Fwd: Handling RTI Matters by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 1:22:12 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Thursday, October 9, 2025 12:58:24 PM
Subject: Handling RTI Matters 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 : Handling RTI Matters
 Course Code : H-RTIM-05
 Date   :   01 Dec 2025 to 02 Dec 2025
 Mode   :   Offline

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

Regards

Priyanka Dhull

Deputy 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

1

Fwd: Handling RTI Matters by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 1:22:12 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Thursday, October 9, 2025 12:58:24 PM
Subject: Handling RTI Matters 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 : Handling RTI Matters
Course Code : H-RTIM-05
Date :   01 Dec 2025 to 02 Dec 2025
Mode :   Offline

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

Regards

Priyanka Dhull

Deputy 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

2

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

1/1

Fwd: MS-Power Point-Advance by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Wed, 08 Oct 2025 5:28:40 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Wednesday, October 8, 2025 5:00:06 PM
Subject: MS-Power Point-Advance 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 :	MS-Power Point-Advance
Course Code :	MS-PP-A-17
Date :	03 Nov 2025 to 04 Nov 2025
Mode :	Offline

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

Regards

Anjali Rana

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

3

Fwd: MS-Power Point-Advance by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Wed, 08 Oct 2025 5:28:40 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Wednesday, October 8, 2025 5:00:06 PM
Subject: MS-Power Point-Advance 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 : MS-Power Point-Advance
 Course Code : MS-PP-A-17
 Date :   03 Nov 2025 to 04 Nov 2025
 Mode :   Offline

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

Regards

Anjali Rana

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

4

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

1/1

1817533(1)/2025/Secretary Services

09/10/2025, 13:37   Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Anal…

Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 12:54:53 PM +0530

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

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>
To: "vijay mittal" <vijay.mittal@nic.in>, "Balamurugan Devaraj" <jsdpiit.bd@gov.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Rupesh Kumar Thakur" <rp.thakur25@nic.in>, "Roli Singh" <ash-mohfw@nic.in>, "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspc-cpc@gov.in>, "Deepankar Aron" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jssk-dst@gov.in>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@gov.in>, "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsad-moe@gov.in>, "Ashish kumar Bhutani Joint Secretary" <jscc-agri@nic.in>, "MR Synrem" <js1.tourism@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "T.K. Anil Kumar, AS(RD)" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "ChairmanRailwayBoard RailwayBoard" <crb@rb.railnet.gov.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dinesh Jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, jscd-msje@nic.in, "RAJEEV SHARMA" <wb113@ifs.nic.in>, "DDG CBT DoTHQ" <ddgtrg-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Shri Manish Tripathi" <jse@nic.in>, "Mr Satyendra Mishra" <jsskm.moca@nic.in>, "Joint Secretary Navy" <jsnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr. Hara Kumar Hajong" <hk.hajong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Gurmeet Singh Chawla" <jsadmasi-culture@gov.in>, "N.J. Gangte" <jsestt@mea.gov.in>, "Sanjay Roy" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "S.D. Sharma" <js.admn-dopt@gov.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgestt@indiapost.gov.in>, "Sunita Moorti Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Mukta Shekhar" <js2-mopr@gov.in>, "Sh. Kunal Satyarthi" <jslr-dolr@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "SANJAY KUMAR" <js-skj-dpe@gov.in>, "JS Establishment" <js-establishment.moc@gov.in>, "Additional Registrar Admin" <ara-hc.cg@gov.in>, "Masaldan Gaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "Policy Information Desk" <information@cbi.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Dr. Luther M. Rangreji" <jslegal1@mea.gov.in>, "Ajay Nagabhushan JS Films" <jsfilms.inb@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Balasubramanian Krishnamurthy" <js-dor@gov.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Shri Rajeev Verma" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. V Candavelou IAS" <cs-goa@nic.in>, "Sh. Anurag Rastogi₅IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-

1817533(1)/2025/Secretary Services

09/10/2025, 13:37 Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Anal…

hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "CS Mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>
Cc: "Pankaj Gangwar" <pankaj.gangwar@gov.in>
Sent: Thursday, October 9, 2025 12:21:03 PM
Subject: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section
Bilateral Cooperation Division
Department of Economic Affairs
Ministry of Finance
Telephone no. : 23095135

--

Regards
O/o The Chief Secretary, Delhi

---

1 Attachment(s)

12-49-25-final.pdf
3.4 MB

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

2/2

No.12/49/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
....

North Block, New Delhi,
Dated the 9th October, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in innovation management and policy formulation pertaining to industry and workforce development. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government **(Annex-I).** Number of slots available for India is **One.**

2.   Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II.**

3.   **The course is sponsored by Government of Singapore,** who will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format **(Annex-III).**

4.   The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

   (i)   Sponsoring Government's application to be filled online (available at https://go.gov.sg/industry40). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
   (iii)   DEA's proforma - duly countersigned by competent authority **(Annex-IV).**

5. **Application Form complete in all respects alongwith check-list reach this Department <u>through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be,</u> not later than 05.12.2025** positively at the following address:-

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
Email- pankaj.gangwar@gov.in
            chourasia.anil@nic.in

7

Contd.....2/-

-2-

6.   Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.gov.in under the link "Foreign Training Programmes" [**https://mofapp.nic.in/training/default.aspx**].

(Pankaj Gangwar)
Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Department of Heavy Industry, Udyog Bhavan, New Delhi.
2. Joint Secretary (Admn.), Deptt. of Promotion of Industry and Internal Trade, Udyog Bhavan, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Commerce, Udyog Bhavan, New Delhi.
4. Joint Secretary (SME.), Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.
5. Joint Secretary (Admn.), Ministry of Labour & employment, Shastri Bhavan, New Delhi.
6. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
7. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[**https://mofapp.nic.in/training/default.aspx**].

संख्या.12/49/2025-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

....

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 9 अक्टूबर, 2025.

प्रशिक्षण परिपत्र

विषय : "सिंगापुर में 9 से 13 फरवरी, 2026 तक ""उद्योग 4.0 और आर्टिफिशियल इंटेलिजेंस और बिग डेटा एनालिटिक्स का भविष्य"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम।" ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के **"सिंगापुर में 9 से 13 फरवरी, 2026 तक ""उद्योग 4.0 और आर्टिफिशियल इंटेलिजेंस और बिग डेटा एनालिटिक्स का भविष्य"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम।"** सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य उद्योग और कार्यबल विकास से संबंधित नवाचार प्रबंधन और नीति निर्माण में शामिल वरिष्ठ-स्तरीय सरकारी अधिकारियों के लिए है। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका **(अनुलग्नक-I)** में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या **एक** है।

2.   अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश **अनुलग्नक-II** के रूप में संलग्न किया गया है।

3.   पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में (**अनुलग्नक III**) यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4.   निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

(i)   प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (https://go.gov.sg/industr40) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।

(ii)   डीईए का प्रोफार्मा-सक्षम प्राधिकारी **द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।**

........2/-

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 05.12.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,
अवर सचिव (बीपीसीएंडटी),
आर्थिक कार्य विभाग, वित्त मंत्रालय,
कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001
फोन:- 011 - 2309 5082,
ईमेल- Pankaj.gangwar@gov.in
chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [https://mofapp.nic.in/training/default.aspx] लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), भारी उद्योग विभाग, उद्योग भवन, नई दिल्ली।
2. संयुक्त सचिव (प्रशासन)), विभाग उद्योग और आंतरिक व्यापार को बढ़ावा देने, उद्योग भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन)), विभाग वाणिज्य मंत्रालय, उद्योग भवन, नई दिल्ली।
4. संयुक्त सचिव (एसएमई)), सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, उद्योग भवन, नई दिल्ली।
5. संयुक्त सचिव (प्रशासन)), श्रम और रोजगार मंत्रालय, शास्त्री भवन, नई दिल्ली।
6. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
7. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा
[https://mofapp.nic.in/training/default.aspx]

SCP SINGAPORE COOPERATION PROGRAMME

SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

INDUSTRY 4.0 AND THE FUTURE OF ARTIFICIAL INTELLIGENCE AND BIG DATA ANALYTICS

09 TO 13 FEBRUARY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by

NATIONAL UNIVERSITY OF SINGAPORE, NUS-ISS

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

NUS-ISS

Set up in 1981, NUS-ISS provides practice-based IT graduate education and professional development programmes to develop infocomm leaders and drive business and organisation innovation. It offers training, consulting and applied research services to organisations with a need for expertise in advanced software design and development; business analytics; artificial intelligence; IoT and robotics; cybersecurity; product and project management; digital innovation and design; digital agility; digital strategy, leadership and governance; and digital government leadership, planning and implementation.

In Singapore, NUS-ISS is the Operations Partner for the Government Technology Agency of Singapore (GovTech) Digital Academy. The Academy aims to groom future-ready digital leaders to be well-versed in the technology ecosystem to accelerate the public sector's digital transformation.

11

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD:
INDUSTRY 4.0 AND THE FUTURE OF ARTIFICIAL INTELLIGENCE AND BIG DATA ANALYTICS
09 TO 13 FEBRUARY 2026
Page 1 of 3

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

Course Objectives

This course will explore the convergence of Industry 4.0 concepts and Artificial Intelligence. It will also provide insights on various aspects of Industry 4.0 concepts, including how AI can be used to provide better and timely insights to data.

Synopsis

Topics to be covered include:

- An overview on data and analytics process and life cycle;
- Industry 4.0 concepts and how it applies to digital economy, supply chain and digital government;
- Artificial intelligence concepts and its applications;
- Business analytics framework and process; and
- Introduction to business analytics projects.

Methodology

The course will be conducted in-person in Singapore and in a variety of formats which may include, but are not limited to, seminar-style sharing sessions, site visits and group discussions.

Course Duration and Venue

The course will be held over five (5) days from **09 to 13 February 2026** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking pertaining to industry and workforce development;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions; and

- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Application Procedure

(Closing date for nomination: **12 December 2025**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at **https://go.gov.sg/industry40** by **12 December 2025**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: https://go.gov.sg/start-guide
- NFPs: https://go.gov.sg/start-nfp

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

. . . . . .

<div align="right"><u>ANNEX-II</u></div>

<div align="center">SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS</div>

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs(DEA), summarized below:-

<u>Eligibility Conditions</u>

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

<u>Note:-</u> Project-related training/official visits abroad are exempted from the provisions of cooling off.

2.   Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY

3.   **<u>Filling up of application forms:-</u>**

(i)   Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.

(ii)   Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.

(iii)   The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.

(iv) In case of training programmes which ae not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission f undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4.   **<u>Nominations:-</u>**

(i)   In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.

(ii)   Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5.   **<u>Clearance:-</u>**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

<div align="center">14</div>

ANNEX-III

DEA PROFORMA FOR FOREIGN TRAINING

1. Name			
2. Date of Birth		3. Male/Female	
4. Educational Qualifications		5. Date of Entry into Govt. Service	
6. Service to which Officer belongs		7. Date of Regular appointment	

8. Details of Posts held during the last five years (starting from present) :

S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work

9. Name of training programme applied for and its relevance to the candidate	
10. Papers etc, if any, published by the candidate	

11. Details of Foreign Training Programmes attended during the last two years :

S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding

Signature of the candidate:	
Office Phone : Mobile No. :	
E-mail :	

CERTIFICATE

Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)	

15

ANNEX-IV

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	**MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement**	
2.	**Complete DEA Proforma alongwith Vigilance Clearance**	
3.	**Whether Application has been recommended/ nominated by Line Ministry/Department/State Government**	
4.	**Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.**	

16

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms._____Designation_____working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____sponsored by _____ from _____ to _____.

Signature of Competent Authority

Name

Designation

(SEAL)

---OR---

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of_____in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on_____sponsored by_____ from _____ to _____.

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

Either Part A or Part B (whichever is applicable) to be filled   Page 2

17

1817533/2025/Secretary Services

09/10/2025, 13:37   Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Anal…

Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 12:54:53 PM +0530

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

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>
To: "vijay mittal" <vijay.mittal@nic.in>, "Balamurugan Devaraj" <jsdpiit.bd@gov.in>, "Mr S Kumar" <suresh.kumar1972@gov.in>, "Mercy Epao" <js.sme@nic.in>, "Rupesh Kumar Thakur" <rp.thakur25@nic.in>, "Roli Singh" <ash-mohfw@nic.in>, "RAJEEV KUMAR" <jsadmin-mha@nic.in>, "Mr Rohit Mathur" <rohit.mathur@nic.in>, "Deepak Mishra" <jspc-cpc@gov.in>, "Deepankar Aron" <jschem-cpc@gov.in>, "Mr Bhuvnesh Kumar" <bhuvnesh.k@meity.gov.in>, "Sunil Kumar JS DST" <jssk-dst@gov.in>, "Sh. Kamlesh Chaturvedi" <K.chaturvedi@gov.in>, "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsad-moe@gov.in>, "Ashish kumar Bhutani Joint Secretary" <jscc-agri@nic.in>, "MR Synrem" <js1.tourism@gov.in>, "Vikram Singh" <js-ship@nic.in>, "Mr Satyajit Mishra" <satyajit.mishra@nic.in>, "T.K. Anil Kumar, AS(RD)" <jsrc-mord@gov.in>, "A M Staff RailwayBoard" <amstaff@rb.railnet.gov.in>, "ChairmanRailwayBoard RailwayBoard" <crb@rb.railnet.gov.in>, "pallavi agarwal" <pallavi.agarwal@gov.in>, "Sh. Senthil Pandiyan" <js@moes.gov.in>, "Mr Samir Kumar" <samirkumar@nic.in>, "Dinesh Jagdale" <d.jagdale@gov.in>, "Vijay Kumar Sinha" <sinha.vijay@nic.in>, jscd-msje@nic.in, "RAJEEV SHARMA" <wb113@ifs.nic.in>, "DDG CBT DoTHQ" <ddgtrg-dot@nic.in>, "Srinivas Danda" <srinivas.danda@gov.in>, "Sameer Shukla" <jsbo@nic.in>, "Shri Manish Tripathi" <jse@nic.in>, "Mr Satyendra Mishra" <jsskm.moca@nic.in>, "Joint Secretary Navy" <jsnavy-dma@gov.in>, "Raghuraj Rajendran" <raghurajmr@ias.nic.in>, "Sagar Mehra" <sagar.mehra@nic.in>, "Mr. Hara Kumar Hajong" <hk.hajong@nic.in>, "Shubha Thakur" <sthakur@nic.in>, "Gurmeet Singh Chawla" <jsadmasi-culture@gov.in>, "N.J. Gangte" <jsestt@mea.gov.in>, "Sanjay Roy" <Sanjay.roy14@nic.in>, "Satish Jadhav" <satish.kj@nic.in>, "S.D. Sharma" <js.admn-dopt@gov.in>, "Anupam Mishra" <js-ca@nic.in>, "DDG Establishment" <ddgestt@indiapost.gov.in>, "Sunita Moorti Anand" <anand.sunita@nic.in>, "Nitesh Mishra" <nk.mishra@nic.in>, "Mukta Shekhar" <js2-mopr@gov.in>, "Sh. Kunal Satyarthi" <jslr-dolr@nic.in>, "Dr(Mr) Shailendra Kumar" <shailendra.k@nic.in>, "SANJAY KUMAR" <js-skj-dpe@gov.in>, "JS Establishment" <js-establishment.moc@gov.in>, "Additional Registrar Admin" <ara-hc.cg@gov.in>, "Masaldan Gaurav" <masaldan.gaurav@nic.in>, "minhaj" <minhaj@ias.nic.in>, "Policy Information Desk" <information@cbi.gov.in>, "Arindam Modak" <arindam.modak@gov.in>, "Dr. Luther M. Rangreji" <jslegal1@mea.gov.in>, "Ajay Nagabhushan JS Films" <jsfilms.inb@nic.in>, "Mr Mr G. N. Singh" <gn.singh13@nic.in>, jsaa@dae.gov.in, "Balasubramanian Krishnamurthy" <js-dor@gov.in>, "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Shri Rajeev Verma" <csdelhi@nic.in>, chiefsecretary@gujarat.gov.in, "Dr. V Candavelou IAS" <cs-goa@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-

about:blank

1817533/2025/Secretary Services

09/10/2025, 13:37　　　Fwd: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Anal…

hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "CS Mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>
Cc: "Pankaj Gangwar" <pankaj.gangwar@gov.in>
Sent: Thursday, October 9, 2025 12:21:03 PM
Subject: In-person Singapore Cooperation Programme on "Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore

Sir/Madam,

　　　　Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section
Bilateral Cooperation Division
Department of Economic Affairs
Ministry of Finance
Telephone no. : 23095135

--

Regards
O/o The Chief Secretary, Delhi

---

1 Attachment(s)

> 12-49-25-final.pdf
> 3.4 MB

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

2/2

No.12/49/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
....

North Block, New Delhi,
Dated the 9th October, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore.**

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Industry 4.0 and The Future of Artificial Intelligence and Big Data Analytics" from 9th to 13th February, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in innovation management and policy formulation pertaining to industry and workforce development. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government **(Annex-I)**. Number of slots available for India is **One**.

2.   Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.

3.   **The course is sponsored by Government of Singapore,** who will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format **(Annex-III)**.

4.   The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:

   (i)   Sponsoring Government's application to be filled online (available at https://go.gov.sg/industry40). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
   (iii)   DEA's proforma - duly countersigned by competent authority **(Annex-IV)**.

5.   **Application Form complete in all respects alongwith check-list reach this Department <u>through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be,</u> not later than 05.12.2025** positively at the following address:-

Shri Pankaj Gangwar,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Room No. 236, North Block, New Delhi-110001.
Ph:- 011 - 2309 5082,
Email- pankaj.gangwar@gov.in
       chourasia.anil@nic.in

21

Contd.....2/-

-2-

6.   Incomplete applications and nominations received after the cut-off date will not be entertained. This may please be noted for strict compliance to avoid disappointment at a later stage. The candidates are advised to have their applications processed through their administrative Departments well in time and send complete information asked for in the forms specified above. Details of various short-term training programmes are regularly uploaded on Ministry of Finance's website www.finmin.gov.in under the link "Foreign Training Programmes" [**https://mofapp.nic.in/training/default.aspx**].

(Pankaj Gangwar)
Under Secretary to the Govt. of India

1. Joint Secretary(Admn.), Department of Heavy Industry, Udyog Bhavan, New Delhi.
2. Joint Secretary (Admn.), Deptt. of Promotion of Industry and Internal Trade, Udyog Bhavan, New Delhi.
3. Joint Secretary (Admn.), Deptt. of Commerce, Udyog Bhavan, New Delhi.
4. Joint Secretary (SME.), Ministry of Micro, Small and Medium Enterprises, Udyog Bhavan, New Delhi.
5. Joint Secretary (Admn.), Ministry of Labour & employment, Shastri Bhavan, New Delhi.
6. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
7. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[**https://mofapp.nic.in/training/default.aspx**].

संख्या.12/49/2025-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

....

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 9 अक्टूबर, 2025.

प्रशिक्षण परिपत्र

विषय : **"सिंगापुर में 9 से 13 फरवरी, 2026 तक ""उद्योग 4.0 और आर्टिफिशियल इंटेलिजेंस और बिग डेटा एनालिटिक्स का भविष्य"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम।"** ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के **"सिंगापुर में 9 से 13 फरवरी, 2026 तक ""उद्योग 4.0 और आर्टिफिशियल इंटेलिजेंस और बिग डेटा एनालिटिक्स का भविष्य"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम।"** सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य उद्योग और कार्यबल विकास से संबंधित नवाचार प्रबंधन और नीति निर्माण में शामिल वरिष्ठ-स्तरीय सरकारी अधिकारियों के लिए है। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका **(अनुलग्नक-I)** में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या **एक** है।

2.   अभ्यर्थियों के नामांकन को आर्थिक कार्य विभाग द्वारा निर्धारित दिशा-निर्देशों द्वारा विनियमित किया जाता है, जिसका सारांश **अनुलग्नक-II** के रूप में संलग्न किया गया है।

3.   पाठ्यक्रम सिंगापुर सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। नामांकित अभ्यर्थियों या उसके नामांकन प्राधिकारी को राउंड ट्रिप हवाई किराया और यात्रा संबंधी अन्य खर्चों का खर्च वहन करना होगा। यदि वे निर्धारित प्रारूप में **(अनुलग्नक III)** यात्रा वहन करने के लिए सहमत हैं तो प्रतिभागी या उसके मंत्रालय/विभाग/राज्य सरकार को इस आशय का एक वचन पत्र देना होगा।

4.   निम्नलिखित प्रपत्रों को विधिवत रूप से पूरा किया जाना चाहिए और प्रतिभागी तथा नामांकनकर्ता मंत्रालय/विभाग के सक्षम प्राधिकारी द्वारा प्रमाणित किया जाना चाहिए:

(i)   प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (https://go.gov.sg/industr40) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।

(ii)   डीईए का प्रोफार्मा-सक्षम प्राधिकारी **द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।**

........2/-

23

5. चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 05.12.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

श्री पंकज गंगवार,

अवर सचिव (बीपीसीएंडटी),

आर्थिक कार्य विभाग, वित्त मंत्रालय,

कमरा नं 236, नॉर्थ ब्लॉक, नई दिल्ली -110001

फोन:- 011 - 2309 5082,

ईमेल- Pankaj.gangwar@gov.in

chourasia.anil@nic.in

6. अपूर्ण आवेदनों और अंतिम तिथि के बाद प्राप्त नामांकनों पर विचार नहीं किया जाएगा। इसका कड़ाई से अनुपालन किया जाए ताकि बाद में निराशा न हो। अभ्यर्थियों को सलाह दी जाती है कि वे अपने आवेदनों के संबंध में अपने प्रशासनिक विभागों के माध्यम से समय पर कार्रवाई करें और ऊपर निर्दिष्ट प्रपत्रों में मांगी गई पूर्ण जानकारी भेजें। विभिन्न अल्पकालिक प्रशिक्षण कार्यक्रमों का विवरण नियमित रूप से वित्त मंत्रालय की वेबसाइट www.finmin.nic.in पर "विदेशी प्रशिक्षण कार्यक्रम" [https://mofapp.nic.in/training/default.aspx] लिंक के तहत अपलोड किया जाता है।

(पंकज गंगवार)

अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), भारी उद्योग विभाग, उद्योग भवन, नई दिल्ली।

2. संयुक्त सचिव (प्रशासन)), विभाग उद्योग और आंतरिक व्यापार को बढ़ावा देने, उद्योग भवन, नई दिल्ली।

3. संयुक्त सचिव (प्रशासन)), विभाग वाणिज्य मंत्रालय, उद्योग भवन, नई दिल्ली।

4. संयुक्त सचिव (एसएमई)), सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, उद्योग भवन, नई दिल्ली।

5. संयुक्त सचिव (प्रशासन)), श्रम और रोजगार मंत्रालय, शास्त्री भवन, नई दिल्ली।

6. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।

7. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

आर्थिक कार्य विभाग की वेबसाइट पर अपलोड किया जाएगा

[https://mofapp.nic.in/training/default.aspx]।

INDUSTRY 4.0 AND THE FUTURE OF ARTIFICIAL INTELLIGENCE AND BIG DATA ANALYTICS

09 TO 13 FEBRUARY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

to be conducted by

NATIONAL UNIVERSITY OF SINGAPORE, NUS-ISS

Singapore Cooperation Programme

Singapore has provided technical assistance to other developing countries since the 1960s. As a country whose only resource is its people, Singapore believes that human resource development is vital for economic and social progress. Singapore itself has benefited from training provided by other countries and international organisations.

In 1992, the Singapore Cooperation Programme (SCP) was established to bring together under one framework the various technical assistance programmes offered by Singapore. Through the SCP, the range and number of training programmes were increased to share Singapore's development experience with other developing countries.

To date, over 160,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in our courses and study visits. The SCP is managed by the Technical Cooperation Directorate of the Ministry of Foreign Affairs, Singapore.

NUS-ISS

Set up in 1981, NUS-ISS provides practice-based IT graduate education and professional development programmes to develop infocomm leaders and drive business and organisation innovation. It offers training, consulting and applied research services to organisations with a need for expertise in advanced software design and development; business analytics; artificial intelligence; IoT and robotics; cybersecurity; product and project management; digital innovation and design; digital agility; digital strategy, leadership and governance; and digital government leadership, planning and implementation.

In Singapore, NUS-ISS is the Operations Partner for the Government Technology Agency of Singapore (GovTech) Digital Academy. The Academy aims to groom future-ready digital leaders to be well-versed in the technology ecosystem to accelerate the public sector's digital transformation.

Course Objectives

This course will explore the convergence of Industry 4.0 concepts and Artificial Intelligence. It will also provide insights on various aspects of Industry 4.0 concepts, including how AI can be used to provide better and timely insights to data.

Synopsis

Topics to be covered include:

- An overview on data and analytics process and life cycle;
- Industry 4.0 concepts and how it applies to digital economy, supply chain and digital government;
- Artificial intelligence concepts and its applications;
- Business analytics framework and process; and
- Introduction to business analytics projects.

Methodology

The course will be conducted in-person in Singapore and in a variety of formats which may include, but are not limited to, seminar-style sharing sessions, site visits and group discussions.

Course Duration and Venue

The course will be held over five (5) days from **09 to 13 February 2026** in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in policymaking pertaining to industry and workforce development;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

The course is sponsored by the Government of Singapore under the Singapore Cooperation Programme Training Award.

Under this programme arrangement, the Government of Singapore will bear the following expenses for the successful applicants (thereafter known as participants) during their training in Singapore. These expenses include:

- Course fees;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Hotel accommodation for the entire duration of the course. Complimentary breakfast is provided in the hotel from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (S$130) in cash from the first day to the last day of the course. A proportionate reduction in the per diem will be made if you are unable to attend the full duration of the course;
- Transportation between hotel and training venue; and
- Basic insurance coverage (Group Hospitalisation and Surgical; Group Personal Accident) for participants during their stay in Singapore, in accordance with the policy of a local insurance company.

Note:

- The nominating government will be responsible for its participants' round-trip airfares. Applicants are encouraged to verify the availability of funding for their round-trip airfares with their respective nominating government;
- Participants are to bear all expenses prior to receiving the per diem; and
- As the basic insurance coverage does <u>not</u> cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage of COVID-19 related expenses and medical evacuation in the event of any unexpected emergencies.

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions; and

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD:
INDUSTRY 4.0 AND THE FUTURE OF ARTIFICIAL INTELLIGENCE AND BIG DATA ANALYTICS
09 TO 13 FEBRUARY 2026

- Carry out instructions and abide by conditions as may be stipulated by the nominating authority or government and the Government of Singapore and its appointed trainer, with respect to the course.

Application Procedure

(Closing date for nomination: **12 December 2025**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant(s). Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFPs in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at **https://go.gov.sg/industry40** by **12 December 2025**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

- Applicants: https://go.gov.sg/start-guide
- NFPs: https://go.gov.sg/start-nfp

Note:

- Participants will receive a certificate of completion from the SCP upon completion of the course.
- Please refrain from making telephone and email inquiries on the status of your application while your application is being processed.
- The Ministry of Foreign Affairs, Singapore will inform all applicants of the outcome of their applications. The NFP will also be informed directly. Flight arrangements should be made only upon receipt of the Letter of Acceptance to the course.

Follow us at:

- SCP Website: www.scp.gov.sg
- Facebook: www.facebook.com/SCPFriends
- Instagram: www.instagram.com/SCPFriends

. . . . .

ANNEX-II

SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS

Before applying for the training programme, the candidates are requested to satisfy themselves whether they fulfill the eligibility conditions as per the guidelines on Foreign Training Programmes (FTP) administered by the Department of Economic Affairs(DEA), summarized below:-

Eligibility Conditions

Duration of Training	No. of years of service completed in Govt. as on the date of FTP	Upper age limit on the date of FTP	Cooling off period	Limit on participation in number of trainings in a year
Upto one week	5 years	Less than 58 years	Six months	Two FTPs of duration of less than one week in a calendar year
One to Two weeks	7 years	Less than 58 years	One year	One FTP of duration of one to two weeks in a calendar year
More than two weeks	9 years	Less than 55 years	Two years	One FTP of duration more than two weeks in a period of two years

Note:- Project-related training/official visits abroad are exempted from the provisions of cooling off.

2.   Candidates and nominating authorities in Ministries/Departments/State Govts. Etc. should also satisfy themselves about the eligibility conditions prescribed by the sponsoring foreign Government/agency before sending the nomination to DEA.

HOW TO APPLY

3.   **Filling up of application forms:-**

(i)   Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.

(ii)   Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.

(iii)   The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.

(iv) In case of training programmes which ae not fully sponsored and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission f undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4.   **Nominations:-**

(i)   In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.

(ii)   Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5.   **Clearance:-**

Once the nomination forwarded by DEA to the sponsoring Government is accepted and conveyed to the applicant, he/she will be responsible to complete all pre-departure formalities like obtaining political clearance from MEA and have the sanction order issued from his/her administrative Department etc.

Abbreviation:-

JICA - Japan International Cooperation Agency, SCPTA - Singapore Cooperation Programme Training Award, IMF - International Monetary Fund, MTCP - Malaysian Technical Cooperation Programme.

28

<div align="right">ANNEX-III</div>

<div align="center">DEA PROFORMA FOR FOREIGN TRAINING</div>

1. Name			
2. Date of Birth		**3. Male/Female**	
4.Educational Qualifications		**5. Date of Entry into Govt. Service**	
6.Service to which Officer belongs		**7. Date of Regular appointment**	

8. Details of Posts held during the last five years (starting from present) :

S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work

9. Name of training programme applied for and its relevance to the candidate	
10. Papers etc, if any, published by the candidate	

11. Details of Foreign Training Programmes attended during the last two years :

S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding

Signature of the candidate:	
Office Phone : **Mobile No. :**	
E-mail :	

<div align="center">CERTIFICATE</div>

Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.

Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)	

<div align="center">29</div>

ANNEX-IV

CHECK LIST

Sl. No.	Required Documents	YES/NO
1.	**MTCP Application Form/ JICA Application Form / Online Submitted Singapore Application Form alongwith supervisor endorsement**	
2.	**Complete DEA Proforma alongwith Vigilance Clearance**	
3.	**Whether Application has been recommended/ nominated by Line Ministry/Department/State Government**	
4.	**Whether undertaking by Ministry/Department is given for bearing the air fare for the travel where training is not fully funded.**	

30

To be filled only in case the Training Programme is not fully sponsored

PART-A

UNDERTAKING

This is to certify that in the event of selection, Ministry/ Department/ State Government of _____ undertakes to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) in respect of Shri/Ms._____Designation_____working in this Department/ Ministry/ State Government for attending Training Programme/Course on _____sponsored by _____ from _____ to _____ .

Signature of Competent Authority

Name

Designation

(SEAL)

--OR--

PART- B

UNDERTAKING FOR SELF FINANCING

This is to certify that in the event of my selection, I _____ holding the post of_____in the Ministry/Department/State Government of _____ undertake to bear the cost of round-trip airfare and other related expenses (which may also include the expenditure on local travel, accommodation, insurance, living and other expenses, depending upon the terms of sponsorship for each course/training, as specified in the brochure/letter of concerned sponsoring organization) for attending Training Programme/Course on_____sponsored by_____ from _____ to _____ .

This issues with the approval of the Competent Authority.

(Signature of the candidate)
Name, Designation (With seal)

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

Either Part A or Part B (whichever is applicable) to be filled   Page 2

31

32

1817645(1)/2025/Secretary Services

09/10/2025, 16:34　　　Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 3:56:46 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Thursday, October 9, 2025 3:17:05 PM
Subject: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

File No.: Y-14018/2/2025-ISTM

　　　　　　　　　　　　　　　　　　　　　　　　　　　Date: 10th October, 2025

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:　**Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.**

　Madam/ Sir,

　　　　I am directed to say that a two days Workshop on Litigation Management (LTM-10) will be conducted in ISTM from 19.01.2026 to 20.01.2026**.** 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**.

1817645(1)/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

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
05th January, 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-

                                            (Vipin Kumar Bhargava)

                                Deputy Director & Course Coordinator

                                        Email ID: vkbhargava.84@gov.in

  Tele No. : 011-26737611

                                                            ANNEXTURE

34

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

2/5

1817645(1)/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

COURSE INFORMATION SHEET

1.   COURSE TITLE: Litigation Management

2.   COURSE CODE: LTM-10

3.   DURATION: Two days (19.01.2026 to 20.01.2026)

4.   TIME: 09:00 AM to 5:30 PM

5.   AIM OF THE COURSE: The course aims at equipping participants with-knowledge of management of CAT & Court Cases, Procedural aspect, important case law & provisions relating to LIMBS.

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion, practical exercises, etc.

7.   PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings etc.

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

9.   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 **05th January, 2026.**

10.   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.

11. COURSE FEE:

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

(ii)   A course fee of Rs. 2000/- (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.

35

1817645(1)/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

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.

<div align="center">

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Course Fee - ISTM

</div>

(v) Please share the copy of payment receipt on email vkbhargava.84@gov.in.

12. 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 Mobile No.8076072465. Family members of the participants are NOT allowed to stay in the hostel with the participants.

<div align="center">

ISTM

</div>

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 : Litigation Management
  Course Code : LTM-10
  Date :   19 Jan 2026 to 20 Jan 2026
  Mode :   Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

<div align="center">36</div>

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

4/5

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

37

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

5/5

1817645/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 09 Oct 2025 3:56:46 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Thursday, October 9, 2025 3:17:05 PM
Subject: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

File No.: Y-14018/2/2025-ISTM

Date: 10th October, 2025

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: **Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.**

 Madam/ Sir,

        I am directed to say that a two days Workshop on Litigation Management (LTM-10) will be conducted in ISTM from 19.01.2026 to 20.01.2026. 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**.

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

1/5

1817645/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

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

05th January, 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

<div align="right">

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Coordinator

Email ID: vkbhargava.84@gov.in

</div>

Tele No. : 011-26737611

<div align="right">

ANNEXTURE

</div>

<div align="center">39</div>

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

2/5

1817645/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

COURSE INFORMATION SHEET

1.   COURSE TITLE: Litigation Management

2.   COURSE CODE: LTM-10

3.   DURATION: Two days (19.01.2026 to 20.01.2026)

4.   TIME: 09:00 AM to 5:30 PM

5.   AIM OF THE COURSE: The course aims at equipping participants with-knowledge of management of CAT & Court Cases, Procedural aspect, important case law & provisions relating to LIMBS.

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion, practical exercises, etc.

7.   PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings etc.

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

9.   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 **05th January, 2026.**

10.   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.

11. COURSE FEE:

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

(ii)   A course fee of Rs. 2000/- (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.

40

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

3/5

1817645/2025/Secretary Services

09/10/2025, 16:34　　　　Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

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.

<div align="center">

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Course Fee - ISTM

</div>

(v) Please share the copy of payment receipt on email vkbhargava.84@gov.in.

12. 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 Mobile No.8076072465. Family members of the participants are NOT allowed to stay in the hostel with the participants.

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 : Litigation Management
　Course Code :　LTM-10
　Date　：　　　　19 Jan 2026 to 20 Jan 2026
　Mode　：　　　　Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

41

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

4/5

1817645/2025/Secretary Services

09/10/2025, 16:34   Fwd: Two Days Workshop on Litigation Management (LTM-10) in ISTM from 19.01.2026 to 20.01.2026 - regarding.

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

42

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

5/5

Email   **Shri Rajeev Verma**

OFFICE OF THE CHIEF SECRETARY
GOVT. OF NCT OF DELHI
0 6 OCT 2025
DY. No. 08/2025/2040.

Invitation for Data Forum, 2025 to be held in Bhopal, Madhya Pradesh during 20-21 November - reg

From : Ms Anna Roy <adviserdma-niti@gov.in>   Mon, Oct 06, 2025 05:49 PM

Subject : Invitation for Data Forum, 2025 to be held in Bhopal, Madhya   📎1 attachment
Pradesh during 20-21 November - reg

To : Shri Rajeev Verma <csdelhi@nic.in>

Cc : Anna Roy <annaroy@nic.in>, PREETI BHATIA
<preeti.bhatia@nic.in>, Jagvir Singh <jagvir.singh17@gov.in>,
Rohit Singh <rohit.singh1109@niti.gov.in>

Sir,

In line with its commitment to fostering cooperative federalism, NITI Aayog under its State Support Mission (SSM) collaborates with states in developing capabilities to design, implement and monitor development strategies aimed at achieving green, resilient and inclusive growth for achieving Viksit Bharat by 2047. Under this initiative, NITI Aayog also organizes workshops to promote interventions, knowledge sharing, and collaborative roadmaps in various areas.

2.   Data Forum is a flagship initiative being organised by NITI Aayog under SSM, in collaboration with the World Bank. After successfully organising it in Uttar Pradesh and Odisha since 2023, the next Data Forum, 2025 is being organized on November 20-21, 2025 in Bhopal, Madhya Pradesh, in collaboration with the World Bank, focusing on the Sectoral Focus: Urban Data Ecosystem.

3.   The Forum aims at a better understanding of the current situation relating to the data ecosystem with a sectoral focus on urban data, including institutional arrangements, policies and procedures, technical and organizational capabilities for data with special focus on states. Past Data Forums has seen participation by senior state official, central government representatives, academia, researchers and international experts. Deliberations help participants to discuss and identify issue to promote the use of data and statistics for evidence-based policy making and the monitoring and evaluation of state policies and programs where representatives from Central ministries, State Governments, academicians, and researchers will discuss and deliberate on the state data ecosystem.

4.   On behalf of NITI Aayog I request you to participate, in case you are unable to participate, kindly nominate a representative not below the level of head of the concerned Department to participate. In addition, you may also consider nominating a representative at an appropriate level from any city administration in your state to participate. The tentative agenda is enclosed herewith.

5.   An early confirmation in this regard will be highly appreciated. For any additional information or queries, Shri Jagvir Singh, Under Secretary, DMA Division, NITI Aayog (Mob. 8076797356, email: jagvir.singh17@gov.in) and Shri Rohit Singh, YP, NITI Aayog (Mob. 8295560269, email: rohit.singh1109@niti.gov.in) may be contacted.

6.   We look forward to your gracious presence at the event.

Warm regards,
Anna Roy
Programme Director (DM&A)
NITI Aayog
Government of India
Tel. 011-23096786

▬ **Tentative Data Forum Agenda 2025_06.10.2025.pdf**
269 KB

43

1821759(1)/2025/Secretary Services

13/10/2025, 12:13   Fwd: Call for Nominations – 5-Day Residential Programme on Fraud Risk Management and Forensic Safeguards (27–31 Oct…

Fwd: Call for Nominations – 5-Day Residential Programme on Fraud Risk Management and Forensic Safeguards (27–31 October 2025)

Shri Rajeev Verma < csdelhi@nic.in >

Fri, 10 Oct 2025 10:07:05 PM +0530

To   "Sh Anil Kumar Singh"<secservices@nic.in>,"slaw"<slaw@nic.in>,"Bipul Pathak" <psfin@nic.in>

From: financeprograms@asci.org.in
To: mmali@asci.org.in
Sent: Friday, October 10, 2025 8:35:23 PM
Subject: Call for Nominations – 5-Day Residential Programme on Fraud Risk Management and Forensic Safeguards (27–31 October 2025)

Respected Sir/Madam,

The Administrative Staff College of India (ASCI), in collaboration with NALSAR University of Law, Hyderabad, is pleased to announce a 5-Day Residential Programme on "Fraud Risk Management and Forensic Safeguards: Mitigating Modern Threats in Financial Operations", scheduled from 27–31 October 2025 at the ASCI Campus, Hyderabad.

Why This Programme?
Financial fraud and cybercrime are escalating at unprecedented levels, demanding advanced safeguards. This programme equips participants with cutting-edge skills in fraud detection, forensic auditing, cyber risk management, and compliance frameworks, supported by hands-on labs, case studies, field exposure, and expert sessions.

Who Should Attend?
The programme is especially relevant for:
- **Policy & Regulatory Officials** from Central/State Governments, regulators, and PSUs.
- **Banking & Financial Sector Executives** (public/private/cooperative banks, NBFCs, MFIs, insurance).
- **Risk, Audit & Compliance Professionals** handling fraud prevention, internal audit, and vigilance.
- **IT & Cybersecurity Officers** engaged in digital governance, cybercrime prevention, and digital forensics.
- **Cross-Sector Leaders** from healthcare, telecom, e-commerce, infrastructure, and allied industries seeking stronger fraud safeguards.

Programme Highlights

- Practical exposure to advanced forensic & cyber fraud detection tools (FTK, OSINT, Maltego, Wireshark, PyOD, MITRE ATT&CK, etc.)

- Legal & regulatory insights (IT Act, RBI Act, PMLA, Companies Act)

- Case studies on landmark financial frauds & cyber incidents

- **Field Visit**: Telangana Cyber Security Bureau

1821759(1)/2025/Secretary Services

13/10/2025, 12:13 Fwd: Call for Nominations – 5-Day Residential Programme on Fraud Risk Management and Forensic Safeguards (27–31 Oct…

- Networking & cultural immersion (Golconda Fort Sound & Light Show, farewell dinner)

We invite your esteemed organisation to nominate officers/professionals for this highly relevant programme and join us in strengthening institutional resilience against fraud and cyber threats. The detailed programme brochure and nomination form are attached for reference.

Warm regards,

Dr. Mohammed Mujahed Ali
Programme Director, Centre for Management Studies
Administrative Staff College of India, Hyderabad
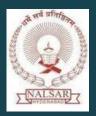Mobile: 9849891687
Email: mmali@asci.org.in

--

Regards
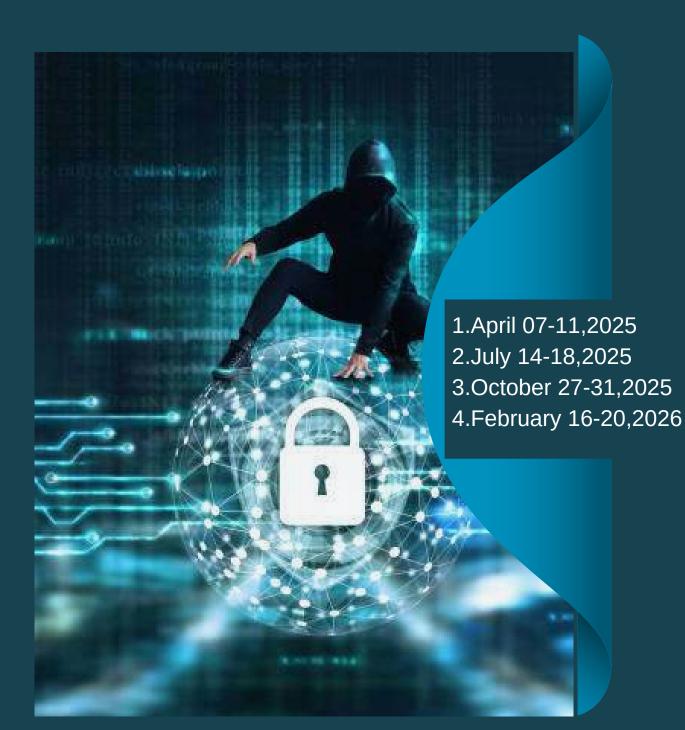O/o The Chief Secretary, Delhi

---

1 Attachment(s)

61164_Fraud-Risk-Manageme…
2.6 MB

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

2/2

Programme on
Fraud Risk Management and Forensic Safeguards:
Mitigating Modern Threats in Financial Operations

1.April 07-11,2025
2.July 14-18,2025
3.October 27-31,2025
4.February 16-20,2026

Administrative Staff College of India
(accredited as उत्कृष्ट by Capacity Building Commission, GoI)

&

NALSAR University of Law

This training programme is aligned to the Karmayogi competency on **Vigilance Administration, Litigation Management, and Financial Management.**

PROGRAMME OVERVIEW

The occurrence of fraud has reached a colossal scale, making its identification, detection, and prevention more critical than ever. Fraud is a pervasive threat in today's financial and operational landscape, with both traditional financial fraud and advanced cyber fraud posing significant risks. The **5-Day Management Development Programme (MDP)** on **Fraud Risk Management and Forensic Safeguards: Mitigating Modern Threats in Financial Operations** is designed to equip participants with the knowledge, tools, and skills necessary to effectively manage and mitigate fraud risks.

This programme, jointly organized by the **Administrative Staff College of India (ASCI)** and the **NALSAR University of Law**, offers a unique blend of theory, practical exposure, and actionable insights. It is tailored for officials in central and state governments, executives from financial institutions, compliance officers, risk managers, and audit professionals. Participants will gain a holistic understanding of fraud risk management across financial and cyber domains. The programme balances traditional fraud prevention approaches with cutting-edge digital forensics and cybersecurity practices, ensuring applicability to modern challenges.

KEY FEATURES

1. **Comprehensive Curriculum**: Covers the entire fraud risk management lifecycle, including identification, assessment, mitigation, investigation, and recovery.

2. **Interactive Lab Sessions**: Hands-on practice with advanced tools and techniques such as:

   - **OSINT Framework**: Criminal IP, Zoom Eye, Social Links – Crime wall, NMAP, WIRESHARK, IP quality score Etc
   - **Kali Linux FTK**: Understanding Social Media Engineering attack tooltkit – Spiderfoot, Shodan, Maltego

     Tazama Real-Time Open Source Software for Fraud Detection For cybersecurity and fraud investigation.

     Exploring the Cyber forensics life cycle using Access Data FTK, Autopsy Forensic Browser on devices with digital artifacts for Imaging, Hashing, Carving, Analysis and Reporting as per the legal framework.

   - **PyOD**: A Python toolkit for outlier detection and fraud analytics.
   - **Maltrail**: A malicious traffic detection system for cyber fraud in financial transactions.
   - **MITRE ATTACK Frameworks**: A open framework for implementing cybersecurity detection and response programmes using a global knowledge base (Pubic records – surface, deep and dark) of adversarial tactics, techniques, and procedures (TTPs) based

- on real-world observations, Framework further helps us to understanding Cyber Kill chain, cyber fraud Incidence response and mitigation procedures.
- **Enterprise   Fraud Detection Tools**: SEON.IO, FRAUDLABS, SIMILITY, RISKIFIED etc.

3. **Real-World Case Studies**: Explore landmark fraud incidents, including insider fraud, cyber heists, and operational failures.

4. **Legal and Regulatory Frameworks**: Insights into laws such as the Information Technology Act, Companies Act, RBI Act, and Prevention of Money Laundering Act, along with their implications in fraud cases.

5. **Forensic Safeguards**: Learn digital forensics techniques for evidence collection, fraud investigation, and preparing reports for court submission.

6. **Final Group Project**: A simulation-based fraud risk management project to integrate learning into a practical, actionable framework.

IMPACT

- Recognize and address emerging fraud risks in financial and operational domains.

- Implement comprehensive fraud risk management frameworks.

- Use advanced digital forensic tools and techniques for fraud detection and analysis.

- Understand the legal and regulatory implications of financial and cyber fraud.

- Develop actionable fraud response plans, including investigation and reporting.

CONTENT

Overview of Fraud Risk Management in Financial Operation - Risk Assessment and Fraud Detection Techniques - Building a Fraud Risk Management Framework - Forensic Accounting and Fraud Investigation - Role of forensic accountants in fraud detection and investigation - Investigative Procedures and Evidence Collection - Legal and Ethical Considerations in Forensic Investigations - Cyber Fraud and Modern Threats in Financial Operations - Protecting Financial Operations from Cyber Threats- Using AI and machine learning in fraud prevention - Legal and Regulatory Framework for Cyber Fraud - Forensic Safeguards and Anti-Fraud Technologies - Anti-Fraud Technologies and Tools - Case Study: Implementation of Forensic Safeguards in Financial Institutions - Real-world examples of successful fraud mitigation strategies - Developing a Fraud-Resistant Organizational Culture - Future of Fraud Risk Management.

PARTICIPANTS PROFILE

This programme equips professionals with the skills and insights needed to effectively manage fraud risks and safeguard financial operations, blending theoretical foundations with practical exposure. It addresses both traditional financial fraud and emerging cyber threats, making it ideal for a diverse range of participants, including:

1. Government officials and policymakers at central and state levels
2. Bank officials and financial executives responsible for regulatory oversight and anti-fraud strategies

3. Compliance, legal, and risk management professionals ensuring adherence to legal and regulatory standards
4. Audit professionals involved in detecting and preventing fraud
5. Officers managing and implementing digital transformation and digital governance projects
6. IT and cybersecurity professionals focused on mitigating cyber risks and conducting digital forensics
7. Industry leaders in banking, healthcare, and technology
8. Academicians and researchers advancing fraud risk management and digital forensics practices

Organisational sponsorship is essential

VENUE

The programme is conducted at the picturesque campus of ASCI, Hyderabad. It is fully residential, and participants will be accommodated in air-conditioned single-occupancy rooms. The college does not provide accommodation for family members. The campus is comprehensively Wi-Fi enabled.

PROGRAMME DURATION AND DATE

The programme duration is **5** days**.** The participants are expected to arrive a day before commencement and may leave after the conclusion of the programme.

The dates are as follows
1. **April 07 - 11, 2025**
2. **July 14 - 18, 2025**
3. **October 27 - 31, 2025**
4. **February 16 - 20, 2026**

PROGRAMME FEE

Residential Fee: Rs. **69,500/-** (US $1086 for foreigners) plus GST as applicable, presently 18% per participant. The fee covers tuition, board and lodging, courseware (in electronic form), and other facilities of the College including internet usage.

Non-Residential Fee: **Rs.59,500/-** plus GST as applicable, presently 18% per participant. The fee covers tuition, courseware (in electronic form) working lunch, and other facilities of the College including internet usage.

A discount of 10% on the Programme fee will be given for three or more participants nominated by the same organisation, provided the payment is credited into our Bank account at least a week before the Programme Date.

Note: Kindly forward us the details of Bank / Wire transfer of fee payment indicating the programme title and date to **poffice@asci.org.in** for confirmation.

Bank details are given below:

For Indian Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
IFSC Code	SBIN0020063
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082

For Foreign Participants:

Bank Account Number	62090698675
Beneficiary Name	Administrative Staff College of India
Swift Code	SBININBB327
Bank Name	State Bank of India
Branch Address	Bellavista Branch, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082.
Country	India

MEDICAL INSURANCE

The nominees are requested to carry with them the proof of Medical Insurance. The sponsoring agency is required to endorse the nominees' medical coverage in the event of hospitalization

ASCI ALUMNI ASSOCIATION

Participants of the College programmes will automatically become members of the ASCI alumni association.

CERTIFICATE OF PARTICIPATION

The College issues a Certificate of Participation on conclusion of the programme.

Programme Directors

Dr. K. V. K. Santhy / Dr. Mohd Mujahed Ali

Email: santhy@nalsar.ac.in / mmali@asci.org.in

Administrative Staff College of India (ASCI) is taking all the precautionary measures and following all the norms (in light of COVID 19) to provide a safe environment for the participants who are visiting our Campus to attend the Training Programmes.

ABOUT ASCI

ASCI is the first Management Development Institution set up in the country at the instance of the Government of India and industry in 1956 to impart state-of-the-art management education for practicing managers, a legacy that we proudly take forward with a strong alumni of over 1,75,500. We are proud of our alumni which includes the leaders of Indian industry and senior Civil Servants in the government, public sector undertakings to be a part of this unique organisation. We are thankful to you all for the support extended in the past and look forward to your continuing patronage in 2025-26.

Also, ASCI conducts customized programmes for Government of India, State Governments, Public Sector, Private Sector and various international organisations. Our experienced faculty bring to the table a wealth of academic credentials, rich industry exposure and act as a catalyst in the classroom discussions, case study analyses and tutorials. Our faculty also conduct international programmes which provide an exposure to the global best practices. In addition to this, faculty at ASCI also carry out large number of management research activities (typically about 100 each year) which helps them provide the much needed value addition in the training programmes. In addition, we conduct non-residential programmes at our New Delhi Centre as well as off-campus programmes at the venue of the client's choice.

Administrative Staff College of India
Bella Vista, Raj Bhavan Road, Khairatabad, Hyderabad - 500 082, India.
Telefax (Programmes Office) : 0091-40-23324365
Mobile: 9246203535, Phone : 0091-40-66534247
Fax : 0091-40-66534356

College Park Campus

ASCI, Road No.3, Banjara Hills,
Hydeabad-500 034, Telangana, India
+91-40-66720700/01/02/05
+91-40-66720725

Delhi Campus

ASCI, C-24,Institutional Area, South of IIT
Behind Qutub Hotel, New Delhi-110016.
+91-11-26962204,26961750,26961850
+91-11-26866097

51

www.asci.org.in

ABOUT NALSAR

NALSAR University of Law was established by Act 34 of 1998 with the objective of imparting comprehensive legal education while promoting cultural, legal and ethical values so as to foster the Rule of Law. The University is committed to ensure highest quality in imparting legal education and undertaking research on contemporary areas in order to produce socially relevant lawyers. University also has the mandate to promote legal awareness in the community for achieving social and economic justice and to improve the ability of the public to objectively analyse contemporary issues of collective concern, specifically by assessing their legal implications.

The University campus is located on a sprawling 50-acre site abutting the Shameerpet Lake about 26 kilometres from Hyderabad. University has state-of-art infrastructure with a well-equipped Library.

NALSAR is recognized under Sections 2(f) and 12B of the UGC Act, 1956. It has been repeatedly acknowledged as one of the leading places for legal education in the South Asian region, with its academic standards being comparable to the best institutions of legal education in the world. In recognition of the same, the National Assessment and Accreditation Council (NAAC) awarded it 'A++' grade with a high score of 3.52 out of 4.00 in Cycle II, which till date is the highest among the National Law Universities (NLUs). NALSAR has also been graded as a 'Category-I University' by the UGC under the Categorization of Universities (only) for Grant of Graded Autonomy Regulations, 2018. NALSAR has been ranked as third by NIRF under the LAW category consecutively for the past four years.

Apart from Undergraduate 5-year B.A., LL.B.(Hons.), One Year LL.M. Programme, 2-Year LL.M. in Insolvency & Bankruptcy Laws and Ph.D. Programmes, the University through its Department of Management Studies also offers the 2-Year M.B.A. Programme and 5-Year Integrated Management Programme – BBA MBA in regular mode. To disseminate knowledge and to provide avenues for the working professionals, the University through its Centre for Distance and Online Education (CDOE) has been offering Master's and Advanced Diploma programmes through Open and Distance Learning mode in the emerging and contemporary areas for almost the last two decades.

52

Nomination Form
Programme on
Fraud Risk Management and Forensic Safeguards: Mitigating Modern Threats in Financial Operations
1. April 07-11,2025
2. July 14-18,2025
3.October 27-31,2025
4. February 16-20,2026

Nominee's Contact Information

Name (Mr/Ms) :	Date of Birth:
Designation :	Qualification:
Organisation :	
Address :	
Phone(s) : Office:	Mobile: Home:
e-mail :	Fax:

Sponsors Details

Name of the Sponsoring Authority: :	Designation:
Organisation :	
GSTIN Number:	
Address :	
	Pincode:
Phone(s) : Office:	Mobile:
e-mail :	Fax:

Fee particulars

Amount Payable	:	Mode of Payment (DD/Ch/NEFT):
Name of the Bank	:	Date of Instrument/Transfer:
Instrument Number:		UTR Number for NEFT

Medical Insurance:

Name of the Insurance Agency	Policy Number	Validity upto
Note: Coverage should be available in Hyderabad, India.		

Signature and Official Seal of the Sponsoring Authority:

NOTE: Forward nomination form to: **Mr. G. Sreenivasa Reddy, Programmes Officer,** Administrative Staff College of India, Bella Vista, Hyderabad-500 082. Phone: 0091-40-66534247, 66533000, Mobile: 9246203535, Fax: 0091-40-66534356, e-mail: **poffice@asci.org.in**

1824663(1)/2025/Secretary Services

14/10/2025, 12:52   Fwd: Inviting nominations for the Capacity Building Training Program at AJNIFM, Faridabad - reg.

Fwd: Inviting nominations for the Capacity Building Training Program at AJNIFM, Faridabad - reg.

Shri Rajeev Verma < csdelhi@nic.in >

Mon, 13 Oct 2025 6:42:01 PM +0530

To   "Sh Anil Kumar Singh"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

From: "Capacity Building Unit" <cbu-dea@gov.in>
To: "K. Vijayanand, IAS" <cs@ap.gov.in>, "Manish Kumar Gupta" <cs-arunachal@nic.in>, "Dr. Ravi Kota" <cs-assam@nic.in>, "Chief Secretary, Bihar" <cs-bihar@nic.in>, "Chief Secretary Office Chhattisgarh" <csoffice.cg@gov.in>, "Dr. V Candavelou IAS" <cs-goa@nic.in>, csguj@gujarat.gov.in, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-hp@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "CS Mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Rajeev Verma" <adviser-chd@nic.in>, "Shri Amit Singla" <advisor-dnh-dd@daman.nic.in>, "Shri Amit Singla" <devcom-dd@nic.in>, "Advisor to the Administrator UTL" <lk-advisor@gov.in>, "Advisor to LG" <advisor-lg-ladakh@gov.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Shri Rajeev Verma" <csdelhi@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs@py.gov.in>
Cc: "seema joshi" <seema.joshi@gov.in>, "Harish Yadav" <harish.yadav@nic.in>, "Solomon Arokiaraj" <js-infradea@gov.in>
Sent: Monday, October 13, 2025 4:20:30 PM
Subject: Inviting nominations for the Capacity Building Training Program at AJNIFM, Faridabad - reg.

Respected Sir/Madam,

Please find attached herewith DEA's office memorandum dated 13.10.2025 inviting nominations for the Capacity Building Training Programs scheduled at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad. Nomination proforma and SOP is also attached for ready reference.

Regards

Section Officer, Capacitu Building Unit
Infrastructure Finance Secretariat, DEA

--

54

1824663(1)/2025/Secretary Services

14/10/2025, 12:52   Fwd: Inviting nominations for the Capacity Building Training Program at AJNIFM, Faridabad - reg.

Regards
O/o The Chief Secretary, Delhi

---

3 Attachment(s)

DEAs O.M. dated 13-10-2025 f…	SOP-2-1.pdf
465.2 KB	220.7 KB

Nomination Proforma(10)(2).d…
14 KB

F.No. 3/2/2021-CBU-Part (3)
Government of India
Ministry of Finance
Department of Economic Affairs
Infrastructure Finance Secretariat
Infrastructure Policy & Planning Division
Capacity Building Unit

Room No. 405, STC Building
Janpath, New Delhi
Dated: 13th October, 2025

OFFICE MEMORANDUM

Subject: Inviting nominations for Capacity Building Training Program at Arun Jaitley National Institute of Financial Management (AJNIFM), Faridabad – reg.

Department of Economic Affairs (DEA) is mandated with the work of organizing capacity building training programs on regular basis for officials involved in infrastructure project conceptualization, structuring, planning, implementation, and monitoring etc.

2. To strengthen this objective, DEA has collaborated with AJNIFM, Faridabad to conduct following offline training programs:

S. No.	Program Name	Duration	Date	Target Audience
1.	Workshop on Public Private Partnership (PPP) for Middle Management level Officer	03 days	1st to 3rd December, 2025	The workshop is tailored for officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Govt. involved in infrastructure development and public service delivery.
2.	Workshop on Public Private Partnership (PPP) for Leadership level Officer	03 days	15th to 17th December, 2025	The workshop is tailored for senior officials, project managers, investors, financial analysts, and professionals from Central Govt. & State Government involved in infrastructure development and public service delivery.

3. Accordingly, nominations of 1-2 officers from your Ministry/ Department/ Organization are invited for the different training programs as per the target audience mentioned above. Each program has limited seats and can accommodate only 30-35 participants. The nomination for each of the training program may kindly be sent latest by 2 weeks prior to the start of the training program. The nominations, as per the proforma placed below, may kindly be sent to the email id: cbu-dea@gov.in

4. It is stated that training fees and expenses on account of accommodation & food will be borne by DEA for these training programs. Confirmation of participation of the nominated officers (if selected) for the said trainings will be conveyed separately by DEA (SOP for the nomination process is attached for reference).

Encl: As above

(Seema Joshi)
Director

To,
(iv)   The Secretaries of all Ministries/Departments Under Central Government of India
(v)   The Chief Secretaries of all the State / UTs in India
(vi)   CPSEs

56

Capacity Building Trainings by Premier Institutes/Organizations: An Initiative by the Department of Economic Affairs

SOP/Guide for Government officials on Training Nomination Process

Below process for selection of officials for in-person trainings designed and sponsored by **Department of Economic Affairs (DEA)**

| 1 | DEA informs about Ministries & State Governments about Training Calendar and calls for Nominations |

↓

| 2 | Public Authority provides nomination list of officials with complete details in format shared by DEA |

↓

| 3 | DEA shortlists officials-based on training batch strength and shares the shortlist with public authorities for final confirmation |

↓

| 4 | Officials shortlisted for training provide confirmation in accordance with deadlines provided by DEA |

↓

| 5 | If confirmed participants are less than batch strength, DEA shortlists further officials for confirmation |

↓

| 6 | DEA shares final list of confirmed participants with training partner (institute/organization) |

Important Information:

1. Initial nomination provided by public authority not to be considered as confirmation of training – Please refer steps above.

2. Only officials shortlisted and confirmed by DEA for a training shall be considered for a training - Please refer steps above.

3. No officials shall be accommodated for training for on-the-spot registrations, a prior official confirmation needs to be provided to DEA

4. Cancellation after nomination should be informed in advance (at least 5 working days prior) to the training commencement. This is required to

Capacity Building Unit,
Infrastructure Finance Secretariat,
Department of Economic Affairs,
Ministry of Finance, Govt. of India

ensure that the seats are timely substituted/de-allocated and there is no financial loss.

5. If cancellation of nomination is not intimated prior to training commencement – DEA may choose not to accept further nominations of the officer/organization for any future trainings

6. The official is to ensure strict punctuality and attendance during the training. Attendance will be monitored, and certificate will be provided to those participants who attend all sessions. Absence from classes or sessions will be brought to the notice of DEA by the training partner – no certificate will be issued in such cases for training

7. Participants must make their own travel arrangements i.e., flight tickets, airport transfers, cab etc. to reach the training location. No such requests are to be made to the training partners (institute/professional body).

8. The training partners will provide accommodation only for the training duration. No separate requests for accommodation are to be made to training partners.

9. Officials are requested to plan leisure or travel within or near the training campus outside of training session hours. No travel arrangement will be provided by the training partner (institute/professional body) for such plans.

10. Site visit/travel requests are not part of the training program, and no such requests are to be made to the Training Partner (institute/professional body).

11. All communication pertaining to nominations are to be **sent via email only** to:

Capacity Building Unit (CBU),
Infrastructure Finance Secretariat (IFS),
Dept. of Economic Affairs, Ministry of Finance, Government of India
4th Floor, STC Building, Janpath, New Delhi 110001
M: +91 9910370054, +91 9891186736
E: cbu-dea@gov.in

Page **2** of **2**

Nomination Proforma

S. No.	Name, email and mobile number	Designation	Department/ Ministry/ Organization	Work Profile in brief (50 words)

59

Fwd: Responsible use of AI in Workplace by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Tue, 14 Oct 2025 9:50:23 AM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: "csoffice cg" <csoffice.cg@gov.in>
Sent: Tuesday, October 14, 2025 9:23:21 AM
Subject: Responsible use of AI in Workplace 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 :	Responsible use of AI in Workplace
Course Code :	RU-AI-W-07
Date :	15 Dec 2025 to 16 Dec 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

60

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(1) (Computer No. 288912)
about:blank
Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 17/10/2025 05:44 pm

1/1