

GOVT. OF NCT OF DELHI
SERVICES DEPARTMENT: COORDINATION BRANCH
DELHI SECRETARIAT, 5th LEVEL, 'A' WING
I.P. ESTATE, NEW DELHI-110002

F.10(585)/Coord/e-Office/Misc. Trg./2025/

Date:-

To

All ACS/Pr. Secretaries/Secretaries/HODs,

Govt. of NCT of Delhi..

Sub: Uploading of Misc. Training Circulars/Misc. Correspondence.

Sir/Madam,

I am directed to upload the following training letters/Misc. Correspondence/office memorandums received from various Ministries/Departments for vide circulations at your end.

| Sl. No. | Received from Ministry/Department | Letters with Date | No. Brief Subject | Date of Training/Courses | Last date of receiving of Nominations |
|---------|---|--------------------------------|---|--|---------------------------------------|
| 1. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | Dy. No. 15809 dated 21.07.2025 | Reg. One day online workshop on Unified Scheme/New Pension Scheme by ISTM | 08 Aug, 2025 | Not Mentioned |
| 2. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | Dy. No. 15806 dated 21.07.2025 | Reg. Workshop on e-Office by ISTM | 08-09, September, 2025 | Not Mentioned |
| 3. | NPC, Delhi | Dy. No. 15910 dated 22.07.2025 | NPC Jaipur Launches Residential Training Programs | Different dates between August to November, 2025 | Not Mentioned |
| | Institute of Secretariat Training and Management (ISTM), Department | e-Receipt No. | Reg. Responsible | 29-30, September, | Not |

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|----|---|-------------------------------|--|---|---------------------|
| 4. | of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | 1669628/2025 | use of AI in workplace by ISTM | 2025 | Mentioned |
| 5. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1669598/2025 | Five days training Programme on Experiential Learning Tool by ISTM | 27-31, October, 2025 | Not Mentioned |
| 6. | Life Transformation Academy, New Delhi-110065, received through CS Office | e-Receipt No. 1673944(1)/2025 | Reg. Orientation, Skill Building and Capacity Building Workshop for ICC/IC Members | 7-8, August, 2025 | Not Mentioned |
| 7. | register@princetonvirtualclasses.com | e-Receipt No. 1673877(1)/2025 | Reg. Stores Management & Inventory Control | Different Date between 30 July to 08 August, 2025 | Not Mentioned. |
| 8. | NPC, New Delhi | e-Receipt No. 1678173(1)/2025 | NPC Residential Training Programme at Gangtok, Sikkim | 08-12, September, 2025 | 25th August, 2025 |
| 9. | Life Transformation Academy, New Delhi-110065 received through CS Office, Delhi | e-Receipt No. 1673944/2025 | Reg. Orientation, Skill Building and Capacity Building Workshop for ICC/IC Members | 7-8, August, 2025 | Not Mentioned |
| 10 | Centre for Science and Environment, Delhi | e-Receipt No. 1672687/2025 | Training on Environmental Lal | 8-17, September, 2025. | 5th September, 2025 |

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|-----|---|---------------------------------|--|------------------------|----------------------|
| 11. | DPIIT, Vanijya Bhawan, Delhi received through CS Office, Delhi | 5 e-Receipt No. 1676671/2025 | Essentials Rescheduling of the Workshop on Chapter 7 of EFTA-TEPA and request for Nominations | -- | -- |
| 12. | IIHS, Delhi | e-Receipt no. 1676818(1)/2025 | Inviting Nominations for 5 day in-service residential Capacity Building Programme on 'Perspectives on Urban Finance' at IIHS Bangalore City Campus under the aegis of DoPT | 08-12, September, 2025 | 01th September, 2025 |
| 13. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), Gol, JNU Campus, New Delhi-110067. | e-Receipt No. 1669638/2025 | Seminar on RTI by ISTM | 06th October, 2025 | -- |
| 14. | BPC&T Section, Bilateral Cooperation Division, Department of Economic Affairs, Ministry of Finance, Gol, Delhi, received through CS Delhi | e-Receipt No. 1668505/2025 | In-person Singapore Cooperation Programme on "Urban Development Towards, A Smart Nation Vision" from in Singapore | 3-7, November, 2025 | 18.08.2025 |
| | Institute of Secretariat Training | e-Receipt | Training | 15-16, | |

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|-----|---|----------------------------|---|---|---------------------|
| 15. | and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | No. 1668477/2025 | Programme on MS-Excel by ISTM | September, 2025 | -- |
| 16. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1669406/2025 | Workshop on Office Procedure & Noting & Drafting by ISTM | 01-03, September, 2025 | -- |
| 17. | DPIIT, Vanijya Bhawan, Delhi received through CS Office, Delhi | e-Receipt No. 1668858/2025 | Rescheduling of the Workshop on Chapter 7 of EFTA-TEPA and request for Nominations | -- | -- |
| 18 | Bilateral Cooperation Division, Department of Economic Affairs, Ministry of Finance, GoI, Delhi, received through CS Delhi | e-Receipt No. 1670661/2025 | In-person Singapore Cooperation Programme on "Sustainable Integrated Water Resources Management" in Singapore | 19-23th January, 2025 | 14th November, 2025 |
| 19. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1669598/2025 | Five Training Program on Experiential Learning Tool at ISTM | 27-31th October, 2025 | -- |
| 20. | Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & | e-Receipt No. 1668450/2025 | 10th One year Advanced Management Programme in Public Policy (AMPPP) during 2025-26 at Indian | May be filed as nominated Cadre does not pertain to | -- |

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| | Training, Gol | | School of Business-commencing from 19th July, 2025 | GNCTD. | |
| 21. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), Gol, JNU Campus, New Delhi-110067. | e-Receipt No. 1673830/2025 | Two days Training Programme on Supply Chain Management | 27-28, Oct, 2025 | 10th Oct 2025 |
| 22. | Capacity Building Unit, Infrastructure Policy & Planning Division Department of Economic Affairs, Ministry of Finance Government of India | e-Receipt No. 1668851/2025 | Capacity Building Programs in Association with AJNIFM, Faridabad | 08-12, September, 2025 | 2 Weeks prior to the star of the Training Program. |
| 23. | CSE, Delhi | e-Receipt No. 1672687/2025 | Training on Environment Law Essentials | 08-17, September, 2025 | 5th September, 2025 |
| 24. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), Gol, JNU Campus, New Delhi-110067. | e-Receipt No. 1679612/2025 | Data Analytics using MS-Excel by ISTM | 18-19, August, 2025 | -- |
| 25. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), Gol, JNU Campus, New Delhi-110067. | e-Receipt No. 1679528/2025 | Workshop on Cyber Security by ISTM | 22-23th September, 2025 | -- |
| 26. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), | e-Receipt No. 1679586/2025 | Handling RTI Matters by ISTM | 27-28, October, 2025 | -- |

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| | GoI, JNU Campus, New Delhi-110067. | | | | |
| 27. | Institute of Secretariat Training and Management (ISTM), Department of Personnel and Training (DoP&T), GoI, JNU Campus, New Delhi-110067. | e-Receipt No. 1680512/202 5 | Workshop on Emerging Technology and Dashboard by ISTM | 25-26, August, 2025 | -- |
| 28. | India's International Movement to Unite Nations | e-Receipt No. 1668864/202 5 | Invitation to shape future civil servants at I.I.M.U.N.'s Civil Servants tour, fostering India's administrativ e leaders | 04-07th November, 2025 | - |

This is for your kind information please.

Yours faithfully,

Digitally signed by
Harish Sharma
Date: 08-08-2025
14:57:01

Encl: As above.

SECTION OFFICER (CDN)

F.10(585)/Coord/e-Office/Misc. Trq./2025/

Date:-

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.
2. PA to Special Secretary(Services), Govt. of NCT o f Delhi.
3. PA to Dy. Secretary-I/II/III Services Department, Govt. of NCT of Delhi.
4. Dealing Assistant(CDN), Services Department , GNCTD with the request to upload this letter on the website of Services Department.

SECTION OFFICER (CDN)

