy to the Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India.
3. Also, fill in the participant details in the Google Sheet link provided in Annexure-A.

For any clarification, please contact Mr Rangeet Mitra, Senior Consultant, SPM NIWAS,  
Mob.: +91 62908 91865.

Yours faithfully,

Enclo. Annexure-A

  
(Priyatu Mandal, IAS)  
JS cum Director & Head  
SPM-NIWAS, Kolkata

12/2/25, 10:59 AM


**Copy to:**


1. Additional Secretary & Mission Director, Jal Jeevan Mission, DDWS, MoJS, Govt. of India
2. Addl. Chief Secretaries/ Principal Secretaries/ Secretaries, PHED or RWSDs, All State/ UTs
3. Deputy Secretary JJM – V, (in charge of Capacity building), DDWS, MoJS, New Delhi.
4. Engineer in Chief/ Chief Engineer of State PHED or RWSDs, All State/ UTs.
5. Nodal Officer, Training & Capacity Building, of all States/ UTs- with a request to send the nomination as per the eligibility criteria.
6. Team Leader, NJJM, New Delhi—is requested to circulate the letter among State Nodal Officers—to pursue states for the nomination of training participants.
7. Admin Section, SPM-NIWAS, Kolkata/New Delhi



## Annexure - A


## A. Residential Trainings


#	Program code & Batch No.	Name of training	Target participants	Training dates
1	JJM-P-15 Batch-2	Water Quality Management and Surveillance Systems	Chief Chemists, Sr. Chemists, EES, AEs in Water Quality Labs	06th Jan to 09th Jan '26
Target Participant: Build capacities for surveillance, lab protocols, and MIS reporting. Improved quality control across the supply chain and citizen engagement				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1ZwDIQGNubgLybi9XxRXOD_J0nmh6D6kI3_pH_kYf3ng/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ZwDIQGNubgLybi9XxRXOD_J0nmh6D6kI3_pH_kYf3ng/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
2	JJM-P-08 Batch-3	Demand & Supply management in Rural Water Supply, Water budgeting, Water Audit and Enhancing water use efficiency	Executive engineers/ Assistant engineers	28th Jan to 30th Jan '26
Target Participant: Participants will understand methods of balancing water supply and demand through water budgeting, auditing, and efficiency strategies. They will gain practical skills to optimize resource use, reduce losses, and promote sustainable water management in rural communities.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/16z_8rjceKow2VICG3MleLg_GYwx_Aga56TY3M-1kLiHM/edit?usp=sharing">https://docs.google.com/spreadsheets/d/16z_8rjceKow2VICG3MleLg_GYwx_Aga56TY3M-1kLiHM/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
3	JJM-P-23 Batch-3	Operations, Maintenance and Asset Management for Rural Water Infrastructure	EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	10th Feb to 13th Feb '26
Target Participant: The project significantly strengthened the operations, maintenance, and asset management systems for rural water infrastructure, resulting in improved reliability, sustainability, and				


service delivery. Through capacity-building of VWSCs, operators, and local institutions, the project enabled effective preventive and predictive maintenance practices while reducing system breakdowns and operational gaps. GIS-based asset mapping, digital monitoring tools, and standardized operating procedures enhanced transparency, decision-making, and lifecycle management of assets. Financial sustainability improved through structured tariff collection and cost recovery mechanisms, supported by record-keeping and accountability frameworks. Community participation increased through inclusive governance and ownership models, helping ensure routine water quality monitoring, timely repairs, and service-level compliance. Overall, the initiative contributed toward long-term functionality, improved water quality, and resilient rural water supply systems aligned with Jal Jeevan Mission standards.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Sc8DtLHzBeqYMk2ks7pfTj3l_CK3Fyv1r_IChbpE4TA/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Sc8DtLHzBeqYMk2ks7pfTj3l_CK3Fyv1r_IChbpE4TA/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
4	JJM-P-03 Batch-2	NABL Accreditation / ISO Accreditation, Renewal, and Internal Auditors Training for Laboratory Quality Management as per ISO/IEC 17025	Lab Technicians, Chemists at State & District levels	23rd Feb to 27th Feb '26
Target Participant: This training program aims to equip participants with the knowledge and skills required for NABL/ISO accreditation, renewal, and internal auditing of laboratory quality management systems in compliance with ISO/IEC 17025 standards.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1OR-Gx5KHwl4kcmowtPKr92zSvSroHzuP36iA1r32bfs/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1OR-Gx5KHwl4kcmowtPKr92zSvSroHzuP36iA1r32bfs/edit?usp=sharing</a>				



12/2/25, 12:30 PM

#	Program code & Batch No.	Name of training	Target participants	Training dates
5	JJM-P-16 Batch-3	Technological Innovations in Drinking Water Management	Assistant Engineers/Junior engineers	16th Mar to 19th Mar '26
<b>Target Participant:</b> Participants will understand emerging technologies and innovative solutions for safe, efficient, and sustainable drinking water management. They will gain practical insights into adopting smart tools, automation, and community-friendly innovations to enhance service delivery.				
<b>Link for nomination of participants</b>				<b>QR Code</b>
<a href="https://docs.google.com/spreadsheets/d/1Se6xOHVgjbOXjocgVuS7ikoo21kXSLRFrqFvhWXIK1w/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Se6xOHVgjbOXjocgVuS7ikoo21kXSLRFrqFvhWXIK1w/edit?usp=sharing</a>				

12/2/25, 10:52 AM



**डॉ. श्यामा प्रसाद मुखर्जी राष्ट्रीय जल एवं स्वच्छता संस्थान**  
**DR. SYAMA PRASAD MOOKERJEE NATIONAL INSTITUTE OF WATER AND SANITATION**  
 (An autonomous Institution under Dept. of Drinking Water & Sanitation, Ministry of Jal Shakti, GoI)  
 Email: [spm.niwas@gov.in](mailto:spm.niwas@gov.in) | Website: [www.spmniwas.in](http://www.spmniwas.in)



No. SPM-NIWAS/E&amp;T/2025-26/ 411

Date- 02.12.2025

**To**  
**The Mission Director,**  
**Jal Jeevan Mission**  
**All States/ UTs**

**Sub.: Registration of participants for Online training at SPM NIWAS, Kolkata for the month of January to March 2026.**

Sir/ Madam,

Dr. Syama Prasad Mookerjee National Institute of Water and Sanitation (SPM NIWAS), under the Department of Drinking Water and Sanitation, Ministry of Jal Shakti, Government of India, is pleased to announce a series of high-impact online training programs scheduled for January to March 2026.

SL No	Programme Title	Start date	End date	Target participants
1	Environmental and Social Impact Assessment (ESIA) in WASH	January 12, 2026	January 12, 2026	Open to all
2	Sustaining Har Ghar Jal: Strategies for Long-Term Water Security	January 15, 2026	January 15, 2026	Assistant Engineers/Junior engineers
3	Good Documentation Practices for Water Quality Laboratories	January 16, 2026	January 16, 2026	Lab Technicians, Chemists at State & District levels
4	Disinfection and Water Quality under JJM	January 20, 2026	January 20, 2026	Lab Technicians, Chemists at State & District levels
5	Arbitration and Contract Dispute Resolution in JJM	January 22, 2026	January 22, 2026	Open to all
6	ESG approaches in rural water supply management	January 29, 2026	January 29, 2026	Open to all
7	Strengthening IEC Strategies for Behaviour change under JJM	February 4, 2026	February 4, 2026	IEC/CB Consultants of PHED & P&RDD
8	Chlorination: low-cost automated chlorinators, electrochlorinators, monitoring and surveillance	February 6, 2026	February 6, 2026	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels
9	Water safety plan preparation, Water	February	February	EEs, AEs in PHED and P&RD

Address: Near Indian Institute of Management, Calcutta, D.H. Road, Joka, Kolkata-700104 | ☎ (033) 2453 0000



SL No	Programme Title	Start date	End date	Target participants
	Budgeting and Water Management Action Plan : Tools and templates	10, 2026	10, 2026	
10	Introduction to EPANET for modeling of rural water supply schemes	February 13, 2026	February 13, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
11	Recharge & Conservation Strategies for Sustainable Rural Water Supply	February 16, 2026	February 16, 2026	Assistant Engineers/Junior engineers
12	Application of GIS and remote sensing in rural water supply schemes	February 17, 2026	February 17, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
13	Effective Use of IMIS and Reporting Dashboards	February 18, 2026	February 18, 2026	JEs, MIS staff, monitoring teams at District levels
14	Climate resilient WASH Infrastructure and source sustainability in rural water supply	March 06, 2026	March 06, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
15	Estimation and BOQ Preparation for DPRs	March 09, 2026	March 09, 2026	EEs, AEs in PHED and PnRD
16	Roles of quality manager in perspective ISO/IEC 17025:2017 implementation	March 10, 2026	March 10, 2026	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD
17	Low cost treatment method for Fluoride and Arsenic contaminated ground water for rural water supply	March 17, 2026	March 17, 2026	Lab Technicians, Chemists at State & District levels
18	Uncertainty of Measurement and Decision Rule as per ISO/IEC 17025:2017	March 18, 2026	March 18, 2026	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels
19	Grey water management including nature based solutions	March 25, 2026	March 25, 2026	Open to all
20	Climate Change Impacts on Water Resources, Climate Financing, Carbon Credits and Water Credits	March 27, 2026	March 27, 2026	Open to all

*\* Please refer Annexure-A for details.*

- There is no cost involved for the States/ UTs or participants, making it a highly accessible capacity-building initiative.
- Moreover, all sessions will be conducted online, enabling participants to join conveniently from their place of posting or residence.



We encourage maximum participation from your end to ensure widespread knowledge dissemination and institutional strengthening at all levels.

Participants need to do self registration with the consent of their controlling officer through the Google Sheet using the link provided in Annexure-A

For any clarification, please contact Mr. Rangeet Mitra, Senior Consultant, SPM NIWAS,  
Mob.: +91 62908 91865.

Yours faithfully,

Enclo. Annexure-A



**(Priyatu Mandal, IAS)**  
JS cum Director & Head  
SPM-NIWAS, Kolkata


**Copy to:**


1. Additional Secretary & Mission Director, Jal Jeevan Mission, DDWS, MoJS, Govt. of India
2. Addl. Chief Secretaries/ Principal Secretaries/ Secretaries, PHED or RWSDs, All State/ UTs
3. Deputy Secretary JJM – V, (in charge of Capacity building), DDWS, MoJS, New Delhi.
4. Engineer in Chief/Chief Engineer of State PHED or RWSDs, All State/ UTs.
5. Nodal Officer, Training & Capacity Building, of all States/ UTs- with a request to send the Registration as per the eligibility criteria.
6. Team Leader, NJJM, New Delhi—is requested to circulate the letter among State Nodal Officers—to pursue states for the Registration of training participants.
7. Admin Section, SPM-NIWAS, Kolkata/New Delhi

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## Annexure – A


## A. Online Trainings

#	Program code & Batch No.	Name of training	Target participants	Training dates
1	JJM-OL-32 Batch- 1	Environmental and Social Impact Assessment (ESIA) in WASH	Open to all	January 12, 2026
<b>Training objectives:</b> Participants will gain a comprehensive understanding of how to assess, mitigate, and manage environmental and social impacts in WASH projects. They will learn to conduct baseline studies, engage stakeholders, prepare ESMPs, and ensure compliance with national and international safeguard standards. The programme enhances participants' capacity to integrate climate resilience, gender inclusion, and sustainability principles into water and sanitation planning. It equips them with the analytical, technical, and communication skills required to design and implement environmentally sustainable and socially equitable WASH programmes aligned with SDGs and ESG frameworks.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1Z2o1FoHaFWB4a-lMek1yadHLouNuywShwVBO1i4qqM0/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Z2o1FoHaFWB4a-lMek1yadHLouNuywShwVBO1i4qqM0/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
2	JJM-OL-02 Batch- 2	Sustaining Har Ghar Jal: Strategies for Long-Term Water Security	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	January 15, 2026
<b>Training objectives:</b> This training program focuses on ensuring the long-term sustainability of the Har Ghar Jal initiative by strengthening water resource management, infrastructure maintenance, and community participation for continued access to safe drinking water.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1FH7XITrdS5KTdiLUq4ACkM8qbPhO8m_yw0pov-lg5OM/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1FH7XITrdS5KTdiLUq4ACkM8qbPhO8m_yw0pov-lg5OM/edit?usp=sharing</a>				





#	Program code & Batch No.	Name of training	Target participants	Training dates
3	JJM-OL-33 Batch-1	Good Documentation Practices for Water Quality Laboratories	Lab Technicians, Chemists at State & District levels	January 16, 2026
<p><b>Training objectives:</b> Participants will understand the principles and requirements of Good Documentation Practices essential for maintaining accuracy, traceability, and integrity of data in testing and calibration laboratories. They will gain knowledge of ISO/IEC 17025:2017 documentation requirements, including control of documents, records, test reports, calibration certificates, and quality manuals.</p> <p>The programme enhances their capacity to prepare, review, and maintain laboratory documentation in compliance with accreditation norms and audit expectations. Participants will learn methods for error correction, data integrity, record retention, version control, and electronic documentation management. By the end of the programme, they will be equipped to ensure transparency, reproducibility, and accountability in laboratory operations—supporting overall quality assurance, regulatory compliance, and continual improvement.</p>				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/14MDIFW81LcJyXYJ5k88ZawDvtLxOLY-iAGJxslGURLs/edit?usp=sharing">https://docs.google.com/spreadsheets/d/14MDIFW81LcJyXYJ5k88ZawDvtLxOLY-iAGJxslGURLs/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
4	JJM-OL-34 Batch- 1	Disinfection and Water Quality under JJM	Lab Technicians, Chemists at State & District levels	January 20, 2026
<p><b>Training objectives:</b> Participants will develop the knowledge and practical skills to plan, implement, monitor, and optimize disinfection—particularly chlorination—ensuring safe drinking water supply in alignment with JJM and BIS 10500:2012 guidelines.</p>				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/1ycrcdD4-NcnDJxB8eOGpZnAsnuQs8sF135VVJlhq37Q/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1ycrcdD4-NcnDJxB8eOGpZnAsnuQs8sF135VVJlhq37Q/edit?usp=sharing</a>				



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#	Program code & Batch No.	Name of training	Target participants	Training dates
5	JJM-OL-35 Batch- 1	Arbitration and Contract Dispute Resolution in JJM	Open to all	January 22, 2026
<b>Training objectives:</b> The training programme on "Arbitration and Contract Dispute Resolution in Jal Jeevan Mission" aims to build the capacity of participants in effectively managing contractual disputes arising during planning, implementation, and operation of rural water supply schemes under JJM. The programme provides a practical understanding of arbitration principles, legal frameworks, and structured approaches for dispute resolution in government-supported infrastructure projects.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/1chUX-Cs5eR9AlpcNahhAO8vBs14GpVZx5vJq4PIVPHQ/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1chUX-Cs5eR9AlpcNahhAO8vBs14GpVZx5vJq4PIVPHQ/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
6	JJM-OL-30 Batch- 2	ESG approaches in rural water supply management	Open to all	January 29, 2026
<b>Training objectives:</b> Participants will understand how Environmental, Social, and Governance (ESG) principles can be applied to strengthen rural water supply systems. They will gain skills to integrate sustainability, equity, accountability, and transparency into water supply planning and management.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/10a-jhyWy5I0kga5gZLQ_5pGsCe_auyb4RfqEn8sBXPY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/10a-jhyWy5I0kga5gZLQ_5pGsCe_auyb4RfqEn8sBXPY/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
7	JJM-OL-36 Batch-1	Strengthening IEC Strategies for Behaviour change under JJM	IEC/CB Consultants of PHED & P&RDD	February 04, 2025




**Training objectives:** Participants will gain the skills to design, implement, and evaluate effective IEC and behaviour change communication strategies to ensure community ownership, water safety, and sustainable operation of rural water supply systems under Jal Jeevan Mission.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Ye8EeqQHakWVIDpx6Zl1JNeUBfozvOPUcq82rFLI5WE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Ye8EeqQHakWVIDpx6Zl1JNeUBfozvOPUcq82rFLI5WE/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
8	JJM-OL-29 Batch- 2	Chlorination: Low-cost automated chlorinators, electrochlorinators, monitoring and surveillance	Lab Technicians, Chemists, District coordinators, Functionaries at State & District levels	February 06, 2025

**Training objectives:** Participants will learn cost-effective chlorination techniques, including automated and electrochlorinators, for ensuring safe rural water supply. They will develop competencies in monitoring residual chlorine, maintaining systems, and conducting community-based surveillance for water safety.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/15YtDxNcHsp6wGkGR84x_GZtdvV-fEPeZvDao71T2m0Y/edit?usp=sharing">https://docs.google.com/spreadsheets/d/15YtDxNcHsp6wGkGR84x_GZtdvV-fEPeZvDao71T2m0Y/edit?usp=sharing</a>	


#	Program code & Batch No.	Name of training	Target participants	Training dates
9	JJM-OL-23 Batch- 3	Water safety plan preparation, Water Budgeting and Water Management Action Plan : Tools and templates	EEs, AEs in PHED and P&RD	February 10, 2025

**Training objectives:** Participants will learn to prepare and implement Water Safety Plans using standardized tools and templates for ensuring safe drinking water. They will gain practical skills in grey water management, risk assessment, and community-based monitoring for sustainable rural water systems.

Link for nomination of participants	QR Code
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<a href="https://docs.google.com/spreadsheets/d/1LtG74hFbAXJw1_vYhAM6bXn1YK0ocDy-uXK-MhOySwc/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1LtG74hFbAXJw1_vYhAM6bXn1YK0ocDy-uXK-MhOySwc/edit?usp=sharing</a>	
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#	Program code & Batch No.	Name of training	Target participants	Training dates
10	JJM-OL-22 Batch- 3	Introduction to EPANET for modeling of rural water supply scheme	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	February 13, 2025


**Training objectives:** Participants will gain foundational knowledge of EPANET software for designing and simulating rural water distribution networks. They will develop skills to model hydraulic performance, analyze system behavior, and support data-driven planning of water supply schemes.


Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1NX3R26-tJFU1pfUo-lrpQXF3BKPUwV7k7CtpdIl2L5ao/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1NX3R26-tJFU1pfUo-lrpQXF3BKPUwV7k7CtpdIl2L5ao/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
11	JJM-OL-11 Batch- 2	Recharge & Conservation Strategies for Sustainable Rural Water Supply	Assistant Engineers/Junior engineers	February 16, 2025

**Training objectives:** The objective of this online training program is to equip participants with the knowledge and practical approaches required to plan and implement groundwater recharge and water conservation strategies to ensure long-term sustainability of rural water supply systems.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1w81oIkStb7LJ0j54AzMy-p2SI0gsTRIROGakMtGQxgw/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1w81oIkStb7LJ0j54AzMy-p2SI0gsTRIROGakMtGQxgw/edit?usp=sharing</a>	


#	Program code & Batch No.	Name of training	Target participants	Training dates
12	JJM-OL-37 Batch- 1	Application of GIS and remote sensing in rural water supply schemes	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	February 17, 2025
<b>Training objectives:</b> Participants will learn to apply GIS and remote sensing tools for mapping, planning, and monitoring rural water supply systems. They will gain skills in spatial analysis, resource mapping, and decision support for improving efficiency and sustainability of water supply schemes.				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/1eslow72xQnVGmaBMcNZlmfclBo1iLtE1A7BCP1nbdhE/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1eslow72xQnVGmaBMcNZlmfclBo1iLtE1A7BCP1nbdhE/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
13	JJM-OL-26 Batch- 2	Effective Use of IMIS and Reporting Dashboards	JEs, MIS staff, monitoring teams at District levels	February 18, 2025
<b>Training objectives:</b> Logging data into IMIS Error resolution and best practices State/district dashboard interpretation				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/1NcJbQ0e3ly5iAd0nPMBV2m8xP7_QVV8axiWAQBACyjm/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1NcJbQ0e3ly5iAd0nPMBV2m8xP7_QVV8axiWAQBACyjm/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
14	JJM-OL-16 Batch- 3	Climate resilient WASH Infrastructure and source sustainability in rural water supply	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	March 06, 2025




**Training objectives:** 1) Improved knowledge on integrating climate-resilient approaches to protect rural drinking water systems against variability, extreme events, and long-term climate risks.  
2) Strengthened capacity to implement source sustainability measures—including recharge, watershed management, and demand regulation—to ensure reliable and equitable water supply for present and future generations.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1Lf_qhMkPnKt0rYgIX4gSYICJfoH8R_auxXgwaVOBtw/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1Lf_qhMkPnKt0rYgIX4gSYICJfoH8R_auxXgwaVOBtw/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
15	JJM-OL-25 Batch- 2	Estimation and BOQ Preparation for DPRs	EEs, AEs in PHED and PnRD	March 09, 2025


**Training objectives:** CSR/DSR-based rate analysis, Common estimation errors and rectifications, BOQ formats in JJM


Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/18cU940JFd8QKericO5Yi39dcs-QOdNYkbJI4v86HzGI/edit?usp=sharing">https://docs.google.com/spreadsheets/d/18cU940JFd8QKericO5Yi39dcs-QOdNYkbJI4v86HzGI/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
16	JJM-OL-38 Batch- 1	Roles of quality manager in perspective ISO/IEC 17025:2017 implementation	SE/EE/Assistant Engineers/Junior Engineers PNRD/WRD/WRIDD	March 10, 2025

**Training objectives:** Participants will gain a clear understanding of the key responsibilities of a Quality Manager under ISO/IEC 17025:2017 and develop the skills to effectively manage documentation, internal audits, compliance, and continual improvement processes to support laboratory accreditation and quality assurance.

Link for nomination of participants	QR Code
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<a href="https://docs.google.com/spreadsheets/d/1iFuJiaeoPMws1FaCpHns1T3pSeNiHcl3JnrDfwd004/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1iFuJiaeoPMws1FaCpHns1T3pSeNiHcl3JnrDfwd004/edit?usp=sharing</a>	
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#	Program code & Batch No.	Name of training	Target participants	Training dates
17	JJM-OL-12 Batch- 2	Low cost treatment method for Fluoride and Arsenic contaminated ground water for rural water supply	Lab Technicians, Chemists at State & District levels	March 17, 2025
<b>Training objectives:</b> The objective of this training program is to build the capacity of engineers, water quality professionals, and field functionaries on affordable and locally adaptable treatment methods for the removal of fluoride and arsenic from contaminated groundwater sources in rural areas.				
<b>Link for nomination of participants</b>			<b>QR Code</b>	
<a href="https://docs.google.com/spreadsheets/d/136Vmwt8VVmAVLgSGphhl_oJ8rTWCmmR2QzBu8sEukA/edit?usp=sharing">https://docs.google.com/spreadsheets/d/136Vmwt8VVmAVLgSGphhl_oJ8rTWCmmR2QzBu8sEukA/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
18	JJM-OL-39 Batch- 1	Uncertainty of Measurement and Decision Rule as per ISO/IEC 17025:2017	Lab Technicians, Chemists at State & District levels	March 18, 2025
<b>Training objectives:</b> Participants will develop a clear understanding of the concept, estimation, and significance of measurement uncertainty in testing and calibration activities as mandated by ISO/IEC 17025:2017. They will learn to identify, quantify, and combine sources of uncertainty using statistical and metrological approaches to ensure reliable and traceable results. The programme will enhance participants' ability to apply the GUM (Guide to the Expression of Uncertainty in Measurement) principles in laboratory contexts. Participants will also gain practical knowledge of Decision Rules—understanding how to interpret measurement results in relation to specifications, tolerances, and conformity assessment.				



By the end of the training, participants will be able to calculate uncertainty budgets, document decision rules, and apply them effectively in quality assurance systems—supporting accreditation, consistency, and confidence in test and calibration results.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1YpLvbtvR3WA6lveTCpu4_oxaU SjOZdmrQJpwd-hlCWY/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1YpLvbtvR3WA6lveTCpu4_oxaU SjOZdmrQJpwd-hlCWY/edit?usp=sharing</a>	

#	Program code & Batch No.	Name of training	Target participants	Training dates
19	JJM-OL-40 Batch- 1	Grey water management including nature based solutions	Open to all	March 25, 2025
<b>Training objectives:</b> Understand the principles and science behind Nature-Based Solutions (NbS) for sustainable greywater management in rural and peri-urban settings. Identify different NbS technologies for greywater treatment such as constructed wetlands, soak pits, leach fields, bio-remediation systems, planted gravel filters, and ecological wastewater treatment systems. Document best practices and case studies for scaling NbS-based greywater treatment models at Gram Panchayat and village levels.				
Link for nomination of participants				QR Code
<a href="https://docs.google.com/spreadsheets/d/190wYZn9EIGsvfvz8VNlxJe_2-bdvr4SBRy-QmeL6jly/edit?usp=sharing">https://docs.google.com/spreadsheets/d/190wYZn9EIGsvfvz8VNlxJe_2-bdvr4SBRy-QmeL6jly/edit?usp=sharing</a>				

#	Program code & Batch No.	Name of training	Target participants	Training dates
20	JJM-OL-41 Batch- 1	Climate Change Impacts on Water Resources, Climate Financing, Carbon Credits and Water Credits	Open to all	March 27, 2025



**Training objectives:** 1) Strengthened understanding of how climate change affects water availability, quality, and resilience, enabling informed planning and adaptation in the water sector.  
2) Enhanced capacity to leverage climate finance mechanisms—such as carbon and water credits—to support sustainable water management, mitigation actions, and long-term community resilience.

Link for nomination of participants	QR Code
<a href="https://docs.google.com/spreadsheets/d/1XjgvWQ_dtBZLNHTut2sSnq9QbH-35vSqUVEoWQVUsG8/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1XjgvWQ_dtBZLNHTut2sSnq9QbH-35vSqUVEoWQVUsG8/edit?usp=sharing</a>	