

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

F.10(457)/Coord./Misc. Trg./2021/081639138/996

Date:- |3 | 65 | 2025

To

All ACS/Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi..

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

Sir/Madam,

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

SI. No.	Ministry/Depar tment	Letter No./Date	Subject	Date of Training	Last date of receiving Nominati ons
1,	Delhi Productivity Council (DPC), Dwarka, New Delhi	Dy. No. 8273 dated 28.04.2025	Request for nomination (s) in DPC forthcoming Residential Training Programme	Various Dates between May, 2025 to September, 2025	
2.	Indian Council for Training & Social Research, Ghaziabad.	Dy. No. GAD/2025/1 6769 dated 29.04.2025	Executive Development Programme-Call for Nominations	Various dates between June, 2025 to July, 2025.	
3.	NPC, Haryana	Dy. No. 8456 dated 30.04.2025	Nomination for Residential Training Programme on "Improving Leadership Management and Administrative Skills" at Manali (HP)	23th to 27 <sup>th</sup> June, 2025	
4.	Management Development Institute, Gurgaon, Haryana	Dy. No. CS/2025/83 70 dated 28.04.2025	Inviting nomination of Government Officer for Capacity Building in the DoPT supported in '18th Post-Graduate Program in Management-Public Policy and Management (PGDM-PPM) during 2025-27 at MDI Gurgaon.		

5.	Institute of Secretariat Training and Management (ISTM), Deptt. Of Personal and Training, New Delhi	Dy. No. 8609 dated 01.05.2025	Nominations Training for Analystics Government	of Big Data in	27 <sup>th</sup> Oct. to 29 <sup>th</sup> Oct., 2025	
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This is for your kind information please.

Yours faithfully

Encl: As above.

SECTION OFFICER(CDN)

F.10(457)/Coord./Misc. Trg./2021/081639138/99&

Date: - 13 | 05 | 2025

Copy for information to:-

1. PS to Pr. Secretary (Services), Govt. of NCT of Delhi.

2. PA to Special Secretary (Services), Govt. of NCT of Delhi.

3. PA to Dy. Secretary-I/II/III Services Department, Govt. of NCT of Delhi

SECTION OFFICER(CDN)

### Fwd: Big Data Analytics in Government - Basic by ISTM



Shri Dharmendra <csdelhi@nic.in>

Tue, 29 Apr 2025 1:04:49 PM +0530 -

To "Secretary (IT)" < secyit@nic.in>, "Sh Anil Kumar Singh" < secservices@nic.

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

To: cs@tn.gov.in

Sent: Tuesday, April 29, 2025 12:24:44 PM

Subject: Big Data Analytics in Government - Basic by ISTM

ISTM

Sir/Madam,

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

Course Name: Big Data Analytics in Government - Basic

Course Code: BDAB-09

Date:

27 Oct 2025 to 29 Oct 2025

Mode:

Offline

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

Regards

Kishore.

**Assistant Director** 

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Regards

O/o The Chief Secretary, Delhi

10

Inviting nomination of government officer for Capacity Building in the DoPT supported in '18th Post-Graduate Program in Management-Public Policy and Management (PGDM-PPM)' during 2025-27 at MDI Gurgaon

From: dean-sppg@mdi.ac.in

Mon, Apr 28, 2025 03:03 PM

Subject: Inviting nomination of government officer for Capacity Building

@2 attachments

in the DoPT supported in '18th Post-Graduate Program in Management-Public Policy and Management (PGDM-PPM)'

during 2025-27 at MDI Gurgaon

To: Shri Dharmendra <csdelhi@nic.in>

Cc: ppmoffice@mdi.ac.in

Dear Shri Dharmendra Ji,

2 8 APR 2025

Greetings from the School of Public Policy and Governance, MDI, Gurgaon!

Ph 284.95

MDI School of Public Policy and Governance is inviting nominations to its flagship Public Policy and Management Program (PPM). Since 2006, PPM has successfully trained over 250 senior officers across ministries. It is a unique long-term residential program aligned with Karma Yogi's mission to develop behavioural and domain competencies.

The PPM program has been redesigned to allow policy decision-makers to develop comprehensive competency by integrating administrative experience, management strategies, and evidence-based public policy analysis in shifting the paradigm from rule to role-based governance.

In contemporary governance, contributing to india's path towards Viksit Bharat requires policymakers to converge global, regional, and local perspectives. To develop this, the PPM program includes immersions. Participants go on rural, industrial, and entrepreneurial immersions. The transformational experiences of officers who have undergone the PPM program are "before we were driven, now we drive." PPM is the program for officers who wish to drive India's developmental transformation.

PPM has adopted a threefold pedagogy of exchange, engage, and empower to achieve the above vision. This horizontal learning pedagogy brings the cumulative experiences and expertise of participants, faculty, industry leaders, and government decision makers together in one learning frame.

The total duration (length) shall be 18 months, out of which 15 will be at MDI Gurgaon. This will be followed by three months for a Policy Paper, which shall be undertaken by the participants at their respective workplaces (places of posting). For details of the 18<sup>th</sup> 'Post Graduate Diploma in Public Policy and Management (PGDM-PPM) Batch 2025-27 at MDI Gurgaon.

The program is intended for middle-level and senior civil servants and is sponsored by DoPT & State Cadres. Further details about the program can be accessed at Letter No. T-13017/4/2025-LTDP dated 17/04/2025 <a href="https://doptcirculars.nic.in/">https://doptcirculars.nic.in/</a> or <a href="https://www.mdi.ac.in/admissions/post-graduate-diploma-in-management-public-policy-and-management-pgdm-ppm">https://www.mdi.ac.in/admissions/post-graduate-diploma-in-management-public-policy-and-management-pgdm-ppm</a>

I would appreciate your support in the past, and if you could motivate officers and help share the program with like-minded officers who would like to join.

Looking forward to your support.

With regards,

https://email.gov.in/h/printmessage?id=C:-1630577&tz=Asia/Kolkata&xim=1

1/2



Prof. Avanish Kumar, Ph.D.

https://www.mdi.ac.in/faculty/detail/59-avanish-kumar/
Dean- School of Public Policy and Governance
Contact No: 9871687668

DoPT Circular 18th PGDM course at MDI.pdf 991 KB

CS Delhi letter.pdf 427 KB





28.04.2025

To,

Shri Dharmendra Chief Secretary of Delhi (NCT) Delhi Secretariat, IP Estate, New Delhi-110002

Subject: Inviting nomination of government officer for Capacity Building in the DoPT supported in '18th Post-Graduate Program in Management-Public Policy and Management (PGDM-PPM)' during 2025-27 at MDI Gurgaon

Dear Shri Dhow mordra j'

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The program is intended for middle-level and senior civil se vants and is sponsored by DoPT & State Cadres. Further details at Letter No. T-13017/4/2025-LTDP dated https://doptcirculars.nic.in/ or https://www.mdi.ac.in/admissions/post-graduate-diploma-in-management-public-policy-and-

I would appreciate your support in the past, and if you could motivate officers and help share the program with like-minded

Looking forward to your support.

With regards,

Prof. Avanish Kumar, Ph.D.

Dean- School of Public Policy and Governance

Contact No: 9871687668

### Fwd: Nomination for Residential training Programme on "Improving Leadership, Mairagerial and Administrative Skills" at Manali (H.P.) during June 23-27, 2025.



SD

Shri Dharmendra <csdelhi@nic.in>

Wed, 30 Apr 2025 12:35:07 PM +0530 \*

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

From: "Ashok Kumar" <ashok.kumar@npcindia.gov.in>

To: "Sh. Anurag Rastogi, IAS" < cs@hry.nic.in> Sent: Wednesday, April 30, 2025 12:12:09 PM

Subject: Nomination for Residential training Programme on "Improving Leadership, Managerial and

Administrative Skills" at Manali (H.P.) during June 23-27, 2025.

आदरणीय महोदय/ महोदया, Dear Sir/Madam

We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry) is organizing "Residential Training Programme on Improving Leadership, Managerial and Administrative Skills-at Manali (Himachal Pradesh) during 23rd-27th June 2025.

As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in today's complex work environment and highly competitive scenario.

The programme has been designed keeping in view that Government, Public Sector and Private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives Also, high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance.

This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization.

A brochure containing detailed information about the programme is enclosed. You are requested to nominate officers from your organization to participate in this programme. The programme is residential, and fee is inclusive of board and lodge. The number of seats are limited and nominations will be accepted on first-cumfirst serve basis.

Registration id=MTIyOA--&code=VDIIMjZDSEQwMQ--

Link

https://www.npc/ndia.gov.in/NPC/Us

nomination application?

Thanking You

सादर / Regards,

अशोक कुमार / Ashok Kumar

प्रभारी- क्षेत्रीय निदेशक / In-Charge Regional Director

राष्ट्रीय उत्पादकता परिषद / NATIONAL PRODUCTIVITY COUNCIL वाणिज्य और उद्योग् मंत्रालय, भारत सरकार के अधीन / Under Ministry of Commerce & Industry, Govt. of India

एनसीडीसी भवन, सेक्टर 14, पंचकुला हरियाणा-134113/ NCDC Building, Sector 14, Panchkula (Haryana)

मोबाइल / Mobile: +91 9888481938

वेबरमहट / Website: http://www.npcindia.gov.in



Regards O/o The Chief Secretary, Delhi

Do

Manali Training programme on I... .pdf 318.9 KB \*  $\circlearrowleft$ 



## Indian Council for Training & Social Research

(An ISO 9001;2015 Organization)

Plot No B-11C, Inderprastha, NCR New Delhi, Ghaziabad-201102, India Ph. +91-120- 2682110, +91-120-2682111, Fax No:-+91-120-2682109

Whatsapp No +91-9811094923

E Mail:- E Mail:- infoictsr@gmail.com, info@ictsr.in, Website:-www.ictsr.in

Ref No:- EDP /KRI/63-63-969

2 9 APR 2025

New Delhi, Dated 22nd April, 2025

By Registered Speed Post

The Chief Secretary of Delhi 3rd Delhi Secretariat, IP Estate, Govt. of NCT of Delhi

New Delhi, Delhi 110002

GAU/R&I Branch

2 9 APR 725

Subject: Executive Development Program - Call for Nomination

Dear Sir/Madam,
Indian Council for Training & Social Research (ICTSR), (Established by Govt. of NCT of Delhi, Labour Department) registered Under the Societies Registration Act XXI of 1860, serves as a autonomous body for different sectors of the Indian industry. The primary objective of ICTSR is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, ICTSR plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training topics hold significant relevance for modern government operations. Office Systems and E-Governance are crucial for streamlining administrative processes and embracing technology-driven citizen services. Stress Management ensures the mental and emotional health of government officials, translating to better decision-making. Project and Financial Management are essential for efficient resource allocation and successful project execution. Quality Control maintains high standards in government projects, while Record and Database Management facilitate informed decisions and transparency. Change Management enables smooth transitions, and Gender Sensitivity fosters an inclusive workplace. Leadership, Public Procurement, and Contract Management are vital for effective governance, and understanding the Right to Information Act ensures transparency. Digital Transformation enhances service delivery, and Hazardous Waste Management aligns with environmental goals. Overall, these topics collectively empower government employees, promote ethical practices, and elevate the efficiency and accountability of public service endeavors.

**Executive Development Programmes** 

	3074	Programme	1 10	Course Fee INR Per Participant (GST Exempted)	
S.NO.	Title of Programme	, Date ( Duration 2 Days)	Venue	Residential (Twine Sharing) (Rs)	Residntial (Single Sharing) (Rs)
1.	Leadership & Manageriel Skils, Management & GUY Business Administration	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)
2.	Emotional intelligence for Effective Leadership & Work Life Balance	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)
3.	Public Procurement and Contracts management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 ( INR)
4.	Systematic Problem Solving, Conflict resolution and change Management	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 ( INR)
5.	Negotiation & Conflict Resolution Strategies	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)
6.	Professional Work & Personal Life Balance for High Productivity in Organization	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)
7.	Environment, Social and Governance (ESG)- Way to Sustainability	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)
8.	Corporate Social Responsibility (CSR)- Business meets Community for Sustainable Development	08th & 09th June, 2025	Leh- UT Of Ladakh,India	46,600.00 (INR)	86,900.00 (INR)

1	Leadership & Managerial Skills, Management & Business Administration	T	V-41	46,600.00	86,900
10.		14-15 July,2025	Kathmandu ( Nepal )	(INR)	( UCR)
11.	e-governance & Advance IT TooJs: Transforming Government Sector" & GST Under Capacity Building	14-15 July,2025		46,600.00 (INR)	86,500.0 (INR)
	Marketplace (GeM), PFMS & GST "Under Capacity Building program	14-15 July,2025		46,600.00 (INR)	86,900.0 ( INR)
12,	"Stress & Stress Management & Staff Development inImproving Enhancing Efficiency and Behavioral Skills"	14-15 July,2025	Kathmandu ( Nepal )	46,600.00 (INR)	86,900.0 ( INR)
13,	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	14-15 July,2025		46,600.00 (INR)	86,900.0 ( INR)
14.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement AccrualSystem of Accounting in Government Departments Autonomous Bodies & PSUs.	14-15 July,2025	Kathmandu ( Nepal )	46,600.00 (INR)	86,900.0 ( INR)
15.	Government e-Market place (Portal), Procurement from, GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	14-15 July,2025	Kathmandu ( Nepal )	46,600.00 (INR)	86,900.00 ( INR)
16.	Leadership & Managerial Skils, Management & Business Administration	28-29 July,2025	Manali ( Himachal Pradesh ), India	46,600.00 (INR)	86,900.00 ( INR)
17.	Emotional intelligence for Effective Leadership & Work Life Balance	28-29 July,2025	Manali ( Himachal Pradesh ), India	46,600.00 (INR)	86,900.00 ( INR)
18.	Public Procurement and Contracts management	28-29 July,2025	Manali ( Himachal Pradesh ), India	46,600.00 (INR)	86,900.00 ( INR)
19.	Systematic Problem Solving, Conflict resolution and change Management	28-29 July,2025	Manali ( Himachal Pradesh ), India	46,600.00 (INR)	86,900.00 (INR)

In addition to the above programme other customized Executive Development Programs to the destinations of choice can be organized.

#### **GENERAL INSTRUCTIONS**

Once you receive confirmation from our end, you can proceed with booking the tickets.

Upon successful completion of the program, participants will receive a Certificate of Participation.

The fee for the non residential program includes the professional training fee, as well as lunch and refreshments provided during the training sessions. Once the fee is paid, it is non-refundable, but substitutions are permissible.

"Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on the day after the course ends.'

#### Inclusions:

Accommodation in 3 Star hotel

Daily breakfast & Dinner for each participant

#### **Payment**

Accommodation will be provided for those who confirm their stay with advance payment before the program begins. Transportation: Candidates are responsible for their own arrangements to reach the venue.For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

#### ADMISSION PROCEDURE

Admission will be granted strictly on a first-come, first-served basis. Notification regarding the nominee's acceptance into the program will be promptly communicated following the receipt of the nomination.

Transportation: Candidates are responsible for their own arrangements to reach the venue. For participants choosing residential accommodation, please proceed directly to the hotel for check-in.

Please take the necessary actions and we look forward to receiving your confirmation and further response as soon as possible. Yours Truly

For Indiana Council for Training & Social Research



#### Fwd: Request for nomination(s) in DPC Forthcoming Residential Training Programme



CM DELHI <cmdelhi@nic.in>

Fri, 25 Apr 2025 3:54:39 PM +0530 \*

To "secservices" < secservices@nic.in>



Sir,

This email has been received on Hon'ble Chief Minister's Delhi official email ID and pertaining to Services department. It is being forwarded to your office for your kind perusal & appropriate further necessary action.

Office of the Chief Minister, Delhi

DS-II (S)

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

From: veenarani.dpc < veenarani.dpc@gmail.com >

To: <a href="mailto:color:blue:co

<sslg.delhi@gov.in>, <jslg.delhi@gov.in>, <pstolg.delhi@nic.in>, <apiolg.delhi@nic.in>,

<cmdelhi@nic.in>, <msisodia.delhi@gov.in>, <cm-uk@nic.in>, <chiefminister@kerala.gov.in>, <wiotocommerce@nic.in>, <cs@ap.gov.in>, <ajaysingh@nic.in>, <ps agri wb@nic.in>, <cs delhi@nic.in>,

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<wahidnmdc india@yahoo.com>, com, "fasii1959@gmail.com"<fasii1959@gmail.com</pre>

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cpresident@fiwe.org>, <Cwei mail@redifmail.com>, <info@aigmf.com>, <secretary@aiigma.org>,

<srinjoy@imtma.in>, <fopaid11@gmail.com>, "toyassociationofindia@gmail.com"

<toyassociationofindia@gmail.com>, <coairdcenter@gmail.com>, <anju@aifpa.net>,

<<u>Qualitygroup1940@yahoo.com</u>>, <<u>airdcenter@gmail.com</u>>, <<u>info@iamsmeofindia.com</u>>,

<amathur@indiamsme.org>, <kalpana@fisme.org.in>, <yashoda.bisht@cii.in>

Date: Fri, 25 Apr 2025 12:48:36 +0530

Subject: Request for nomination(s) in DPC Forthcoming Residential Training Programme

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

Dear Sir/ Madam,

Delhi Productivity Council (DPC) is a non-profit making autonomous Techno-Managerial organization, was established in 1959 and is affiliated with National Productivity Council (under Ministry of Commerce & Industry, Govt. of India) and the Delhi Administration, Govt. of N.C.T. of Delhi for promoting productivity culture in Industrial as well as Service Organizations in India, through training & consultancy services, apart from organizing residential, non-residential as well as in-company programs.

We have great pleasure in informing you that the DPC is organizing the following Residential Training Programmes from May 2025 to September 2025. Details of the Training Programmes are given below —

345/C



- 1. Training Programme on "Steps in Vigilance Proceedings & Inquiries" to be held at Leh (Ladakh) from 13<sup>th</sup> May to 17<sup>th</sup> May 2025.
- 2. Training Programme on "Preventive Vigilance" to be held at Leh (Ladakh) from 13<sup>th</sup> May to 17<sup>th</sup> May 2025.
- 3. Training Programme on "Enhancing High Performance Team" to be held at Srinagar (J&K) from 2<sup>nd</sup> June to 6<sup>th</sup> June 2025.
- 4. Training Programme on "Managing Self for Leadership Excellence" to be held at Srinagar (J&K) from 2<sup>nd</sup> June to 6<sup>th</sup> June 2025.
- 5. Training Programme on "Goods & Service Tax (GST)" to be held at Gangtok (Sikkim) from 23<sup>rd</sup> June to 27<sup>th</sup> June 2025.
- 6. Training Programme on "Vigilance Administration" to be held at Darjeeling (WB) from 23<sup>rd</sup> June to 27<sup>th</sup> June 2025.
- 7. Training Programme on "Anti-corruption and Good Governance" to be held at Darjeeling (WB) from 23<sup>rd</sup> June to 27<sup>th</sup> June 2025.
- 8. Training Programme on "Managing Self for Leadership Excellence" to be held at Leh (UT) / Mount Abu (Raj.) from 14th to 18th July 2025
- 9. Training Programme on "Understanding Self and Others for Organizational Growth and Performance" to be held at Leh (UT) / Mount Abu (Raj.) from 14th to 18th July 2025.
- 10. Training Programme on "Vigilance Management" to be held at Ooty-cum-Coorg (TN) from 4th to 9th August 2025.
- 11. Training Programme on "Managing Stress Management and Anger through Mental Health" to be held at Udaipur-cum-Kumbhalgarh from 25th to 30th August 2025.
- 12. Training Programme on "Disciplinary Management, Investigation & Disciplinary Action / Proceeding" to be held at Pondicherry (UT) from 15th to 19th September 2025.
- 13. Training Programme on "Vigilance An Eagle Eye to Curb Corruption" to be held at Pondicherry (UT) from 15th to 19th September 2025.

Note - Brochures for the above-mentioned programmes are attached for your kind perusal.

We are confident that your esteemed organization would like to take advantage of these learning events.

Thank you in advance for your prompt response.

Yours faithfully,

-sd-

(Sanjeev Bhardwaj)

Asst. Director (Trg.)

#9818663122/7042662227

344

- □ 13 Attachment(s) Download as Zip Add To →
  - 2. Steps in Vigilance Procee... .pdf
  - 3. Preventive Vigilance (2).pdf
  - 4. Enhancing High Performa....pdf 604.9 KB 🔾
  - 5. Domestic Enquiry and Di... .pdf 621.1 KB 🛇
  - 6. Goods Service Tax (GST)... .pdf
  - 7. Vigilance Administration (1).pdf 607.4 KB 🗸
  - 8. Vigilance Investigation Di....pdf
  - 9. Managing Self for Leader... .pdf 619 KB ◆ ⊘
  - ↓ 10. Understanding self and ... .pdf 663.1 KB ♦
  - 11. Vigilance Management (....pdf 620.3 KB ⊘
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