

Fwd: One Day (ONLINE) Workshop on “e-Record Management (e-RM-27)” will be conducted by ISTM on 27.07.2026.

secservices <secservices@nic.in>

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 02 Apr 2026 1:24:23 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Thu, 02 Apr 2026 12:50:14 +0530

Subject: One Day (ONLINE) Workshop on “e-Record Management (e-RM-27)” will be conducted by ISTM on 27.07.2026.

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

File No.: Y-25011/03/2026-ISTM

Date: 02nd April, 2026

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: One Day (ONLINE) Workshop on “e-Record Management (e-RM-27)” will be conducted by ISTM on 27.07.2026.

Madam/Sir,

I am directed to say that a One Day Workshop on “**e-Record Management (e-RM-27)**” will be conducted by ISTM in **ONLINE MODE** on 27.07.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

2. Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that is mandatory to fill up nomination form online.** However, the nominees must ensure that his/her nominations is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D. given at the end.

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **17th July, 2026**.

4. Only such candidates, whose nominations are accepted by the Institute of Secretariat Training & Management, would be allowed to join the training programme. It is, therefore, reiterated that nominees should be relieved only after acceptance by the Institute. **The acceptance of nomination letter will be uploaded in ISTM website (www.istm.gov.in).** This will also be communicated to the participants and Sponsoring Authorities through email only.

Enclosure: Annexure

Yours faithfully,

-sd-

(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita.s[at]nic.in

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

1. **COURSE TITLE:** e-Record Management
2. **COURSE CODE:** e-RM-27
3. **DURATION:** One day (27.07.2026)
4. **TIME:** 09:00 AM to 5:30 PM

5. **VENUE: ONLINE MODE**

6. **OBJECTIVES:**

At the end of the workshop the participants will be able to:

- (i) List out different types of record retention schedule
- (ii) Describe importance of Maintaining Records

7. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will include lecture discussion, including discussion. Discussion on actual problems faced in dealing with specific cases.

8. **PARTICIPANTS (Eligibility Conditions)**

The programme is specially meant for Group A & Group B Officer of Govt. of India, PSUs/ Autonomous Bodies etc.

9. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30.

10. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **17th July, 2026**.

11. ACCEPTANCE OF NOMINATION: Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants may see the website of ISTM regularly i.e. www.istm.gov.in. They may be relieved only after receipt of such intimation from ISTM.

12. **COURSE FEE:**

(i) No course fee is required for Central Government, State Government & UT Government Servant etc.

(ii) A course fee of Rs. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

(iii) This course fee should be paid only after confirmation of nomination from ISTM.

(iv) Course fee is required to be paid through Online Payment Mode as per details given below.

Website – Bharatkosh.gov.in
Ministry – Personnel. P.G & P

Course Fee - ISTM

(v) Please share the copy of payment receipt on email **kavita.s[at]nic.in**

13. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Telephone No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.



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 : e-Record Management

Course Code : e-RM-27

Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

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Thu, 02 Apr 2026 1:24:23 PM +0530

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(Kavita Sharma)
Assistant Director & Course Coordinator
Email ID: kavita.s[at]nic.in

Tele No. : 011-26732076

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Course Code : e-RM-27

Date : 27 Jul 2026 to 27 Jul 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 02 Apr 2026 3:32:18 PM +0530

To "Shri Sandeep Kumar"<dvigil@nic.in>,"Sandeep Kumar"
<secservices@nic.in>,"Santosh Vaidya"<pshome@nic.in>

==== Forwarded message =====
From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Thu, 02 Apr 2026 15:13:03 +0530
Subject: Training Programme for CVOs/VOs by ISTM
==== Forwarded message =====



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 : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-08

Date : 06 Jul 2026 to 10 Jul 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Training Programme for CVOs/VOs by ISTM**secservices** <secservices@nic.in >**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 02 Apr 2026 3:32:18 PM +0530

To "Shri Sandeep Kumar"<dvigil@nic.in>,"Sandeep Kumar"
<secservices@nic.in>,"Santosh Vaidya"<pshome@nic.in>

===== Forwarded message =====
 From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
 To: <jsns@ddpmod.gov.in>
 Date: Thu, 02 Apr 2026 15:13:03 +0530
 Subject: Training Programme for CVOs/VOs by ISTM
 ===== Forwarded message =====



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Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Workshop on Communication Skills by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 01 Apr 2026 4:16:19 PM +0530

To "A. Anbarasu"<secservices@nic.in>

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

From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>To: <jsns@ddpmod.gov.in>

Date: Wed, 01 Apr 2026 15:56:45 +0530

Subject: Workshop on Communication Skills by ISTM

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



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 : Workshop on Communication Skills

Course Code : WCS-23

Date : 17 Aug 2026 to 18 Aug 2026

Mode : Offline

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

Regards

Anit Shishir Kerketta

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Residential Training Programme on “Advanced Course on Right to Information Act, 2005 and Modern Office Management” during June 15–19, 2026 at Leh

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 13 Apr 2026 12:37:26 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

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

From: S Singh <ab.group@npcindia.gov.in>

To: "saaketkumar"<saaketkumar@hotmail.com>, "tnravi"<tnravi@hotmail.com>, "lakshmisld"<lakshmisld@hotmail.com>, "shivajicollegeac"<shivajicollege.ac@gmail.com>, "alokadutta"<alokadutta@rediffmail.com>, "kdsharma850"<kdsharma850@gmail.com>, "principal"<principal@rajdhani.du.ac.in>, "maitreyi1967"<maitreyi1967@yahoo.co.in>, "csdelhi"<csdelhi@nic.in>, "sudarshandipsar"<sudarshandipsar@gmail.com>, "ssfdelhi"<ssf.delhi@gmail.com>, "cdevelop"<cdevelop@nic.in>, "pubggia"<pubggia@gmail.com>, "dpmueast"<dpmueast@gmail.com>, "dpmunorth"<dpmunorth@gmail.com>, "apioderc"<apioderc@gmail.com>, "ddte"<ddte@derc.gov.in>, "ddte2"<ddte2@derc.gov.in>, "ddteco"<ddteco@derc.gov.in>, "jdpse"<jdpse@derc.gov.in>

Date: Mon, 13 Apr 2026 12:19:39 +0530

Subject: Residential Training Programme on “Advanced Course on Right to Information Act, 2005 and Modern Office Management” during June 15–19, 2026 at Leh

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

Ref No.: T2627ABG01

Dated: 09.04.2026

Dear Sir/Madam,

We are pleased to inform you that the National Productivity Council (NPC), under DPIIT, Ministry of Commerce and Industry Govt of India New Delhi is organizing a residential training programme on “**Advanced Course on Right to Information Act, 2005 and Modern Office Management**” from June 15 to 19, 2026 at Leh (Ladakh) check in 15.06.2026 (AF) and Checkout 19.06.2026 (FN)

This programme has been designed in view of the mandatory requirements of the Right to Information (RTI) Act, 2005. It aims to strengthen the capabilities of officials from Central and State Government departments, academic institutions, PSUs, boards, corporations, banks, and autonomous organizations in effectively implementing the provisions of the Act. The training will focus on application, interpretation, practical implications, and the constitutional linkages of the RTI Act, thereby promoting transparency and accountability in public administration.

In addition, the programme emphasizes the importance of modern office management practices as a strategic tool for organizational success. Key areas such as effective communication, interpersonal skills, conflict resolution, performance management, time and stress management, organizational culture, knowledge management, and talent development

will be covered. The objective of the programme to create accountability, efficiency and equip them with modern HR practices to enhance productivity and align individual performance with organizational goals.

A detailed brochure outlining the programme coverage, content and programme fee is enclosed for your reference. You are requested to nominate suitable personnel from your organization to participate in this programme. As seats are limited, nominations will be accepted on a first-come, first-served basis.

We look forward to nominations from your esteemed organization.

The last date for receipt of nominations is June 5th, 2026.

Thanking you,

Yours
sincerely

(S.P.
Singh)
Director & Group
Head (AB)

2 Attachment(s)

Brochure for Training program...
984.5 KB

Cover Letter.pdf
434.2 KB



राष्ट्रीय उत्पादकता परिषद्
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL
Department for Promotion of Industry and Internal Trade
(Under Ministry of Commerce & Industry, Govt. of India)
Utpadakta Bhavan, 5-6, Institutional Area,
Lodhi Road, New Delhi - 110 003



Ref No.: T2627ABG01
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The last date for receipt of nominations is June 5th, 2026.

We look forward to nominations from your esteemed organization.

Thanking you,

Yours sincerely

(S.P. Singh)

Director & Group Head (AB)



National Productivity Council

Training Programme on Advance Course on Right to Information Act, 2005 and Modern Office Management

PROGRAMME CODE: (T2627ABG01)

***15th -19th June 2026
Leh (Ladakh)***



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. The act is a cornerstone for modern office management by mandating transparency and accountability, driving public offices toward better record-keeping, e-governance, and proactive disclosure. It transforms administration by requiring efficient information retrieval systems and reducing bureaucratic delays. The Act is mandatory to be implemented; there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This Programme will help the participants to better understand different provision of RTI Act, 2005 and learn modern office management techniques to improve office productivity and performance of the organization.

LEARNING OBJECTIVES

RIGHT TO INFORMATION ACT, 2005

- To discuss the requirements under Right to Information Act, 2005.
- To define systems and procedures for implementation of the Act.
- To discuss interlinkages of RTI Act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer (PIO) and Powers and functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.

MODERN OFFICE MANAGEMENT

- To explain modern office management techniques management practices and control of organization functioning.
- To improve management & leadership skills among the participants.
- To equip the participants about modern office management practices to get maximum productivity from employees.
- To discuss alignment of HR Strategy with organizational objectives.
- To discuss strategy to shape manpower for future challenges.

BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

RIGHT TO INFORMATION ACT, 2005

- Introduction to Right to Information Act, 2005.
- Role of organization in implementing the act methodology for implementation of the act.
- Roles and responsibilities of public information officer powers and functions of information commission disposal of request for information.
- RTI On-line, The interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- Important judgments of central information and different state commission's fallacy of RTI and proposed amendments in RTI Acts.

MODERN MANAGEMENT PRACTICES

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office,
- Knowledge management, Modern HR Practices, Total Quality Management

1. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

2. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies, Central public Information Officers (CPIO's), State Public Information Officers (SPIO's), Assistant Public Information Officers (APIO's), Appellate Authority, HR Managers, Personnel Manager, Administrative Officers and other related officers.

3. FACULTY

The faculties for the training programme will be comprise of senior NPC Experts & renowned and experienced Trainers from the respective field of administration practicenor and academic discipline.

4. PROGRAMME FEE & VENUE

Programme Code	T2627ABG01	
Program Venue	Leh (Ladakh)	
Programme Fee	Programme fee for residential participant ₹ 70,000/- + 18% GST per Participant (Rupees Seventy Thousand plus GST @ 18% per participant)	Programme fee for non-residential participant ₹ 55,000 /- + 18% GST per Participant (Rupees Fifty Five Thousand plus GST @ 18% per participant)
For Residential Participants	Check-in at Hotel- 15.06.2026 (AN) Check-out from Hotel - 19.06.2026 (FN) (FOUR NIGHTS STAY ONLY) The session will start at 16:00 hrs on 15.06.2026	

5. PAYMENT DETAILS

Programme fee along with of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch**
- **A/c No. 026501000009207, IFSC Code. IOBA0000265**
- **DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI**
- **NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8**

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (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.

7. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations is **5th June, 2026**
-

Sh. S P Singh
 Director & Group Head (AB Group),
 National Productivity Council,
 5-6 Institutional Area, Lodhi Road, New
 Delhi – 110003
 Email: sp.singh@npcindia.gov.in;
ab.group@npcindia.gov.in
 Phone:-011-24607326
 Mobile: +91-7589219766

Sh. Dr Bajrang Lal,
 Dy. Director (AB Group) & program
 Coordinator
 Email: bajrang.lal@npcindia.gov.in
 Phone:- 011-24607390
 Mobile No.: +91-88949112623





NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Advance Course on Right to Information Act, 2005 and Modern Office Management**

Programme Code: **T2627ABG01**

Programme Duration: **15th - 19th June 2026 (5 Days)**

Venue/Location: **Leh (Ladakh)**

Select Participation on Residential Basis ☐

OR Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐

OR Select, if Organization is Not GST Exempted ☐

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 (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 aforementioned 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. *I certify that the above information is correct

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: ¹⁸ _____ and Place: _____

8. 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, 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.
- ❖ Participants are required to follow the necessary COVID protocols during training.

Fwd: Residential Training Programme on “Advanced Course on Right to Information Act, 2005 and Modern Office Management” during June 15–19, 2026 at Leh

Shri Rajeev Verma <csdelhi@nic.in>

Mon, 13 Apr 2026 12:37:26 PM +0530

To "Sandeep Kumar"<secservices@nic.in>

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

From: S Singh <ab.group@npcindia.gov.in>

To: "saaketkumar" <saaketkumar@hotmail.com>, "tnravi" <tnravi@hotmail.com>, "lakshmisld" <lakshmisld@hotmail.com>, "shivajicollegeac" <shivajicollege.ac@gmail.com>, "alokadutta" <alokadutta@rediffmail.com>, "kdsharma850" <kdsharma850@gmail.com>, "principal" <principal@rajdhani.du.ac.in>, "maitreyi1967" <maitreyi1967@yahoo.co.in>, "csdelhi" <csdelhi@nic.in>, "sudarshandipsar" <sudarshandipsar@gmail.com>, "ssfdelhi" <ssf.delhi@gmail.com>, "cdevelop" <cdevelop@nic.in>, "pubggia" <pubggia@gmail.com>, "dpmueast" <dpmueast@gmail.com>, "dpmunorth" <dpmunorth@gmail.com>, "apioderc" <apioderc@gmail.com>, "ddte" <ddte@derc.gov.in>, "ddte2" <ddte2@derc.gov.in>, "ddteco" <ddteco@derc.gov.in>, "jdpse" <jdpse@derc.gov.in>

Date: Mon, 13 Apr 2026 12:19:39 +0530

Subject: Residential Training Programme on “Advanced Course on Right to Information Act, 2005 and Modern Office Management” during June 15–19, 2026 at Leh

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

Ref No.: T2627ABG01

Dated: 09.04.2026

Dear Sir/Madam,

We are pleased to inform you that the National Productivity Council (NPC), under DPIIT, Ministry of Commerce and Industry Govt of India New Delhi is organizing a residential training programme on “**Advanced Course on Right to Information Act, 2005 and Modern Office Management**” from June 15 to 19, 2026 at Leh (Ladakh) check in 15.06.2026 (AF) and Checkout 19.06.2026 (FN)

This programme has been designed in view of the mandatory requirements of the Right to Information (RTI) Act, 2005. It aims to strengthen the capabilities of officials from Central and State Government departments, academic institutions, PSUs, boards, corporations, banks, and autonomous organizations in effectively implementing the provisions of the Act. The training will focus on application, interpretation, practical implications, and the constitutional linkages of the RTI Act, thereby promoting transparency and accountability in public administration.

In addition, the programme emphasizes the importance of modern office management practices as a strategic tool for organizational success. Key areas such as effective communication, interpersonal skills, conflict resolution, performance management, time and stress management, organizational culture, knowledge management, and talent development

will be covered. The objective of the programme to create accountability, efficiency and equip them with modern HR practices to enhance productivity and align individual performance with organizational goals.

A detailed brochure outlining the programme coverage, content and programme fee is enclosed for your reference. You are requested to nominate suitable personnel from your organization to participate in this programme. As seats are limited, nominations will be accepted on a first-come, first-served basis.

We look forward to nominations from your esteemed organization.

The last date for receipt of nominations is June 5th, 2026.

Thanking you,

Yours
sincerely

(S.P.
Singh)
Director & Group
Head (AB)

2 Attachment(s)

Brochure for Training program...
984.5 KB

Cover Letter.pdf
434.2 KB



राष्ट्रीय उत्पादकता परिषद्
उद्योग संवर्धन एवं आंतरिक व्यापार विभाग
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
उत्पादकता भवन 5-6, इन्स्टीट्यूशनल एरिया,
लोधी रोड, नई दिल्ली - 110 003

NATIONAL PRODUCTIVITY COUNCIL
Department for Promotion of Industry and Internal Trade
(Under Ministry of Commerce & Industry, Govt. of India)
Utpadakta Bhavan, 5-6, Institutional Area,
Lodhi Road, New Delhi - 110 003



Ref No.: T2627ABG01
Dated: 09.04.2026

Subject: Residential Training Programme on "Advanced Course on Right to Information Act, 2005 and Modern Office Management" during June 15-19, 2026 at Leh

Dear Sir/Madam,

We are pleased to inform you that the National Productivity Council (NPC), under DPIIT, Ministry of Commerce and Industry Govt of India New Delhi is organizing a residential training programme on **"Advanced Course on Right to Information Act, 2005 and Modern Office Management"** from **June 15 to 19, 2026 at Leh (Ladakh)** check in **15.06.2026 (AF)** and Checkout **19.06.2026 (FN)**

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The last date for receipt of nominations is June 5th, 2026.

We look forward to nominations from your esteemed organization.

Thanking you,

Yours sincerely

(S.P. Singh)

Director & Group Head (AB)



National Productivity Council

Training Programme on Advance Course on Right to Information Act, 2005 and Modern Office Management

PROGRAMME CODE: (T2627ABG01)

***15th -19th June 2026
Leh (Ladakh)***



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. The act is a cornerstone for modern office management by mandating transparency and accountability, driving public offices toward better record-keeping, e-governance, and proactive disclosure. It transforms administration by requiring efficient information retrieval systems and reducing bureaucratic delays. The Act is mandatory to be implemented; there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This Programme will help the participants to better understand different provision of RTI Act, 2005 and learn modern office management techniques to improve office productivity and performance of the organization.

LEARNING OBJECTIVES

RIGHT TO INFORMATION ACT, 2005

- To discuss the requirements under Right to Information Act, 2005.
- To define systems and procedures for implementation of the Act.
- To discuss interlinkages of RTI Act with other relevant Acts
- To discuss roles and responsibilities of Public Information Officer (PIO) and Powers and functions of Information Commission.
- To describe important judgments of Central Information and different State Commissions.

MODERN OFFICE MANAGEMENT

- To explain modern office management techniques management practices and control of organization functioning.
- To improve management & leadership skills among the participants.
- To equip the participants about modern office management practices to get maximum productivity from employees.
- To discuss alignment of HR Strategy with organizational objectives.
- To discuss strategy to shape manpower for future challenges.

BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

RIGHT TO INFORMATION ACT, 2005

- Introduction to Right to Information Act, 2005.
- Role of organization in implementing the act methodology for implementation of the act.
- Roles and responsibilities of public information officer powers and functions of information commission disposal of request for information.
- RTI On-line, The interlinkages of RTI Act with other Acts like Official Secret Act, Indian Evidence Act, Consumer Protection Act, Indian Penal Code, Representation of People Act, Code of Criminal Procedures, IT Acts, Environment legislations.
- Important judgments of central information and different state commission's fallacy of RTI and proposed amendments in RTI Acts.

MODERN MANAGEMENT PRACTICES

- Leadership and management skills
- Motivation and Change Management
- Time and Stress management, Conflict Management, Effective Supervision and Administration in Office,
- Knowledge management, Modern HR Practices, Total Quality Management

1. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

2. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies, Central public Information Officers (CPIO's), State Public Information Officers (SPIO's), Assistant Public Information Officers (APIO's), Appellate Authority, HR Managers, Personnel Manager, Administrative Officers and other related officers.

3. FACULTY

The faculties for the training programme will be comprise of senior NPC Experts & renowned and experienced Trainers from the respective field of administration practicenor and academic discipline.

4. PROGRAMME FEE & VENUE

Programme Code	T2627ABG01	
Program Venue	Leh (Ladakh)	
Programme Fee	Programme fee for residential participant ₹ 70,000/- + 18% GST per Participant (Rupees Seventy Thousand plus GST @ 18% per participant)	Programme fee for non-residential participant ₹ 55,000 /- + 18% GST per Participant (Rupees Fifty Five Thousand plus GST @ 18% per participant)
For Residential Participants	Check-in at Hotel- 15.06.2026 (AN) Check-out from Hotel - 19.06.2026 (FN) (FOUR NIGHTS STAY ONLY) The session will start at 16:00 hrs on 15.06.2026	

5. PAYMENT DETAILS

Programme fee along with of GST to be paid in advance and proof of payment to be attached along with application form.

- **ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch**
- **A/c No. 026501000009207, IFSC Code. IOBA0000265**
- **DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI**
- **NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8**

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (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.

7. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations is **5th June, 2026**
-

Sh. S P Singh
Director & Group Head (AB Group),
National Productivity Council,
5-6 Institutional Area, Lodhi Road, New
Delhi – 110003
Email: sp.singh@npcindia.gov.in;
ab.group@npcindia.gov.in
Phone:-011-24607326
Mobile: +91-7589219766

Sh. Dr Bajrang Lal,
Dy. Director (AB Group) & program
Coordinator
Email: bajrang.lal@npcindia.gov.in
Phone:- 011-24607390
Mobile No.: +91-88949112623





NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Advance Course on Right to Information Act, 2005 and Modern Office Management**

Programme Code: **T2627ABG01**

Programme Duration: **15th - 19th June 2026 (5 Days)**

Venue/Location: **Leh (Ladakh)**

Select Participation on Residential Basis ☐

OR Non-Residential Basis ☐

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted ☐

OR Select, if Organization is Not GST Exempted ☐

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 (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 aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
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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. *I certify that the above information is correct

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction) _____

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: 28 _____ and Place: _____

8. 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.
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- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India
 Ph. +9111-22158852, +9111-22158851, +9111-22158850, +91-120- 2682110, +91-120-2682111,
 Fax No:-+91-120-2682109, WhatsApp No +91-9811094923
 E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No:-KCP/SAC/63-63-3939/2026

New Delhi, Dated 26th March, 2026

To,

The Chief Secretary
 Delhi Secretariat, I.P. Estate
 New Delhi – 110002



By Registered & Speed Post
 Delhi Secretariat
 GAD / R & I BRANCH
 GOVT. OF NCT OF DELHI

07 APR 2026

GAD/2-26/13269

Subject: Knowledge Co-creation Programme (International Study Tour) - Call for Nominations

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD) Labour Department, Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD 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, DSISTD 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.

In response to the demands of today's rapidly changing business environment, continuous evolution and enhancement of one's knowledge base are essential. While experiential learning remains invaluable, staying abreast of emerging technologies and best practices, particularly in technical realms, is imperative for project productivity and overall work effectiveness. We are thrilled to introduce our specialized program, the Study Tour for Construction Professionals, meticulously designed for executives and decision-makers in various sectors including local, state, and central government, as well as the corporate sphere. By facilitating international tours, our program aims to provide participants with a comprehensive understanding of cutting-edge practices and innovations globally. As India positions itself on the global stage, this initiative is poised to empower participants with the insights and exposure required to contribute effectively to the nation's growth.

DSISTD has planned to organise the international study tours on different topics in below mentioned cities:-

S.NO.	Title of Programme	Country to be Visited	Date & Duration (7 Days)	Tour Cost Per Participant (GST Exempted)
1.	International Study Tours on Governance and Public Management, Short-Term International Training for Government Officials	Paris (France) & Zurich (Switzerland) (Europe)	06 th July, 2026 To 13 th July, 2026	5,96,000.00 (INR)
2.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles (United States)	06 th July, 2026 To 13 th July, 2026	6,96,000.00 (INR)
3.	International Exposure Programmes for Elected Representatives, Public Policy & Governance Themes	Paris (France) & Zurich (Switzerland) (Europe)	06 th July, 2026 To 13 th July, 2026	5,96,000.00 (INR)

(Labour Department , Govt Of NCT Of Delhi)

4.	Leadership & Managerial Skills, Management & Business Administration	Cologne (Germany)& Barcelona (Spain) Europe	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
5.	"Sustainable Forestry Management with Community Participation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	16 th August,2026 To 23 rd August,2026	5,96,000.00 (INR)
6.	Urban Governance and City Management, Rural Development and Local Governance	New York & Los Angeles, (United States)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
7.	"Seismology, Earthquake Engineering and Tsunami Disaster Mitigation" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 th August, 2026 To 23 rd August, 2026	5,96,000.00 (INR)
8.	Public Administration and Administrative Reforms, Public Sector Reforms and Performance Management	Tokyo & Hiroshima (Japan)	16 th August, 2026 To 23 rd August, 2026	6,96,000.00 (INR)
9.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 th September, 2026 To 26 th September, 2026	6,96,000.00 (INR)
10.	Infrastructure, Planning & Finance, Infrastructure Planning and Financing, Government Finance and Fiscal Management	London & Manchester (United Kingdom)	19 th September, 2026 To 26 th September, 2026	5,96,000.00 (INR)
11.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)
12.	" Development of Urban Road Network (A)" Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	21 st September, 2026 To 28 th September, 2026	5,96,000.00 (INR)
13.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	New York & Los Angeles, (United States)	21 st September, 2026 To 28 th September, 2026	6,96,000.00 (INR)
14.	Public-Private Partnerships (PPP), Procurement and Contract Management, Project Planning, Monitoring, and Evaluation, Risk Management in Public Projects, Strategic Planning in the Public Sector	New York & Los Angeles, (United States)	09 th October,2026 To 16 th October,2026	6,96,000.00 (INR)
15.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Paris (France) & Zurich (Switzerland) (Europe)	19 th October,2026 To 26 th October,2026	5,96,000.00 (INR)
16.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	London & Manchester (United Kingdom)	19 th October,2026 To 26 th October,2026	5,96,000.00 (INR)

(Labour Department , Govt Of NCT Of Delhi)

17.	"Public health, Food, Civil Supplies, Lifestyle-Related Diseases Prevention" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Switzerland & Netherlands (Europe)	19 th October,2026 To 26 th October,2026	5,96,000.00 (INR)
18.	International Capacity Building Program on Smart City-Power, Health, Infrastructure, Building & Roads Development projects "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	19 th October,2026 To 26 th October,2026	6,96,000.00 (INR)
19.	Urban Development & Spatial Planning, Urban Planning and Land Use Management, Affordable Housing and Inclusive Urban Development, Urban Infrastructure and Service Delivery, Urban-Rural Linkages and Regional Development	New York & Los Angeles, (United States)	19 th October,2026 To 26 th October,2026	6,96,000.00 (INR)
20.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona(Spain) (Europe)	09 th November,2026 To 16 th November,2026	5,96,000.00 (INR)
21.	Leadership & Managerial Skills, Management & Business Administration	London & Manchester (United Kingdom)	09 th November,2026 To 16 th November,2026	5,96,000.00 (INR)
22.	"Operation and Maintenance of Urban Water Supply System (Water Quality and Purification) (B)" & "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Sydney & Melbourne (Australia)	09 th November,2026 To 16 th November,2026	5,96,000.00 (INR)
23.	"Gender Mainstreaming Policies for Government Officers (A)" & "Smart and Sustainable Cities"	Cologne (Germany) & Barcelona (Spain) Europe	09 th November,2026 To 16 th November,2026	5,96,000.00 (INR)
24.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	09 th November,2026 To 16 th November,2026	5,96,000.00 (INR)
25.	Environment, Agriculture & Sustainability, Environmental Governance and Sustainability, Climate and Environmental Management	New York & Los Angeles, (United States)	16 th November,2026 To 23 rd November,2026	6,96,000.00 (INR)
26.	Smart Metering E- Charging Renewable Energy Resources & Battery Energy Storage System "Smart and Sustainable Cities" under Capacity Building program Technical Cooperation Program	Cologne (Germany) & Barcelona (Spain) Europe	16 th November,2026 To 23 rd November,2026	5,96,000.00 (INR)
27.	Leadership & Managerial Skills, Management & Business Administration	Sydney & Melbourne (Australia)	16 th November,2026 To 23 rd November,2026	5,96,000.00 (INR)
28.	Agriculture Policy and Rural Livelihoods, Sustainable Development Practices	London & Manchester (United Kingdom)	16 th November,2026 To 23 rd November,2026	5,96,000.00 (INR)
29.	Leadership & Managerial Skills, Management & Business Administration	Paris (France) & Zurich (Switzerland) (Europe)	16 th November,2026 To 23 rd November,2026	5,96,000.00 (INR)
30.	Good Governance and Institutional Effectiveness, Parliamentary Practice and Legislative Procedures	New York & Los Angeles, (United States)	16 th November,2026 To 23 rd November,2026	6,96,000.00 (INR)
31.	Local Government Systems and Decentralisation, Social Sectors & Public Services	New York & Los Angeles, (United States)	16 th November,2026 To 23 rd November,2026	6,96,000.00 (INR)

(Labour Department , Govt Of NCT Of Delhi)

32.	Leadership & Managerial Skills, Management & Business Administration	London & Sheffield, (United Kingdom)	19 th December, 2026 To 26 th December, 2026	5,96,000.00 (INR)
33.	Health Systems Management and Hospital Administration, Education and Capacity Development in the Public Sector, Human Resource Development (HRD) and Capacity Building	Cologne (Germany) & Barcelona(Spain) (Europe)	19 th December, 2026 To 26 th December, 2026	5,96,000.00 (INR)
34.	Leadership, Management & Institutional Capacity, Leadership and Change Management in Government	Cologne (Germany) & Barcelona (Spain) Europe	16 th January, 2027 To 23 rd January, 2027	5,96,000.00 (INR)
35.	Public Sector Leadership and Decision-Making, Capacity Building for Public Officials	New York & Los Angeles, (United States)	16 th January, 2027 To 23 rd January, 2027	6,96,000.00 (INR)
36.	Institutional Strengthening and Organisational Development, International & Comparative Exposure Programmes, Comparative Governance and Public Administration	Sydney & Melbourne (Australia)	16 th January, 2027 To 23 rd January, 2027	6,96,000.00 (INR)

In addition to the above programme other customized international study tour programs to the destinations of choice can be organized.

GENERAL INSTRUCTIONS .

- Please ensure that candidate names and passport photocopies are submitted at least 60 days in advance. This allows the (DSISTD) to make necessary arrangements for travel, accommodations, visa processing, and program planning.
- Nominations will be accepted based on seat availability and receipt of the participation fee by the specified deadline.
- The participation fee is non-refundable. However, substitutions can be made or fees adjusted for future nominations.
- An optional Business Class airfare add-on is available upon request for an extra charge of INR 3,96,000.00. Per Participant.
- The participants shall be awarded Certificate of Participation on successful completion of programme.

Payment

Upon receiving confirmation of your nomination, we kindly request that you proceed with making the payment in advance.

Inclusions

1. Program Management Charges: This encompasses all aspects of program administration, including faculty compensation and study tour infrastructure expenses.
2. Travel Arrangements: It covers the cost of economy class airfare, luxurious AC coach transfers, and visits to various destinations. The package also includes return airport transfers, ensuring seamless travel experiences.
3. Visa and Clearances: The fee incorporates the expenses associated with visa procurement and related clearances.
4. Accommodation: Participants will be accommodated in a comfortable 4-star hotel. The package covers the stay cost.
5. Meals: Daily breakfast provided throughout the study tour.
6. Insurance: Travel, medical, delay, and baggage loss insurance coverage is extended to each participant.

Study tour participant:- Senior Government Officials from Central/State/Union Territory, Public Sector Undertakings (PSUs), Autonomous Bodies, Boards & Corporations & Govt Departments. .

Participants will have the opportunity to engage in a comprehensive itinerary that includes a range of activities. This encompasses visits to various projects, interactions with city officials, on-site inspections of ongoing projects, and meetings with community leaders. The program focuses on cities undergoing significant transformation and the revitalization of underdeveloped neighborhoods.

Our assistance in this matter is greatly appreciated, and we eagerly await your confirmation and any further responses at your earliest convenience.

Thanking you in anticipation, for any details please feel free to get in touch with undersigned.

For Delhi State Institute Of Secretariat Training & Development



(Addl Director General)

(Labour Department , Govt Of NCT Of Delhi)



Delhi State Institute Of Secretariat Training & Development

Plot No 15, Pratap Nagar, Mayur Vihar phase 1, New Delhi, 110091, India

Ph. +9111-22158852, +9111-22158851, +9111-22158850, +91-120-2682110, +91-120-2682111,

Fax No. +91-120-2682109, WhatsApp No +91-9811094923

E-Mail:- info@dsistd.in, dsistddelhi@gmail.com, Website www.dsistd.in

Ref No:-EDP/SAC/93-63-6696/2026

To,

The Chief Secretary
Delhi Secretariat, I.P. Estate
New Delhi – 110002

New Delhi, Dated 26th March, 2026

OFFICE OF THE CHIEF SECRETARY
By Registered & Speed Post

07 APR 2026

DY. No.

Subject: Executive Development Program - Call for Nomination

Dear Sir/Madam,

The Delhi State Institute Of Secretariat Training & Development (DSISTD), Labour Department, Govt Of NCT Of Delhi serve as an autonomous body for different sectors of the Indian industry. The primary objective of DSISTD 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, DSISTD 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

List of Executive Development Programs

S.NO.	Title of Programme	Programme Date	Venue	Course Fee Per Participant (GST Exempted)	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
2.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
3.	Leadership & Managerial Skills, Management & Business Administration	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
4.	Leadership & Team Building	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	25 th -26 th May,2026	Manali (Himachal Pradesh)	66,600.00 (INR)	76,600.00 (INR)

(Labour Department , Govt Of NCT Of Delhi)

6.	Emotional intelligence for Effective Leadership & Work Life Balance	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
1.	Public Procurement and Contracts management	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
2.	Systematic Problem Solving, Conflict resolution and change Management	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
3.	Negotiation & Conflict Resolution Strategies	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
4.	Leadership & Managerial Skills, Management & Business Administration	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
5.	e-governance & Advance IT Tools Transforming Government Sector" & GST Under Capacity Building	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
6.	"Public Procurement, E – Procurement, Govt. E-Marketplace (GeM) , PFMS & GST " Under Capacity Building program	08 th -09 th June,2026	Mount Abu (Rajasthan)	66,600.00 (INR)	76,600.00 (INR)
7.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
8.	Leadership & Managerial Skills, Management & Business Administration	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
9.	Leadership & Team Building	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
10.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (INR)
12.	Emotional intelligence for Effective Leadership & Work Life Balance	22-23 June,2026	Jim Corbett (Uttarakhand) India	66,600.00 (INR)	76,600.00 (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 your end, you can proceed with booking the tickets.
- "Participants who choose the residential program are required to check in at the hotel one day before the course starts and check out on after one day the course ends."
- Participants choosing the residential program will be accommodated for 3 Nights & 4 days.
- Upon successful completion of the program, participants will receive a Certificate of Participation.
- Once the fee is paid, it is non-refundable, but substitutions are permissible.
- Accommodation: Participants will be accommodated in a comfortable in 4 Star hotel. The package covers the stay cost, Daily Breakfast Lunch, & Dinner at hotel.

Payment: Advance payment or before the start of the training program via RTGS/NEFT is required.

The Accommodation will be provided for those who confirm their stay with advance payment before the program begins.

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 Delhi State Institute Of Secretariat Training & Development


Addl Director (TRG)

(Labour Department , Govt Of NCT Of Delhi)