

Fwd: MS-Office Suite by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 22 Oct 2025 5:24:32 PM +0530

To "Secretary Services"<secservices@nic.in>,"Sh. Sandeep Kumar"<secyit@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 22 Oct 2025 16:43:21 +0530

Subject: MS-Office Suite by ISTM

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



Sir/Madam,

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

Course Name : MS-Office Suite

Course Code : MS-OS-11

Date : 27 Jan 2026 to 28 Jan 2026

Mode : Offline

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

Fwd: MS-Office Suite by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 22 Oct 2025 5:24:32 PM +0530

To "Secretary Services"<secservices@nic.in>,"Sh. Sandeep Kumar"<secyt@nic.in>

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

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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-Office Suite

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Date : 27 Jan 2026 to 28 Jan 2026

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

Fwd: e-Record Management by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 22 Oct 2025 5:21:27 PM +0530

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

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

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

Date: Wed, 22 Oct 2025 16:36:34 +0530

Subject: e-Record Management by ISTM

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



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-24

Date : 06 Jan 2026 to 06 Jan 2026

Mode : Online

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: e-Record Management by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 22 Oct 2025 5:21:27 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 22 Oct 2025 16:36:34 +0530

Subject: e-Record Management by ISTM

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



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-24

Date : 06 Jan 2026 to 06 Jan 2026

Mode : Online

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

Regards

Balaji N

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Three Days Workshop on e-Procurement & GeM (WEP&GeM-05) in ISTM from 27.01.2026 to 29.01.2026 - regarding.

Shri Rajeev Verma <csdelhi@nic.in>

Fri, 24 Oct 2025 12:43:51 PM +0530

To "Secretary Services"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Fri, 24 Oct 2025 11:05:15 +0530

Subject: Three Days Workshop on e-Procurement & GeM (WEP&GeM-05) in ISTM from 27.01.2026 to 29.01.2026 - regarding.

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

File No.: Y-17024/5/2025-ISTM

Date: 24th 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: Three Days Workshop on e-Procurement & GeM (WEP&GeM-05) in ISTM from 27.01.2026 to 29.01.2026 - regarding.

Madam/ Sir,

I am directed to say that a three days Workshop on e-Procurement & GeM (WEP&GeM-05) will be conducted in ISTM from 27.01.2026 to 29.01.2026. 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**.

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
12th 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\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)
Tele No. : 011-26737611

ANNEXTURE

COURSE INFORMATION SHEET

- 1. COURSE TITLE:** Workshop on e-Procurement & GeM
- 2. COURSE CODE:** WEP&GeM-05
- 3. DURATION:** Three days (27.01.2026 to 29.01.2026)
- 4. TIME:** 09:00 AM to 5:30 PM
- 5. AIM OF THE COURSE:** To develop skills required for the work in the area of e-procurement.
- 6. METHODOLOGY:** The Workshop shall be conducted through offline mode, including lecture and discussion.
- 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, who have login ID on GeM Portal.
- 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 **12th 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. 3000/- (Rupees Three Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous

Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

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

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Website – Bharatkosh.gov.in
Ministry – Personnel. P.G & P
Course Fee - ISTM

(v) Please share the copy of payment receipt on email vkbhargava.84[at]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.



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Mode : Offline

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Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

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Course Fee - ISTM

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Course Code : WEP&GeM-05

Date : 27 Jan 2026 to 29 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)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: JO- Invitation of nominations for ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh w.e.f. 02 to 04.12.25.**Shri Rajeev Verma** <csdelhi@nic.in >

Thu, 16 Oct 2025 5:01:09 PM +0530

To "Secretary Services"<secservices@nic.in>,"Bipul Pathak"<pshome@nic.in>,"Sh. Sandeep Kumar"<secyit@nic.in>

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

From: Sushil Kumar <cdti-training@chd.nic.in>

To: "cs-uttarakhand"<cs-uttarakhand@nic.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>, "karmikanubhag1"<karmikanubhag1@gmail.com>, "cruitda"<cru.itda@uk.gov.in>, "cs-hp"<cs-hp@nic.in>, "Section Personnel"<persbr4-hp@nic.in>, "cs"<cs@punjab.gov.in>, "cs-jandk"<cs-jandk@nic.in>, "Mr VARDHAN"<cs@hry.nic.in>, "H. Rajesh Prasad"<adviser-chd@nic.in>, "Advisor LG"<advisor-lg-ladakh@gov.in>, "pstocomsecuti"<pstocomsecuti@gmail.com>, "Shri Dev"<csdelhi@nic.in>

Date: Thu, 16 Oct 2025 16:46:02 +0530

Subject: JO- Invitation of nominations for ONLINE mode course on 'Cyber Awareness' to be conducted by CDTI, Chandigarh w.e.f. 02 to 04.12.25.

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

Respected Sir/Madam,

With reference to our attached letter No.3/CDTI/TRG/2025-26/3557-65 dated 16.10.25, it is requested to kindly send nominations for the Online course on 'Cyber Awareness about Safe use of Smart Devices and Cyber Security' as per schedule mentioned in reference letter.

2. Also requested to kindly occupy all allotted 10 seats.

Regards

Director
CDTI, Chandigarh

1 Attachment(s)

AO-Invitation nominations-Onli...

1 MB



Central Detective Training Institute

Bureau of Police Research & Development,
Govt of India, Ministry of Home Affairs,
CFIs Complex, Sec 36A, Chandigarh
Tel. 0172-2602216 & 2647465
Telefax: 0172-2660312
Email: cdtstrg@chd.nic.in

SPEED POST/EMAIL

No.3/CDTI/TRG/2025-26/3557-65

Dated: 16th October, 2025

To

1. **The Chief Secretary, Uttarakhand**, 4 Subhash Road, Uttarakhand Secretariat, Dehradun-248001, Uttarakhand. → 3557
2. **The Chief Secretary, Himachal Pradesh**, H.P. Secretariat, Shimla-171002 - → 3558
3. **The Chief Secretary, Punjab**, Room No. 26, 6th Floor, Punjab Secretariat, Sector-1, Chandigarh. → 3559
4. **The Chief Secretary, J&K**, Room No. 2/7, 2nd Floor, Main Building, Civil Secretariat, Jammu-180001. → 3560
- 4 A. **The Chief Secretary, J&K**, Room No. 318, 3rd Floor, Civil Secretariat, Srinagar, Kashmir-19001 → 3561
5. **The Chief Secretary, Haryana**, Room No. 4, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. → 3562
6. **The Chief Secretary, Chandigarh**, UT Secretariat, Sector-9, Chandigarh, → 3563
7. **The Advisor to Hon'ble Lt. Governor (Home/Finance)**, Civil Secretariat, Leh-Ladakh-194101. → 3564
8. **The Chief Secretary, NCT of Delhi**, 3rd level, Delhi Secretariat, IP Estate, New Delhi -110002. → 3565

Sub: **INVITATION FOR NOMINATIONS FOR ONLINE MODE COURSE ON 'CYBER AWARENESS ABOUT SAFE USE OF SMART DEVICES AND CYBER SECURITY' FOR ADMINISTRATIVE OFFICERS TO BE CONDUCTED BY CDTI, CHANDIGARH W.E.F. 02.12.25 TO 04.12.25- REG.**

Sir/Madam,

The Central Detective Training Institute, Chandigarh, functioning under the aegis of Bureau of Police Research & Development, Ministry of Home affairs, Govt. of India, conducts various courses on Crime Investigation and legal aspects related to criminal justice system. These courses are attended by the Police officers of India as well as foreign countries, Judicial Officers, prosecutors, Officers of State Administrative Services, Prison Officers, Wildlife & Forest Officers, and from the feedback provided by the participants of our previous courses, it has been observed that the courses have been found to be highly beneficial by them.

-2-

2. CDTI, Chandigarh has planned to hold a **03 days' Online mode course for the Officers of State Administrative Services of our jurisdictional States/UTs** to make them aware about **'Cyber awareness about safe use of smart devices and Cyber Security'**. The Institute has very competent faculty to deal with this topic and the participants would surely benefit from the interactions. The schedule of the Online Course is given below:-

S. No.	Topic	duration	from	to	Level of participants	Seats allotted
1.	03 days' Online mode course on 'Cyber Awareness about safe use of smart devices and cyber security' for Administrative officers of States.	Online	02.12.25	04.12.25	'Officers of State Administrative Services' i.e. DM's, ADM's, BDO's, Tehsildars, etc.	10 seats for each State/UT

3. It is requested that the nominations of ten (10) Officers of State Administrative Services may kindly be sent to the undersigned through email cdtstrg@chd.nic.in (**kindly note-nomination by email is must**) and by Fax 0172-2660312 (**optional**) as per format given below:-

S.No.	Name & post of officer	Present place of posting	Mobile No.	Whatsapp No.	email i.d. (NIC email IDs preferable)
1.					

4. I shall feel highly thankful, if you kindly utilize all allotted seats for the aforesaid Online Course by nominating Administrative officers of your esteemed State.

5. **JOINING INSTRUCTIONS FOR ONLINE MODE COURSES:**

General Instructions for Online-Classes for Participants/Trainees:


- (i) **The officers can attend the classes from their official workplace. They can use desktops, laptops or even their Smart phones to attend sessions.**
- (ii) **There will be only three (3) sessions every day of 80 minutes duration each. The sessions will be held from (first) 1020 hrs to 1140 hrs. (2nd) 1200 hrs to 1320 hrs., and (3rd) 1430 hrs to 1550 hrs.**
- (iii) The officers are advised to use their proper names while registering/logging in, to be easily identified.
- (iv) NIC e-mail IDs are preferable along with nominations but at this stage not many would have NIC IDs, and their current e-mail IDs are acceptable for registering them and forwarding Course Link for online classes.
- (v) All the officers must ensure that they have robust internet connectivity so that the e-learning process can go on uninterrupted and without buffering.
- (vi) If the officer is not using an official location for attending the e-class, he should ensure that no one else apart from him overhears the proceedings.
- (vii) **Security Precautions:** Please note that deliberations during training sessions are confidential. These are meant strictly for trainees' learning. Under no circumstances, the 'links' for a particular e-learning class should be shared on any social media platform or other public forums as it can allow anyone to get the link and join the e-class and be privy to the entire proceedings.

-3-

- (b) The classes will be held online on **WebEx platform**. We will share the link of the classes well in advance with all the nominated officers and also send online registration links. The participants are to ensure that they get themselves registered by 9.30 AM on the day of commencement of the course.
- (c) You will also be sent link of Daily Feedback form everyday and you are requested to fill up and send it back every day by 8 pm.
- (d) A link of Final Feedback form will also be sent to you and you have to send it back duly filled in by 8 pm on the last day.
- (e) All important information will be sent to trainee officers on Whatsapp group. Please keep on checking it.
- (f) For any query, you may contact Sh. Gurcharan Singh, Cyber Faculty, at his Mob. No.97817-13329.

Copy of the joining instructions may also please be sent to the individual officers nominated for the courses so that they are well aware of the instructions and other norms before their arrival at the CDTI Chandigarh.

Yours faithfully,


(Dr. Kulwant Singh, IPS)
Director

Fwd: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM**Shri Rajeev Verma** <csdelhi@nic.in>

Wed, 22 Oct 2025 12:01:13 PM +0530

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

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

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

Date: Wed, 22 Oct 2025 11:58:20 +0530

Subject: Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place by ISTM

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

 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 : Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place

Course Code : POSH-29

Date : 05 Jan 2026 to 06 Jan 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Kind reminder for Inviting the nominations for "8th Comprehensive Course on Disaster Risk Management", scheduled to be held from 17th to 28th November 2025, at NIDM Campus, Delhi.

Shri Rajeev Verma <csdelhi@nic.in >

Mon, 27 Oct 2025 1:30:19 PM +0530

To "Secretary Services"<secservices@nic.in>,"DDMA"
<ddma.covid19delhi@gmail.com>,"Divisional Commissioner"<divcom@nic.in>

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

From: Ms. Gita Sharma NIDM <gita.nidm@nidm.gov.in>

To: "vjanand"<vjanand@nic.in>, "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-goat"<cs-goat@nic.in>, "sec-fin"<sec-fin@goa.gov.in>, "sect-cmogoa"<sect-cmogoa@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "csguj"<csguj@gujarat.gov.in>, "cs-haryana"<cs-haryana@nic.in>, "cs-hp"<cs-hp@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "dg-atimysore"<dg-atimysore@ka.gov.in>, "secyrelief-rev"<secyrelief-rev@karnataka.gov.in>, "secydm"<secy.dm@gmail.com>, "chiefsecy"<chiefsecy@kerala.gov.in>, "saradalsg"<saradalsg@gmail.com>, "cs"<cs@mp.nic.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cyrildiengdoh"<cyril.diengdoh@gov.in>, "cs-mizoram"<cs-mizoram@nic.in>, "cs_miz"<cs_miz@rediffmail.com>, "csmizoram"<csmizoram@gmail.com>, "csnsl"<csnsl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "cs"<cs@punjabmail.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs"<cs@tn.gov.in>, "adisec"<adisec@tn.gov.in>, "cs"<cs@telangana.gov.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>, "cs-uttarakhand"<cs-uttarakhand@nic.in>, "cs-uttaranchal"<cs-uttaranchal@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "westbengal"<westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "admnchandigarh"<admnchandigarh@nic.in>, "adviser-chd"<adviser-chd@nic.in>, "devcom-d"<devcom-d@nic.in>, "advisor-dnhdd"<advisor-dnhdd@daman.nic.in>, "devcom-dd"<devcom-dd@nic.in>, "csdelhi"<csdelhi@nic.in>, "cspondicherry"<cspondicherry@nic.in>, "cs"<cs@py.gov.in>, "cspon"<cs.pon@nic.in>, "secyfin"<secyfin@py.gov.in>, "cs-jandk"<cs-jandk@nic.in>, "pkotwaljk"<pkotwaljk@gmail.com>, "advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>, "ladakhdivcom"<ladakhdivcom@gmail.com>, "dclh-jk"<dclh-jk@nic.in>, "psadvisor"<ps.advisor@ladakh.gov.in>, "eerbakp"<eerbakp@gmail.com>, "serbkkd"<serbkkd@yahoo.co.in>

Cc: "secy215"<secy.215@and.nic.in>, "Janikram"<Janik.ram@gov.in>, "ddmand"<ddm.and@nic.in>, "statecontrolroom"<statecontrolroom@gmail.com>, "commr_relief_rev"<commr_relief_rev@ap.gov.in>, "seoc-apsdma"<seoc-apsdma@ap.gov.in>, "ed-apsdma"<ed-apsdma@ap.gov.in>, "danisulu"<danisulu@gmail.com>, "sec-fin"<sec-fin@goa.gov.in>, "sect-cmogoa"<sect-cmogoa@nic.in>, "ceo-gsdma"<ceo-gsdma@gujarat.gov.in>, "ceo"<ceo@gsdma.org>, "info"<info@bsdma.org>, "aceo-gsdma"<aceo-gsdma@gujarat.gov.in>, "fcr"<fcr@hry.nic.in>, "secretaryrevenue2"<secretaryrevenue2@gmail.com>, "revsecy-hp"<revsecy-hp@nic.in>, "sdma-hp"<sdma-hp@nic.in>, "alaukiksharma95"<alaukik.sharma95@hp.gov.in>, "rohituprofft"<rohituprofft@gmail.com>, "heerrk77"<heerrk77@gmail.com>, "drkrishanchand"<dr.krishanchand@hp.gov.in>, "monikakatariadmc"<monika.katariadmc@gmail.com>, "dmrrr-sec"<dmrrr-sec@jk.gov.in>, "jk-sdma19"<jk-sdma19@jk.gov.in>, "jksdma"<jksdma@gmail.com>, "disasteroffice-jhr"<disasteroffice-jhr@jharkhandmail.gov.in>, "dmckar"<dmc.kar@gmail.com>, "revenueadmkar"<revenueadmkar@gmail.com>, "secydm"<secy.dm@gmail.com>, "dsdmsr"<dsdmsr@gmail.com>, "secyrelief-rev"<secyrelief-rev@karnataka.gov.in>, "director"<director@ksndmc.org>, "sodmrevenue"<sod16revenue@gmail.com>,

"commissionerkarnatakasdma"<commissionerkarnatakasdma@gmail.com>,
 "seockarnataka"<seockarnataka@gmail.com>,"seocgok"<seoc.gok@gmail.com>,
 "keralasdma"<keralasdma@gmail.com>,"commissionerdmkerala"
 <commissionerdmkerala@gmail.com>,"hraksdma"<hraksdma@gmail.com>,"secyhomep"
 <secyhomep@mp.gov.in>,"reliefcom"<reliefcom@mp.nic.in>,"mpstatecoordsdma"
 <mpstatecoord.sdma@mp.gov.in>,"ed"<ed@dmibhopal.nic.in>,"thuingamgolmei"
 <thuingamgolmei@gmail.com>,"ranjitoff"<ranjitoff@gmail.com>,"matsiewdor"
 <matsiewdor@gmail.com>,"sdmadeptt-meg"<sdmadeptt-meg@gov.in>,"comsecysggom"
 <comsecy.sg.gom@gmail.com>,"mitali20ch"<mitali20ch@gmail.com>,"rinzualimapui"
 <rinzualimapui@gmail.com>,"mizoramdmr"<mizoramdmr@gmail.com>,"dmrgov"
 <dmr.gov@gmail.com>,"sdmanagaland"<sdma.nagaland@nsdma.org>,"sdmanagaland"
 <sdma.nagaland@gmail.com>,"johnnynaga"<johnny.naga@nsdma.org>,"nredeptt"
 <nredeptt@gmail.com>,"chubalanar"<chubalanar@gmail.com>,"akunumeyase"
 <akunu.meyase@gov.in>,"srcor"<src.or@nic.in>,"srcodishagov"
 <srcodishagov@gmail.com>,"revsecod"<revsec.od@nic.in>,"osdma"
 <osdma@osdma.org>,"vermaanurag"<verma.anurag@ias.gov.in>,"dirddmpb"
 <dir.ddmpb@gmail.com>,"relief-rj"<relief-rj@nic.in>,"mlnavariya007"
 <mlnavariya007@gmail.com>,"tnsdma"<tnsdma@tn.gov.in>,"tnsdmadirector"
 <tnsdma.director@gmail.com>,"jdtnsdma"<jdtnsdma@gmail.com>,"prlsecy_home"
 <prlsecy_home@telangana.gov.in>,"commr_dm"<commr_dm@telangana.gov.in>,"dg-
 fireservices"<dg-fireservices@telangana.gov.in>,"dir-fireservices"<[fireservices@telangana.gov.in](mailto:dir-

 fireservices@telangana.gov.in)>,"vksumansecuk"<vksumansecuk@gmail.com>,
 "usdmauttarakhand"<usdma.uttarakhand@gmail.com>,"secydwssanitation2023"
 <secydwssanitation2023@gmail.com>,"psdmd-wb"<ps.dmd-wb@nic.in>,"secrelief"
 <secrelief@wb.gov.in>,"eocdm-wb"<eoc.dm-wb@gov.in>,"mcguntur"
 <mc.guntur@cdma.gov.in>,"mcvijayawada"<mc.vijayawada@cdma.gov.in>,
 "mcrajahmundry"<mc.rajahmundry@cdma.gov.in>,"mckurnool"
 <mc.kurnool@cdma.gov.in>,"mckadapa"<mc.kadapa@cdma.gov.in>,"mckakinada"
 <mc.kakinada@cdma.gov.in>,"commissionermct"<commissioner.mct@cdma.gov.in>,
 "mcanantapur"<mc.anantapur@cdma.gov.in>,"mceluru"<mc.eluru@cdma.gov.in>,
 "mcnellore"<mc.nellore@cdma.gov.in>,"mcngole"<mc.ngole@cdma.gov.in>,
 "mcchittoor"<mc.chittoor@cdma.gov.in>,"mcsrikakulam"<mc.srikakulam@cdma.gov.in>,
 "mcvzianagaram"<mc.vizianagaram@cdma.gov.in>,"mcmachilipatnam"
 <mc.machilipatnam@cdma.gov.in>,"commissioner_gvmc"
 <commissioner_gvmc@yahoo.co.in>,"commissioner"
 <commissioner@gunturcorporation.org>,"commissioner-vmc"<[vmc@ap.gov.in](mailto:commissioner-

 vmc@ap.gov.in)>,"comm_rmc"<comm_rmc@gmail.com>,"apusp16"
 <apusp16@rediffmail.com>,"apusp5"<apusp5@rediffmail.com>,"kkd_mplcorp"
 <kkd_mplcorp@yahoo.com>,"commissionermct"<commissioner.mct@gmail.com>,
 "anantapurmpty"<anantapurmpty@rediffmail.com>,"elurumc"<elurumc@gmail.com>,
 "commissioner_nellore"<commissioner_nellore@yahoo.co.in>,"apusp24"
 <apusp24@rediffmail.com>,"ctrmpl"<ctrmpl@yahoo.com>,"commissionersklm"
 <commissionersklm@yahoo.co.in>,"commvzm"<commvzm@yahoo.com>,"mtmmmc"
 <mtmmmc@rediffmail.com>,"psapmaud"<ps.apmaud@gmail.com>,"prlsecy_maud"
 <prlsecy_maud@ap.gov.in>,"rkvalven"<rkvalven@yahoo.com>,"rcpm_eg"
 <rcpm_eg@yahoo.com>,"cdma_ap"<cdma_ap@cdma.gov.in>,"comm_mcr"
 <comm_mcr@yahoo.co.in>,"slo_mpl"<slo_mpl@rediffmail.com>,"samalkotmpl"
 <samalkotmpl@gmail.com>,"collector_antp"<collector_antp@ap.gov.in>,
 "collectorchittoor"<collectorchittoor@gmail.com>,"collector_egd"
 <collector_egd@ap.gov.in>,"collector_gntr"<collector_gntr@ap.gov.in>,"collector_krsn"
 <collector_krsn@ap.gov.in>,"collector_krnl"<collector_krnl@ap.gov.in>,"collector_pkm"
 <collector_pkm@ap.gov.in>,"collector_sklm"<collector_sklm@ap.gov.in>,"collector_nlr"
 <collector_nlr@ap.gov.in>,"collector_vspm"<collector_vspm@ap.gov.in>,
 "collector_vznm"<collector_vznm@ap.gov.in>,"collector_wgd"<collector_wgd@ap.gov.in>,
 "collector_kdp"<collector_kdp@ap.gov.in>,"droparvathipurammanyam"
 <dro.parvathipurammanyam@gmail.com>,"collector-nandyal"<[nandyal@ap.gov.in](mailto:collector-

 nandyal@ap.gov.in)>,"jayalaks"<jayalaks@nic.in>,"swarnalathak"
 <swarnalatha.k@gov.in>,"prakharjain"<prakhar.jain@ias.gov.in>,"lakshmiv1963"
 <lakshmi.v1963@ap.gov.in>,"rawatss"<rawatss@nic.in>,"prlsecy_hmfw"
 <prlsecy_hmfw@ap.gov.in>,"secy_hmfw"<secy_hmfw@ap.gov.in>,"mdnhmap"
 <mdnhmap@ap.gov.in>,"peshichfw"<peshichfw@gmail.com>,"dir_health"
 <dir_health@yahoo.co.in>,"prlsecy_he"<prlsecy_he@ap.gov.in>,"commr_te"
 <commr_te@yahoo.com>,"peshicce"<peshi.cce@gmail.com>,"ccejkc"
 <cce.jkc@gmail.com>,"ddae_eg"<ddae_eg@yahoo.in>,"dseapgovin"
 <dseap.gov.in@gmail.com>,"csepeshi"<csepeshi@apschooledu.in>,"prlsecy_rev"

<prlsecy_rev@ap.gov.in>, "drobapatla"<drobapatla@gmail.com>, "drocttr"<dro.cttr@gmail.com>, "info"<info@udarunachal.gov.in>, "splcs-wrd"<splcs-wrd@ap.gov.in>, "adgwdkkd"<adgwdkkd@gmail.com>, "psdwrap15"<psdwrap15@gmail.com>, "se_ccdow"<se_ccdow@yahoo.co.in>, "se_dowl"<se_dowl@yahoo.co.in>, "director_apsgwd"<director_apsgwd@rediffmail.com>, "cewrplan"<cewrplan@gmail.com>, "eewrditayupia"<eewrdita.yupia@gmail.com>, "mdaprdc"<mdaprdc.hyderabad@gmail.com>, "mdaprdc"<mdaprdc@ap.gov.in>, "distrwsengakp"<dist.rwseng.akp@gmail.com>, "as-guw1"<as-guw1@nic.in>, "dc-anjaw-arn"<dc-anjaw-arn@nic.in>, "dc-chang-arn"<dc-chang-arn@nic.in>, "dc-dvalley-arn"<dc-dvalley-arn@nic.in>, "dc-ekmg-arn"<dc-ekmg-arn@nic.in>, "dc-esiang-arn"<dc-esiang-arn@nic.in>, "dc-krd-arn"<dc-krd-arn@gov.in>, "dc-kkumey-arn"<dc-kkumey-arn@nic.in>, "dc-lohit-arn"<dc-lohit-arn@nic.in>, "dc-longding-arn"<dc-longding-arn@nic.in>, "dio-longding"<dio-longding@gov.in>, "dc-ldvalley-arn"<dc-ldvalley-arn@nic.in>, "dc-lsuban-arn"<dc-lsuban-arn@nic.in>, "dc-namsai-arn"<dc-namsai-arn@gov.in>, "dc-ppare-arn"<dc-ppare-arn@nic.in>, "dc-shy-arn"<dc-shy-arn@gov.in>, "dc-siang-arn"<dc-siang-arn@gov.in>, "dc-twng-arn"<dc-twng-arn@nic.in>, "dc-tirap-arn"<dc-tirap-arn@nic.in>, "dc-usiang-arn"<dc-usiang-arn@nic.in>, "dc-wkmg-arn"<dc-wkmg-arn@nic.in>, "rimigiogi11"<rimigiogi11@gmail.com>, "Garima Aggarwal"<garima.nidm@govcontractor.in>, "SHREYASH DWIVEDI"<shreyash.nidm@govcontractor.in>

Date: Mon, 27 Oct 2025 13:28:31 +0530

Subject: Kind reminder for Inviting the nominations for "8th Comprehensive Course on Disaster Risk Management", scheduled to be held from 17th to 28th November 2025, at NIDM Campus, Delhi.

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

Respected Sir/Madam,

Greetings from the National Institute of Disaster Management, Ministry of Home Affairs, Government of India, New Delhi.

With reference to the trailing email dated 29.9.25 D.O. Letter No. NIDM/RID/GA/2025/CDMo8, dated 26th September, 2025 from Executive Director, NIDM to the Chief Secretaries of States/ UT's regarding the "**8th Comprehensive Course on Disaster Risk Management**", scheduled to be held from **17th to 28th November 2025, at NIDM Campus, Delhi.**

So, it is humbly requested to nominate two entry level to mid-career official (**Group A or B post**) from your State/UT, along with a reserve candidate, who is actively involved in the field of disaster management. **Boarding and Lodging arrangements shall be borne by NIDM Campus, Rohini Delhi. However, the travel arrangements of the candidate shall be taken care by the respective State/UT.**

In this regard, a copy of the invitation letter along with concept note, tentative course schedule and other registration are attached. The details may also be accessed by scanning the QR Code given in the invitation letter.

The last date for receiving the nominations is now extended to 5th November, 2025. Whoever has already sent their nominations may ignore this email.

It is requested that the nominated participant(s) should be instructed to proceed for their journey only after getting a written confirmation via email from the course team of NIDM.

For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Garima Aggarwal at rid.nidm@nic.in and CC to garima.nidm@nic.in or contact Sh. Shreyash Dwivedi at Mob. No. 8368875235.

Please send the nominations to Ms. Gita Sharma, Training Assistant gita.nidm@nidm.gov.in

You are requested to kindly revert after receiving this email.

With Kind Regards

Yours sincerely

(Gita Sharma)

Training Assistant,
National Institute of Disaster Management,
Ministry of Home Affairs, Govt. of India,
New Delhi.
Mob: o[8851861892](tel:8851861892)

3 Attachment(s)

Concept Note_Tentative Cours...
1 MB

D.O. letter No. NIDM_RID_GA...
640.4 KB

Nomination Form.pdf
473.4 KB



Resilient India - Disaster Free India

COMPREHENSIVE DISASTER RISK MANAGEMENT

PREPARE. MITIGATE. RESPOND. RECOVER

Venue: NIDM, Delhi

Date: 17th - 28th November, 2025

Organized by

National Institute of Disaster management

(Ministry of Home Affairs, Govt. of India)

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Concept Note on**8th Comprehensive Course on Disaster Risk Management****Date: 17th – 28th November, 2025****Venue- NIDM, Delhi****1. Introduction**

India's unique geography and large population make it highly vulnerable to disasters. In recent decades, the frequency and intensity of both natural and anthropogenic disasters have significantly increased, posing critical threats to human life, infrastructure, and the environment. The country remains susceptible to many hazards, including floods, cyclones, earthquakes, droughts, landslides, and industrial accidents. This necessitates a strengthened focus on disaster preparedness, mitigation, response, and recovery across all sectors. Climate change is significantly amplifying the frequency and severity of disasters in India, increasing the country's vulnerability to extreme weather events. Rising temperatures have led to more frequent heat waves, erratic monsoon patterns, and intense rainfall, resulting in urban flooding in major cities. Coastal regions are witnessing rising sea levels and more intensified cyclones due to warming oceans, leading to erosion, displacement, and infrastructure loss. In the Himalayas, rapid glacial melting is triggering flash floods, landslides, and glacial lake outburst floods. Agriculture is under threat from unseasonal rains and prolonged droughts, impacting food security and livelihoods. Additionally, the health of vulnerable populations is at risk due to a rise in vector-borne diseases. These changes demand urgent adoption of climate- and disaster-resilient strategies, including early warning systems, adaptive infrastructure, and community preparedness.

According to official reports, 27 of India's 36 States and Union Territories are disaster-prone. Approximately 58.6% of India's landmass is prone to earthquakes, 12% is vulnerable to floods, 5,700 km of the country's 7,516 km coastline is prone to cyclones and tsunamis, and 68% of cultivable land is drought-prone. Additionally, about 15% of the land area, mostly in hilly regions, is at risk of landslides (Source: NDMA, Annual Report, 2022–23). Over the past two and a half decades (2000–2025), India has faced numerous major disasters, resulting in significant loss of lives, economic losses and infrastructure damages.

Overview of Major Disaster Types and their Impacts in India (2000–2025)

Hazard Type	Events & Frequency	Fatalities (2000–2025)	Population Affected
Floods	17 events per year on average; increasingly frequent extreme rainfall events in recent years.	1,600 deaths per year on average (deadliest: 2013 Uttarakhand 6,054 deaths).	Millions affected yearly (7.5 million ha flooded annually; 345 million total affected 2000–2019).
Cyclones	Dozens of cyclonic storms, e.g., 41 cyclones (2012–2020). Peak season May–Nov (Bay of Bengal most active).	48% of disaster deaths (2000–19) were from cyclones, <i>though recent cyclones have lower death tolls</i> (e.g., 115 deaths in all 2020 cyclones). Historically high, but now often <100 per major cyclone due to evacuations.	Millions evacuated or affected per cyclone. E.g., Cyclone Amphan (2020) affected ~2.4 million and destroyed 2.8 lakh houses (WB/Odisha) – massive humanitarian impact.
Earthquakes	Infrequent but severe. Major quakes: 2001 Bhuj (M7.7), 2005 Kashmir (M7.6), etc. Moderate quakes occur every few years in the Himalayan region.	Over 20,000 killed since 2000 (bulk from 2001 quake and 2004 tsunami). Quakes made up 33% of disaster deaths from 2000–2019.	Hundreds of thousands are displaced in major quakes. (2001: 600,000 homeless; 2004 tsunami: 650,000 displaced). Affected relatively fewer people vs. floods/droughts (localized impact zones).
Landslides	Seasonal/episodic events, esp. in monsoons. Dozens of significant landslides occur per year in vulnerable districts.	Typically, 200–400 deaths per year. Landslides and avalanches 2% of disaster deaths (except when coupled with floods, e.g., 2013).	Thousands are affected annually (mostly in hill communities). Individual large landslides can bury villages (e.g., 2013 Kedarnath, 2014 Malin).
Droughts	Major nationwide droughts in 2002, 2009, and 2015; localized droughts intermittently. Slow onset, often linked to monsoon failure or El Niño.	Direct deaths are negligible (droughts are “silent” disasters). Indirect impacts on health and livelihoods, though not counted as disaster fatalities.	Largest population affected: e.g., 300 million in the 2002 drought; tens of millions in other drought years. Causes mass distress migration, economic hardship in rural areas.

(Sources: NDMA/IMD reports and statements; UNDRR report 2020; CWC flood data; World Bank analysis)

2. Need

The rising frequency and severity of disasters, both natural and anthropogenic hazards, climate change, rapid urbanization, and environmental degradation have made communities more vulnerable and there is a need for a greater focus on disaster preparedness and mitigation. Traditionally, the approach to disasters was reactive, focusing primarily on relief and rehabilitation. However, contemporary Disaster Risk Management emphasizes a proactive risk reduction, requiring trained officers to assess vulnerabilities, implement early warning systems, and educate communities to build resilience.

Moreover, managing disasters has become a complex and multidisciplinary task, involving coordination across sectors such as health, infrastructure, and the environment, as well as the use of advanced technology such as GIS and remote sensing etc. Many regions, especially in developing countries, lack sufficient human resources to effectively carry out these tasks, leading to gaps in preparedness and response. Additionally, global commitments like the Sendai Framework for DRR and the Sustainable Development Goals underscore the importance of strengthening institutional capacities. The trained cadre of professionals plays a critical role not only during emergencies but also in long-term recovery and development, ensuring that affected areas can rebuild in a safer and more sustainable manner. Considering these aspects, NIDM is proposing to organize a two-week “Comprehensive Training Course on Disaster Risk Management” at NIDM, Rohini Campus.

3. Aim of the Course

To build the knowledge and skills of participants for effectively understanding, assessing, and managing disaster risks through a multi-hazard, multi-sectoral, and technology-integrated approach, thereby contributing to a resilient and disaster-prepared India.

4. Learning Objectives of the Course

- To enhance the knowledge on hazard, vulnerability and risk prevailing across India.
- To enhance the understanding of national and global disaster management frameworks.
- To promote mainstreaming of DRR into development planning and sectoral policies.
- To provide exposure to post-disaster recovery planning and the Build Back Better approach.
- To introduce financial risk reduction tools and insurance mechanisms.

5. Target Group

Entry to mid-level officials (Group A and B) from the central, state, and local governments, such as SDMAs and ATI's, the Central Ministries/Departments, Universities/ Institutions members under IUINDRR Network (NIDM's managed network), and others engaged with disaster management field and involved in policymaking, governance, humanitarian aid, first response, etc., will make up the target group. Senior experts who work with other agencies and participate in related activities can also be invited.

6. Methodology

The methodology of the Two-Week Comprehensive Training Course on Disaster Risk Management is designed to provide a practical, participatory and immersive learning experience that aligns with national policies and international frameworks.

a) Blended Learning Approach- The course adopts a blend of instructional strategies to ensure theoretical grounding and practical understanding. These include:

- **Expert Lectures:** Delivered by domain experts, government officials, and academics on core topics in disaster risk management.
- **Panel Discussions:** Multi-stakeholder dialogues exploring challenges and innovations in DRM.
- **Case Study Analysis:** Focused on real-world examples such as the 2013 Uttarakhand floods, 2021 Rishiganga flash floods, and cyclone response efforts.

b) Experiential and Participatory Learning

- **Group Activities:** Simulations and role-playing exercises to encourage teamwork and real-time problem-solving.
- **Interactive Sessions:** Facilitated Q&A, scenario-based drills, and participatory brainstorming.
- **Hands-On Exercises:** Activities such as mock disaster response, field mapping, and disaster preparedness planning.

c) Technology-Enabled Training

- **Use of Geospatial & Early warning technologies:** Training on risk assessment tools and hazard mapping.
- **Multimedia Tools:** Use of awareness films, documentaries, and digital content to enhance engagement and comprehension.

d) Field Exposure and Demonstrations

- **Field Visits:** To NDRF, IMD, and NCS.
- **Live Demonstrations:** Emergency response techniques (e.g., fire safety, search and rescue) conducted by professional services like the Delhi Fire Service.
- **Technology based demos-** SACHET, NDEM, IDRN, NDMIS

e) Structured Module Progression- The programme is divided into 7 comprehensive modules, each building progressively on participants' understanding, from foundational concepts to specialized areas like risk financing, post-disaster recovery, and cross-cutting issues like health and gender.

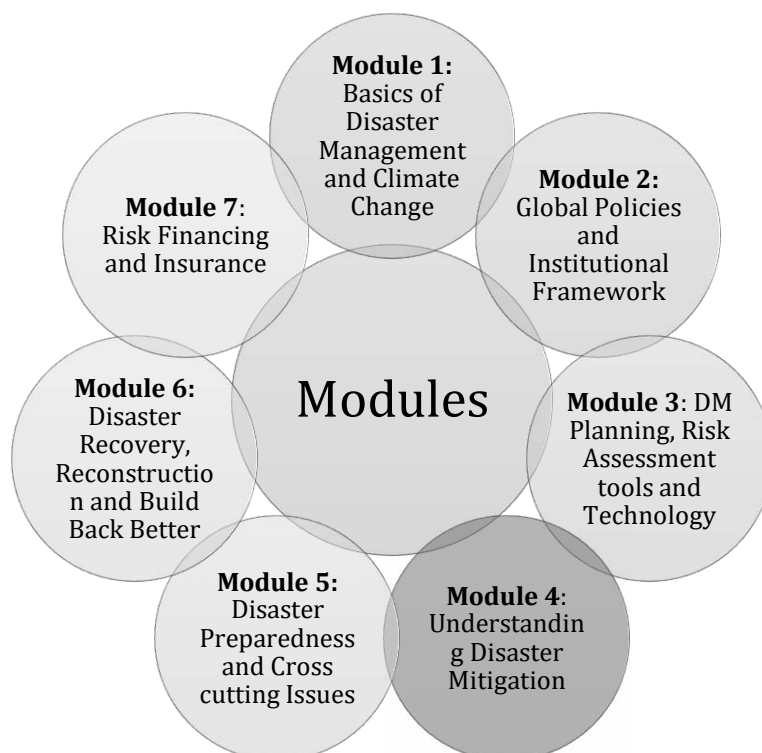
f) Cross-Sectoral and Multi-Stakeholder Engagement- Participants interact with officials from SDMAs, ATIs, civil society, and academia, promoting peer learning and inter-institutional collaboration.

g) Evaluation and Feedback Mechanism

- Pre and Post-Training Assessments to measure knowledge acquisition.
- Daily Feedback Sessions to recalibrate teaching methods and address participant concerns.
- Final Review and Recommendations for sustaining and expanding DRM initiatives.

7. Structure of the Training Module

The comprehensive training programme is designed as a two-week course, divided into seven modules, each addressing a critical aspect of disaster risk management. It begins with Module Zero, which includes an ice-breaking session, orientation, and pre and post-training evaluations. The core themes cover the fundamentals of disaster management, global and national policy frameworks, preparedness strategies, technological tools for risk assessment, mitigation approaches, response and recovery operations, financial mechanisms, and cross-cutting issues such as health, gender, and inclusive approaches. These cross-cutting issues are seamlessly integrated into the curriculum to ensure a holistic and inclusive learning experience, equipping participants with the knowledge and skills needed to address key societal challenges effectively. Each module incorporates lectures, case studies and practical exercises to foster a well-rounded understanding, promote sectoral integration, and enhance participants' capacity to manage disasters efficiently.



Module -wise details are as follows:

Module Zero: Orientation and Evaluation Framework	The module Zero serves as the foundational layer of the two-week training programme. It sets the tone for the course, ensures structured feedback mechanisms, and enables outcome-based learning through continuous evaluation. This module is designed to provide a clear understanding of the training flow, foster engagement from the outset, and conclude the programme with impactful reflection and feedback.
Module 1: Basics of Disaster Management and Climate Change	This module introduces key concepts of disaster management, focusing on both natural (floods, earthquakes, cyclones) and human-induced (industrial accidents, fires) hazards. It highlights the increasing frequency of extreme events in India due to climate change. Participants will learn about the disaster management cycle, which includes mitigation, preparedness, response, and recovery, emphasizing the need for an integrated and proactive approach. A role-play activity on Do's and Don'ts during disasters helps reinforce practical safety measures. The module sets a strong foundation for understanding risks, promoting awareness, and encouraging active participation in disaster risk reduction and preparedness.
Module 2: Global Policies and Institutional Framework	This module covers international and national frameworks guiding disaster risk reduction. Participants will be introduced to the Sendai Framework for Disaster Risk Reduction, Sustainable Development Goals (SDGs), and the Paris Agreement. Focus will also be placed on India's National Policy on Disaster Management (NPDM) and institutional structures such as NDMA, SDMA, and DDMA. Legal instruments like the Disaster Management Act, 2005 will be discussed to understand governance mechanisms. Through presentations and discussions, trainees gain insights into coordination mechanisms across government levels. Awareness films and case studies support conceptual understanding, emphasizing India's alignment with global resilience goals.
Module 3: DM Planning, Risk Assessment tools and Technology	This module introduces participants to risk assessment methodologies, focusing on hazard, vulnerability, exposure, and capacity. It explores the use of GIS, Remote Sensing, and UAVs for data collection and analysis in disaster contexts. A key highlight is the discussion on gender and inclusion, emphasizing the need to address the specific needs of vulnerable groups like women, children, the elderly and persons with disabilities. Participants will also learn to prepare Disaster Management Plans and identify multi-hazard risk indicators for schools, communities, and institutions through interactive activities. This module builds competence in risk-informed, inclusive, and evidence-based planning.

Module 4: Understanding Disaster Mitigation	<p>This module focuses on long-term strategies to reduce disaster risk through structural and non-structural measures. Participants will learn about resilient infrastructure, building codes, and retrofitting practices with emphasis on earthquake risk mitigation. Case studies on floods and cyclones illustrate how communities and systems can reduce damage through proactive planning. Urban flood risks and solutions will be explored, considering rapid urbanization and climate change. A quiz enhances participant's understanding of mitigation concepts. This module equips the trainees with the tools and strategies needed for reducing vulnerabilities and building disaster-resilient infrastructure at the local and national levels.</p>
Module 5: Disaster Preparedness and Cross cutting Issues	<p>This module enhances understanding on how to prepare for and respond to disasters. It covers health emergencies, epidemic response, and the importance of psychosocial support. Through a group activity, participants will explore how to mainstream disaster risk reduction (DRR) into key sectors like health, housing, and education. Practical aspects of institutional preparedness, including SOPs, early warning, and response coordination, will be discussed. A panel discussion with experts from NDMA, NDRF and MHA will be an opportunity to learn from field-level experiences. An interactive session on psychosocial care through role-play builds skills for community engagement and mental health support in disaster situations. The participants will learn about emergency communication tools such as Sachet App, Common Alert Protocol (CAP), and platforms like IDRN and NDMIS.</p>
Module 6: Disaster Recovery, Reconstruction and build Back Better	<p>This module through the field-based approaches offers practical exposure through visits to key disaster response and early warning agencies. At NDRF, participants witness demonstrations of search and rescue operations, equipment use, and team coordination. A visit to the India Meteorological Department (IMD) and National Centre for Seismology (NCS) provides insight into multi-hazard early warning systems, forecasting tools, and communication protocols. These visits reinforce classroom learning and enable participants to engage directly with professionals working in disaster forecasting and emergency response. The experience strengthens their understanding of how early warnings can save lives and reduce disaster impacts.</p>

Module 7: Risk Financing and Insurance	This module focuses on the post-disaster phase, introducing principles of disaster recovery and reconstruction. It emphasizes on Build Back Better (BBB) approaches to ensure resilient redevelopment. The Post-Disaster Needs Assessment (PDNA) methodology is explained using real case studies. Another key area is risk financing and insurance, where financial mechanisms to manage and transfer disaster risks will be discussed. A panel discussion with experts from NDMA, UNDP, and insurance sectors highlights financing options for governments and communities. The module builds capacity for strategic, long-term recovery planning.
Assessment and Conclusion	This concluding module focuses on review, reflection, and assessment. Participants will present their group assignments and take part in a post-training assessment. The course concludes with feedback collection, review, and a valedictory session, marking the participants' readiness to act as trained master trainers in disaster risk reduction and management.

8. Cultural Evening

A vibrant Cultural Evening will be organised at the NIDM Campus to celebrate rich cultural heritage while fostering camaraderie among participants. The evening will have a musical, and dance performances that reflect our diverse traditions and resilience. Participants are encouraged to participate and showcase their vibrant culture / unique talent during the event.

9. Expected Outcomes

- Enhanced understanding of disaster risk and vulnerability in India.
- Improved readiness to plan and implement DRM strategies at multiple levels.
- Increased awareness and use of technological tools in DRR.
- Strengthened coordination among agencies for integrated disaster management.

10. Registration Process:

- **Online Pre-registration:** The participants/ concerned organizations may fill up the Google Form via this weblink: <https://forms.gle/59V9nrF9cH54Bzrr9> or scan QR code for sharing their nominations.
- **Confirmation:** The confirmation to attend the programme will be shared via email. Only confirmed participants will be permitted to attend the course.



- **Offline Registration:** For confirmed participants, in-person registration will take place on Day 1, November 17, 2025, from 9:15 AM at the venue.

11. Boarding and Lodging

All participants are required to register through the QR code provided in the concept note. There is no course fee; incomplete registration forms will be rejected. Once the completed nomination form is submitted, **confirmation to attend the course will be communicated via email.** Lodging and boarding for the selected candidates will be arranged at the NIDM Hostel, Delhi on first come first serve basis. No TA/DA will be provided by the host institution.

Note: Please don't proceed to join the course without the confirmation mail.

12. Conclusion

The comprehensive training course on DRM is a vital step towards strengthening disaster resilience in India. It incorporates the integration of knowledge, tools, innovative technologies, and cross-sectoral strategies, and it empowers professionals to plan, respond, and recover effectively from disasters, supporting national goals and global commitments in disaster risk reduction and sustainable development.

13. Organizing Team

Patron	Shri Madhup Vyas, IAS, Executive Director, NIDM
Guidance	Dr. Amir Ali Khan, Associate Professor and HoD, RID
Course Coordinator	Dr. Garima Aggarwal, Senior Consultant, RID (garima.nidm@nic.in)
Co-coordinator	Dr. Preeti Soni, Senior Consultant, IUINDRR (iuindrr.nidm@nidm.gov.in)
Program Team	Ms. Gita Sharma, Training Assistant
	Mr. Shreyash Dwivedi, Consultant, RID (shreyash.nidm@nic.in ; +91-8368875235)
	Dr. Ganesh Chowdhary, Consultant, IUINDRR (ganesh.nidm@nic.in ; +91-7737224701)
	Ms. Avipsha Mohanty, Junior Consultant, RID (avipsha.nidm@nic.in ; +91-9438190507)
	Mr. Dev Kumar Kanojia, Stenographer, RID

8th Comprehensive Course on Disaster Risk Management at NIDM Delhi**17 to 28 November, 2025****Course Schedule**

0915- 0945	Registration	To be managed by organizing team , NIDM
Inauguration (Monday): 17.11.2025		
1000- 1005	Introduction and Context Setting	Dr. Garima Aggarwal, Course Coordinator
1005-1010	Address	Dr. Amir Ali Khan, HoD, RID
1010 – 1015	Welcome Address	Shri Madhup Vyas, IAS, Executive Director, NIDM (TBC)
1015 – 11.00	Inaugural Address and Presentation on Leadership in Disaster Management	Shri Rajendra Singh, Member & HoD, NDMA (TBC)
11.00 – 1105	Vote of Thanks	Col. Manoram Yadav, SM, Joint Director, NIDM
1105 – 1130	Group Photo and Tea Break	

Time	Sessions	Pedagogy	Faculty/ Facilitator	Suggested Reading Links
Day 1 (Monday): 17.11.2025				
Module 1: Basics of Disaster Management and Climate Change				
1130- 1230 (60 minutes)	Session 1: Introduction of the course & Expectation	Ice breaking exercise Group Activity	Dr. Garima Aggarwal Mr. Shreyash Dwivedi	-
1230- 1330 (60 minutes)	Session 2: Basic concept of Disaster Management & Vulnerability profile of India (Part -1)	PPT & Group Discussion	Dr. Garima Aggarwal Mr. Shreyash Dwivedi	<ul style="list-style-type: none"> • https://bmtpc.org/topics.aspx?mid=56&Mid1=180 • https://ndma.gov.in/sites/default/files/PDF/ndmp-2019.pdf • https://nidm.gov.in/journal/PDF/Journal/1 Dec 2012/1 Dec 2012e.pdf • https://www.un.org/sites/un2.un.org/files/unsg_call_to_action_on_extreme_heat_for_release.pdf • https://www.ipcc.ch/report/ar6/wg2/
1330 - 1430	Lunch Break			

1430- 1515 (45 minutes)	Session 3: Do's and Don'ts of various disasters	Group Activity Role Play	Dr. Garima Aggarwal Mr. Shreyash Dwivedi Ms. Avipsha Mohanty	<ul style="list-style-type: none"> • https://www.ndma.gov.in/Resources/awareness/he atwave • https://www.ndma.gov.in/Resources/awareness/Ur ban flood • https://ndma.gov.in/sites/default/files/PDF/pocket book-do-dont.pdf • https://nidm.gov.in/PDF/IEC/DOS E 24.pdf • https://nidm.gov.in/PDF/IEC/awareness.pdf
1515- 1530	Tea Break			
1530 - 1645 (75 minutes)	Session 4: Understanding of Disaster Management Cycle (Part -2)	PPT & Group Discussion	Dr. Amir Ali Khan, NIDM Ms. Avipsha Mohanty	<ul style="list-style-type: none"> • https://nidm.gov.in/pdf/pubs/hpc_report.pdf • https://ndmindia.mha.gov.in/ndmi/viewUploadedDocument?uid=NEW732 • https://iced.niti.gov.in/climate-and-environment/environment/natural-disaster/ • https://egyankosh.ac.in/bitstream/123456789/56085/1/B-1U-4.pdf • https://cbseacademic.nic.in/web_material/publication/archive/natural%20hazards%20&%20disaster%20management.pdf
1645- 1700 (15 minutes)	Summing- up	-		
Day 2: (Tuesday): 18.11.2025				
Module 2: Global Policies and Institutional Framework				
1000 - 1030 (30 minutes)	Recapitulation by Assigned Group			
1030- 1145 (75 minutes)	Session 5: Global Frameworks for DRR and climate change(SFDRR, SDG,	PPT & Group Discussion	Dr. Prerna Joshi NIDM	<ul style="list-style-type: none"> • https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030 • https://www.unicef.org/disaster-risk-reduction-and-recovery

	<i>IORA, BIMSTEC, IPCC findings, G20 & CoP)</i>			<ul style="list-style-type: none"> • https://unstats.un.org/sdgs/indicators/Global%20Indicator%20Framework%20after%20refinement_Eng.pdf • https://ndma.gov.in/sites/default/files/PDF/ndmp-2019.pdf • https://ndmindia.mha.gov.in/ndmi/npdrr-constitution • https://www.mospi.gov.in/sites/default/files/publication_reports/SDG-NIF-ProgressReport-FullFile-v4N.pdf • https://www.niti.gov.in/sites/default/files/2024-07/SDG India Index 2023-24.pdf
1145- 1200	Tea Break			
1200- 1315 (75 minutes)	Session 6: Legal and Institutional Frameworks of Disaster Management in India (DM Act, Policy, Plan, PM 10 Point Agenda etc.)	PPT & Group Discussion	Dr. Garima Aggarwal	<ul style="list-style-type: none"> • https://ndma.gov.in/national-dm-policy • https://ndmindia.mha.gov.in/ndmi/images/262126.pdf • https://ndmindia.mha.gov.in/ndmi/images/262343.pdf • https://ndmindia.mha.gov.in/ndmi/viewUploadedDocument?uid=NEW732 • https://ndma.gov.in/Reference Material/PM Ten Agenda • https://nidm.gov.in/pdf/pubs/hpc_report.pdf
1315 - 1400	Lunch Break			
1400- 1415 (15 minutes)	Awareness Activity 1- Short Films: <i>After Shock by SRM university, Andhra Pradesh; Stay back by Mizoram University (Any 1)</i>	Audio- Visual	Mr. Shreyash Dwivedi	<ul style="list-style-type: none"> • https://youtu.be/f5G0FFhW2B4?si=ki53Amd2swcOGMNy • https://youtu.be/tM0Yq120ZyA?si=y_4rjiysHyISddES • https://youtu.be/f-cOHixfGNU?si=OjwWPu52icCc758b • https://youtu.be/PQToQqBCNEk?si=fK0RowzBahz7vNTR

				<ul style="list-style-type: none"> https://youtu.be/HwByN-npGgE?si=hWOpXX57dIRvbiHQ
Module 3: DM Planning, Risk Assessment tools and Technology				
1415 – 1515 (60 Minutes)	Session 7: Components of Disaster Management Plan	PPT & Group Work	Dr. Garima Aggarwal	<ul style="list-style-type: none"> https://ndma.gov.in/sites/default/files/PDF/ndmp-2019.pdf https://nidm.gov.in/PDF/Modules/Handbook%20Labour NIDM24.pdf https://ndma.gov.in/sites/default/files/PDF/Guidelines for Preparation of DMP for Ministry-Departments of Govt. of India.pdf https://nidm.gov.in/PDF/Modules/Handbook%20Labour NIDM24.pdf https://nidm.gov.in/PDF/guidelines/sdmp.pdf https://nidm.gov.in/PDF/modules/village.pdf
1515- 1530	Tea Break			
1530- 1645 (75 minutes)	Session 8: HRVA Framework – A <i>community-based approach</i>	PPT & Group Discussion	Dr. Sushma Guleria, NIDM	<ul style="list-style-type: none"> https://www.undrr.org/gar/gar2025 https://www.unisdr.org/files/52828_nationaldisasterassessmentwiagu.pdf https://ndma.gov.in/sites/default/files/PDF/Guidelines/Guidelines-on-Management-of-GLOFs.pdf https://nidm.gov.in/PDF/pubs/capres DDRRC.pdf https://nidm.gov.in/PDF/pubs/GIZ NIDM Climate%20RiskManagementFramework.pdf
1645- 1700 (15 minutes)	Summing-up		Course Team	-
Day 3 (Wednesday): 19.11.2025				
1000- 1030 (30 minutes)	Recapitulation		Course Team & Assigned Group	-

1030- 1145 (75 minutes)	Session 9: Cyclone Biparjoy: Triumph of Zero Casualty in Gujarat	PPT & Group Discussion	Prof. (Dr.) Surya Parkash, NIDM	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/CYCLONE_BIPARJOY_NIDM24.pdf • https://nidm.gov.in/PDF/pubs/FloodRM_NIDM2022.pdf • https://ndma.gov.in/sites/default/files/PDF/cyclone/cyclones.pdf • https://ndma.gov.in/sites/default/files/PDF/Floods/flood.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/cyclones.pdf • https://nidm.gov.in/PDF/modules/flood3.pdf
1145- 1200	Tea Break			
1200- 1315 (75 minutes)	Session 10: Tools and Technologies for Risk Assessment (GIS, RS, UAVs)	PPT/ Live Demonstration	Dr. Gagandeep Singh, NIDM	<ul style="list-style-type: none"> • https://www.nrsc.gov.in/sites/default/files/pdf/ebooks/QRG_on_GIS.pdf • https://nerdr.gov.in/hrva.php • https://nidm.gov.in/pdf/pubs/DRR-Urban.pdf • https://dst.gov.in/sites/default/files/Full%20Report_District-Level%20Climate%20Risk%20Assessment%20for%20India_Mapping%20Flood%20and%20Drought%20Risks%20Using%20IPCC%20Framework.pdf • https://nidm.gov.in/PDF/modules/geo.pdf
1315- 1400	Lunch Break			
1400-1515 (75 minutes)	Session 11: National Database for Emergency Management	Practical Demonstration & Interactive Session	NRSC	<ul style="list-style-type: none"> • https://ndem.nrsc.gov.in/#/
1515- 1530	Tea Break			
1530- 1645 (75 minutes)	Session 12: Identify different sets of	PPT / Group Activity/	Course Team	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/ACTIVITY%20BOOK%20DM.pdf

	indicators for multi-hazard risk assessment in a community/ school/ hospital/ institution	Interactive Session		<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/NDMA/18.pdf • https://ftp.itc.nl/pub/westen/Multi_hazard_risk_course/Exercises/Multi-hazard%20exercise%20book.pdf • https://nesac.gov.in/assets/resources/2020/12/HRVA_Manual.pdf • https://damsafety.cwc.gov.in/ecm-includes/PDFs/Guidelines_on_Risk_Analysis.pdf • https://qps.nhsrindia.org/sites/default/files/2024-07/Risk%20Management_0.pdf • https://nidm.gov.in/PDF/pubs/ACTIVITY%20BOOK%20DM.pdf
1645- 1700 (15 minutes)	Summing Up		Course Team	
Day 4 (Thursday): 20.11.2025				
Module 4: Understanding Disaster Mitigation				
1000 - 1030 (30 minutes)	Recapitulation	-	Course Team Assigned Group	-
1030- 1145 (75 minutes)	Session 13: Earthquake Risk Mitigation (Structural & Non – Structural measures)	PPT & Group Discussion	Dr. Amir Ali Khan, NIDM/ NDMA	<ul style="list-style-type: none"> • https://ndma.gov.in/sites/default/files/PDF/Guidelines/Simplified_Guidelines_for_earthquake.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/retrofitting-guidelines.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/earthquakes.pdf • https://nidm.gov.in/PDF/pubs/EQ%20North%20East.pdf • https://nidm.gov.in/PDF/pubs/SikkimEQ_ARoadmapforRecurection2011.pdf • https://nidm.gov.in/PDF/pubs/SikkimEQ_ReconstuctionStrategy2011.pdf

				<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/Risk%20to%20Resilience.pdf
1145 - 1200	Tea Break			
1200 - 1315 (75 minutes)	Session 14: Resilient Infrastructure for DRR – Case Study of Power Sector (Odisha)	PPT & Case Study	CDRI	<ul style="list-style-type: none"> • https://globalplatform.undrr.org/2022/sites/default/files/2022-05/UNDRR%202022%20Principles%20for%20Resilient%20Infrastructure.pdf • https://cdri.world/upload/pages/G20_Brazil_Compendium.pdf • https://www.mha.gov.in/sites/default/files/NPDM-101209.pdf • https://cdri.world/upload/pages/1785232287906510_202312140503undrr_cdri_global_methodology_for_infrastructure_review.pdf • https://nidm.gov.in/PDF/modules/urban.pdf • https://nidm.gov.in/PDF/pubs/EQ%20North%20East.pdf
1315- 1400	Lunch Break			
1400-1515 (75 minutes)	Session 15: Health Resilience <ul style="list-style-type: none"> • Issues and Solutions • Hospital Infrastructure Resilience 	PPT & Case Study	Sh. S. N. Sidh / Dr. Hari kumar, GHI/ WHO	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/Modules/Book Participating.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/Guidelines Mental Health Psychosocial Support Dec23.pdf • https://nidm.gov.in/PDF/pubs/NDMA/18.pdf • https://mohfw.gov.in/sites/default/files/Framework%20for%20Establishing%20and%20Operationalizing%20State%20level%20Health%20Emergency%20operations%20Centres%20%28HEOC%29%20-%20A%20Guidance%20Document_0.pdf

				<ul style="list-style-type: none">https://ncdc.mohfw.gov.in/wp-content/uploads/2024/08/PUBLIC-HEALTH-GUIDELINES-FOR-FLOOD-EVENT.pdfhttps://stacks.cdc.gov/view/cdc/12007
1515- 1530	Tea Break			
1530-1645 (75 minutes)	Session 16: Early Warning Systems for Disaster Risk Mitigation	PPT & Group Discussion	Dr. Pankaj Kumar, NIDM	
1645- 1700 (15 minutes)	Briefing for the field visit and Summing-up	-	Course Team	
Day 5 (Friday) 21.11.2025 (Visit – IC&CC / IMD / NCS)				
0745- 0800	Assembly at NIDM	Field visit	Facilitated by Course Team	<ul style="list-style-type: none">https://mausam.imd.gov.in/https://seismo.gov.in/
0800- 0930	Transit to IMD and NCS			
0930- 1900	Exposure visit to IMD and NCS Purpose: to witness multi-hazard early warning systems (Workshop Mode)			
Saturday & Sunday				
Day 6 (Monday) 24.11.2025				
1000 - 1030 (30 minutes)	Recapitulation	-	Course Team Assigned Group	-

1030- 1145 (75 minutes)	Session 17: Urban Flood Causes and Mitigation Strategies	PPT & Group Discussion	Dr. Garima Aggarwal	<ul style="list-style-type: none"> • https://ndma.gov.in/sites/default/files/PDF/Guidelines/management urban flooding.pdf • https://mohua.gov.in/upload/uploadfiles/files/SOP%20Urban%20flooding 5%20May%202017.pdf • https://documents1.worldbank.org/curated/en/099080123151036528/pdf/P1744620efe1180a20bc1b0ce287e74ff91.pdf • https://nidm.gov.in/PDF/pubs/KeralaFlood_18.pdf • https://nidm.gov.in/PDF/modules/flood3.pdf
1145 - 1200	Tea Break			
1200 - 1315 (75 minutes)	Session 17: Landslide Risk Mitigation- Case Study of Wayanad	PPT & Group Discussion	Dr. Arkprabha Sarkar, NIDM	
1315- 1400	Lunch Break			
1400- 1500 (60 minutes)	Session 18:			<ul style="list-style-type: none"> • https://sachet.ndma.gov.in/OnClickNotification/13522-AAA • https://idrn.nidm.gov.in/About/Index • https://ndma.gov.in/sites/default/files/PDF/Guidelines-of-IDRN.pdf • https://ndmindia.mha.gov.in/ndmi/ndmis
	Demo 1- Use of Sachet App and Common Alert Protocol (CAP)- 30 mins	PPT & Group Discussion	Col. Dheeraj Chandola (Retd.), Sr Consultant (IT), NDMA	
	Demo 2 - IDRN online platforms and other portals managed by NIDM- 30 mins	PPT & Group Discussion	Shri Arvind Kavia Shri Dharmendra	
1500 - 1530	Tea Break			

1530 - 1630 (60 minutes)	Session 19: Fire Risk and Mitigation: case studies from Delhi	PPT	RC Sharma	<ul style="list-style-type: none"> • https://ndma.gov.in/Resources/awareness/fire-safety • https://www.aerb.gov.in/images/PDF/fire.pdf • https://bharatskills.gov.in/pdf/QP_Curriculum/CT_SFireman_CTS_NSQF-3.pdf • https://www.ntiprit.gov.in/pdf/infrastructuremanagement/Fire_safety.pdf • https://mohua.gov.in/upload/uploadfiles/files/Chap-7.pdf
1630- 1730 (60 Minutes)	Session 20 - Fire-fighting techniques	Demonstration / Interaction	Delhi Fire Service Mr. Shreyash Dwivedi	-
Day 7 (Tuesday) 25 .11.2025				
Module 5: Disaster Preparedness and Cross cutting Issues				
1000 - 1030	Recapitulation	-	Course Team Assigned Group	-
1030- 1145 (75 minutes)	Session 20: Practical Aspects to Enhance Preparedness & Response during Disasters	PPT & Group Discussion	Sh. Randeep Kr. Rana, Senior Advisor, NIDM / NDRF	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/NDRP.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/HADR_Guideline_Oct_2024.pdf • https://nidm.gov.in/PDF/guidelines/sdmp.pdf • https://nidm.gov.in/PDF/Modules/Handbook%20Labour_NIDM24.pdf • https://nidm.gov.in/PDF/pubs/Handbook_NodalOfficer.pdf • https://ndmindia.mha.gov.in/ndmi/images/pdf/SOP-NDM-2010.pdf
1145- 1200	Tea Break			

1200- 1315 (75 minutes)	Session 21: Community Preparedness - Experience Sharing	Panel Discussion & Group Discussion	Coordinator- Dr. Garima Aggarwal Panelists: 1. Civil Defense 2. Adpda Mitra 3. District DM Representatives	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/pubs/MEQ_NIDM2022.pdf • https://nidm.gov.in/PDF/pubs/SikkimEQ_ARoadmapforRecurection2011.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/Guidelines-on-Management-of-GLOFs.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/cyclones.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/NLRMS.pdf • https://nidm.gov.in/PDF/pubs/FloodRM_NIDM2022.pdf • https://nidm.gov.in/safety_earthquake.asp • https://nidm.gov.in/PDF/pubs/Landslide Preparedness Guide Hi.pdf
1315 - 1400	Lunch Break			
1400- 1515 (75 minutes)	Session 22: Inclusive DRR	PPT & Discussion	Dr. Ajinder Walia NIDM	
1515- 1530	Tea Break			
1530- 1645 (75 minutes)	Session 23: Psycho - Social aspect of Disaster Management and Essential skills	PPT & Group Activity	Dr. Preeti Soni Dr. Ajinder Walia NIDM	<ul style="list-style-type: none"> • https://nidm.gov.in/PDF/modules/psychosocial.pdf • https://ndma.gov.in/sites/default/files/PDF/Guidelines/Guidelines Mental Health Psychosocial Support Dec23.pdf • https://www.nimhans.ac.in/departments/psychosocial-support-in-disaster-management • https://egyankosh.ac.in/bitstream/123456789/58972/1/Unit4.pdf • https://www.who.int/news-room/fact-sheets/detail/mental-health-in-emergencies

				<ul style="list-style-type: none">https://nidm.gov.in/PDF/modules/gender.pdf
1645-1700 (15 minutes)	Summing Up & Briefing for Field Visit		Course Team	
Day 8: Exposure Visit to NDRF (Wednesday): 26.11.2025				
0730- 0800 (30 minutes)	Assembly at NIDM	Field visit	Facilitated by course coordinators & team	<ul style="list-style-type: none">https://www.ndrf.gov.in/en/study-materialhttps://dea.gov.in/sites/default/files/Guidelines%20for%20National%20Disaster%20Response%20Fund%20%28NDRF%29.pdfhttps://ndrf.gov.in/sites/default/files/CAPACITY%20BUILD.pdf
0800- 0930 (90 minutes)	Transit to NDRF Battalion, Ghaziabad			
0930- 1300	Session 25: Role of NDRF in Disaster Response		Commandant, NDRF	
1300- 1400	Lunch Break			
1400- 1500 (60 minutes)	Session 26: Visit to various facilities and demonstration at site (to be continued)	Field visit	Facilitated by NIDM/NDRF team	
1500- 1515	Tea Break			
1515- 1700 (105 minutes)	Session 27: Visit to various facilities and demonstration at the site	Field visit	Facilitated by NIDM/NDRF team	
1700- 1900	Return to the campus			
Day 9 (Thursday): 27.11.2025				
Module 6: Disaster Recovery, Reconstruction and Build Back Better				
1000 - 1030 (30 minutes)	Recapitulation	-	Course Team Assigned Group	-
1030- 1145 (75 minutes)	Session 28: Post Disaster Need Assessment	PPT & Group Discussion	Shri Krishna S. Vatsa Member, NDMA /	<ul style="list-style-type: none">https://www.un.org/en/ecosoc/meetings/2005/docs/RECOVERY%20guidlines.pdf

			Dr. Santosh Kumar, IISM	<ul style="list-style-type: none"> • https://ndma.gov.in/sites/default/files/PDF/Reports/Recovery-and-Reconstruction-Guidelines-NDMA.pdf • https://nidm.gov.in/PDF/Modules/NIDMCPD_RR_22.pdf • https://nidm.gov.in/pdf/pubs/DRR-LTR.pdf • https://www.mha.gov.in/sites/default/files/2024-08/DMGuideline_20082024.pdf
1145 - 1200	Tea Break			
1200 - 1315 (75 minutes)	Session 29: Recovery & Reconstruction	PPT & Case Study	Shri Krishna S. Vatsa Member, NDMA / Dr. Santosh Kumar, IISM / World Bank	<ul style="list-style-type: none"> • https://www.adb.org/sites/default/files/publication/885861/disaster-recovery-planning-explanatory-note-case-study.pdf • https://www.unisdr.org/files/53213_bbb.pdf • https://ndma.gov.in/sites/default/files/PDF/ndmp-2019.pdf (Chapter 9) • https://ndmindia.mha.gov.in/ndmi/viewUploadedDocument?uid=NEW2164 • https://nidm.gov.in/pdf/pubs/DRR-LTR.pdf • https://nidm.gov.in/PDF/pubs/sop_pdna.pdf • https://ssdma.nic.in/uploads/pdffiles/guidelines_recovery_reconstruction-india_draft_dloomba.pdf
1315- 1400	Lunch Break			
1400 - 1515 (45 minutes)	Session 30: Preparation of DM Plan- <i>Identify urgent issues, needs and bottlenecks related to response & recovery issues</i>	Group Work	Course Team	
1515 -1530	Tea Break			

1530 - 1700 (90 minutes)	Session 31: Incident Response System (IRS) and role of Emergency Support Functions (ESFs)	PPT/ Interaction Session & Group Discussion	Sh. Shekher Chaturvedi NIDM	<ul style="list-style-type: none"> • https://ndma.gov.in/sites/default/files/PDF/Guidelines/incidentresponsesystemjuly.pdf • https://nidm.gov.in/PDF/modules/irs-1.pdf • https://nidm.gov.in/PDF/modules/irs-2.pdf • https://nidm.gov.in/PDF/modules/irs-3.pdf • https://nidm.gov.in/PDF/modules/irs-4.pdf • https://nidm.gov.in/PDF/modules/irs-6.pdf • https://nidm.gov.in/PDF/modules/irs-7.pdf • https://nidm.gov.in/PDF/modules/irs-8.pdf • https://nidm.gov.in/PDF/modules/irs-9.pdf • https://nidm.gov.in/PDF/modules/irs-10.pdf
1700- 1715 (15 minutes)	Summing- up	-	Course Team	
Day 10 (Friday): 28.11.2025				
Module 7: Risk Financing and Insurance				
1000 - 1030 (30 minutes)	Recapitulation	-	Course Team Assigned Group	
1030- 1130 (60 minutes)	Session 32: on Disaster Management Planning- <i>[prepare an action plan for response & recovery planning]</i>	Group Work /Open Discussion	Course Team	
1130- 1145	Tea Break			
1145- 1300 (75 minutes)	Session 33: Risk Financing and Insurance	Presentation & Discussion	ED, NIDM (TBC) Sh. Shishir Agrawal	<ul style="list-style-type: none"> • https://www.undrr.org/gar/gar2025 • https://www.adb.org/sites/default/files/publication/646156/adbi-pb2020-5.pdf • https://nidm.gov.in/PDF/pubs/WGR_NIDMandIII_2021.pdf • https://cdri.world/upload/biennial/CH4.7-MI.pdf

				<ul style="list-style-type: none">https://sdgfinance.undp.org/sites/default/files/2025-01/Inclusive%20insurance%20and%20risk%20financing%20in%20India%20-%20Snapshot%20and%20way%20forward%202024.pdf
1300- 1400	Lunch			
1400 - 1500 (60 minutes)	Session 34: Group Presentations by the participants & Post Training Assessment	Group Presentations	Course Team	-
1500 - 1600	Valedictory Session			
1500 - 1505	Summary of the Course		Course Coordinator	
1505 - 1520	Feedback and Review		ED, NIDM / JD/ HoD	
1520 - 1530	Distribution of Certificates			
1640 - 1645	Vote of Thanks		JD NIDM/Senior Advisor, NIDM	
1645 - 1715	High Tea			



मधुप व्यास, भा. प्र. से.
कार्यकारी निदेशक
Madhup Vyas, IAS
Executive Director

राष्ट्रीय आपदा प्रबंधन संस्थान
National Institute of Disaster Management
(गृह मंत्रालय, भारत सरकार)
Ministry of Home Affairs, Govt. of India
प्लॉट नं. 15, ब्लॉक बी, पॉकेट 3,
सेक्टर 29, रोहिणी, दिल्ली - 110042
Plot No. 15, Block B, Pocket 3,
Sector 29, Rohini, Delhi-110042
F.No. NIDM/RID/GA/2025/CDM08
Dated: 26th September, 2025

Respected Sir,

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Government of India, is organizing **8th Comprehensive Course on "Disaster Risk Management"**. The two-week residential course is scheduled to be held from **17th to 28th November, 2025, at NIDM Campus, Delhi.**

2. This course is especially designed to enhance the knowledge and skills of entry-to-mid career officials involved in disaster risk reduction and management. The course aims to provide a comprehensive understanding of Disaster Management Cycle including key components such as prevention, mitigation, preparedness, response and recovery & reconstruction. In addition, the course will also address emerging and cross-cutting subjects such as Risk Financing, Post-Disaster Needs Assessment (PDNA) and inclusive approaches.

3. In this regard, you are kindly requested to **nominate one entry level to mid-career official (Group A or B post) from your State/UT, along with a reserve candidate**, who is actively involved in the field of disaster management.

4. NIDM will host all participants in its campus and provide necessary boarding & lodging facilities. However, travel arrangements of the candidate shall be borne by the respective State/UT. The concept note along with course schedule and other registration details may be accessed by scanning the below given QR Code.

5. I look forward to your cooperation in sharing the confirmation of the nominations preferably by 28th October 2025. For any assistance/enquiry, the nominated participant/concerned organization may be advised to write an email to Dr. Garima Aggarwal, Course Coordinator at garima.nidm@nic.in or contact Sh. Shreyash Dwivedi at Mob. No. +91-8368875235.

With warm regards,

Yours sincerely,



(Madhup Vyas)



To,

The Chief Secretaries of the States/UTs
(as per the list enclosed)

आपदा प्रबंधन महाविचार: पूरा भारत भागीदार

CHIEF SECRETARIES OF STATES & UNION TERRITORIES

1. Shri K. Vijayanand, IAS

Chief Secretary, Government of Andhra Pradesh
Chief Secretary Office, Block No. 1, Andhra Pradesh Secretariat,
Velagapudi, Amaravati, Guntur District, Andhra Pradesh – 522237
Email: cs@ap.gov.in

2. Shri Manish Kumar Gupta, IAS

Chief Secretary, Government of Arunachal Pradesh
Chief Secretary Office, Block-II, 5th Floor, Civil Secretariat,
Itanagar, Arunachal Pradesh – 791111
Email: cs-arunachal@nic.in

3. Dr. Ravi Kota, IAS

Chief Secretary, Government of Assam
Chief Secretary Office, C Block, Assam Secretariat,
Dispur, Guwahati, Assam – 781006
Email: cs-assam@nic.in

4. Shri Pratyaya Amrit, IAS

Chief Secretary, Government of Bihar
Cabinet Secretariat Department, Main Secretariat, Patna, Bihar – 800015
Email: cs-bihar@nic.in

5. Shri Amitabh Jain, IAS

Chief Secretary, Government of Chhattisgarh
Chief Secretary Office, D.K.S. Bhawan,
Mantralaya, Raipur, Chhattisgarh – 492001
Email: csoffice.cg@gov.in

6. Dr. V. Candavelou, IAS

Chief Secretary, Government of Goa
Chief Secretary Office, Secretariat Building, Porvorim, Bardez, Goa – 403521
Email: cs-go@nic.in

7. Shri Pankaj Joshi, IAS

Chief Secretary, Government of Gujarat
Chief Secretary Office, 5th Floor, Block No. 1, Sardar Bhavan,
Sachivalaya, Gandhinagar, Gujarat – 382010
Email: csguj@gujarat.gov.in / chiefsecretary@gujarat.gov.in

8. Shri Anurag Rastogi, IAS

Chief Secretary, Government of Haryana
Chief Secretary Office, Room No. 4, 4th Floor,
Haryana Civil Secretariat, Sector-1, Chandigarh – 160001
Email: cs@haryana.nic.in

9. Shri Prabodh Saxena, IAS

Chief Secretary, Government of Himachal Pradesh
Chief Secretary Office, Room No. E-201B, Ellerslie Building,
Himachal Pradesh Secretariat, Shimla – 171002
Email: cs-hp@nic.in

10. Shri Alka Tiwari, IAS

Chief Secretary, Government of Jharkhand

Chief Secretary Office, Project Building, Dhurwa, Ranchi, Jharkhand – 834004

Email: cs-jharkhand@nic.in

11. Dr. Shalini Rajneesh, IAS

Chief Secretary, Government of Karnataka

Chief Secretary Office, Room No. 320, 3rd Floor,

Vidhana Soudha, Bengaluru – 560001

Email: cs@karnataka.gov.in

12. Dr. A. Jayathilak, IAS

Chief Secretary, Government of Kerala

Chief Secretary Office, Room No. 202, North Sandwich Block,

Kerala Government Secretariat, Thiruvananthapuram – 695001

Email: chiefsecy@kerala.gov.in

13. Shri Anurag Jain, IAS

Chief Secretary, Government of Madhya Pradesh

Chief Secretary Office, Vallabh Bhavan, Bhopal, Madhya Pradesh – 462004

Email: cs@mp.gov.in

14. Shri. Rajesh Kumar

Chief Secretary, Government of Maharashtra

Chief Secretary Office, Mantralaya, Madam Cama Road,

Hutatma Rajguru Chowk, Mumbai, Maharashtra – 400032

Email: cs@maharashtra.gov.in

15. Dr. Puneet Kumar Goel, IAS

Chief Secretary, Government of Manipur

Chief Secretary Office, Old Secretariat, Babupara, Imphal, Manipur – 795001

Email: cs-manipur@nic.in

16. Shri Donald Phillips Wahlang, IAS

Chief Secretary, Government of Meghalaya

Chief Secretary Office, Meghalaya Secretariat, Shillong, Meghalaya – 793001

Email: cso-meg@nic.in

17. Shri Khilli Ram Meena, IAS

Chief Secretary, Government of Mizoram

Chief Secretary Office, Mizoram Secretariat, Aizawl, Mizoram – 796001

Email: cs-mizoram@nic.in

18. Shri Sentiyanger Imchen, IAS

Chief Secretary, Government of Nagaland

Chief Secretary Office, Nagaland Civil Secretariat, Kohima – 797004

Email: csngl@nic.in

19. Shri Manoj Ahuja, IAS

Chief Secretary, Government of Odisha

Chief Secretary Office, Lok Seva Bhawan, Sachivalaya Marg,

Bhubaneswar, Odisha – 751001

Email: csori@nic.in

20. Shri K.A. Prasad Sinha, IAS

Chief Secretary, Government of Punjab

Chief Secretary Office, Punjab Civil Secretariat, Sector 1, Chandigarh – 160001

Email: cs@punjab.gov.in**21. Shri Sudhansh Pant, IAS**

Chief Secretary, Government of Rajasthan

Chief Secretary Office, Government Secretariat, Jaipur, Rajasthan – 302005

Email: csraj@rajasthan.gov.in / cs-rajasthan@nic.in**22. Shri Ravindra Telang, IAS**

Chief Secretary, Government of Sikkim

Chief Secretary Office, Tashiling Secretariat, Gangtok, Sikkim – 737101

Email: cs-sikkim@nic.in**23. Shri N Muruganandam, IAS**

Chief Secretary, Government of Tamil Nadu

Chief Secretary Office, Secretariat, Chennai, Tamil Nadu – 600009

Email: cs@tn.gov.in**24. Shri K Ramakrishna Rao, IAS**

Chief Secretary, Government of Telangana

Chief Secretary Office, Government Secretariat, Hyderabad, Telangana – 500022

Email: cs@telangana.gov.in**25. Shri Jitendra Kumar Sinha, IAS**

Chief Secretary, Government of Tripura

Chief Secretary Office, New Secretariat Complex,

PO: Secretariat – 799010, Agartala, West Tripura

Email: cs-tripura@nic.in / cstripura@gmail.com**26. Shri Shashi Prakash Goyal, IAS**

Chief Secretary, Government of Uttar Pradesh

Chief Secretary Office, Lal Bahadur Shastri Bhawan (Annexy Building),

Sarojini Naidu Marg, Lucknow, Uttar Pradesh – 226001

Email: csup@nic.in**27. Shri Anand Bardhan, IAS**

Chief Secretary, Government of Uttarakhand

Chief Secretary Office, Secretariat, Dehradun, Uttarakhand – 248001

Email: cs-uttaranchal@nic.in / Chiefsecy@gmail.com**28. Dr. Manoj Pant, IAS**

Chief Secretary, Government of West Bengal

Chief Secretary Office, Nabanna, 13th Floor, 325

Sarat Chatterjee Road, Mandirtala, Shibpur, Howrah – 711102

Email: cs-westbengal@nic.in / westbengal@nic.in**29. Dr. Chandra Bhushan Kumar, IAS**

Chief Secretary, Andaman & Nicobar Administration

Secretariat, Sri Vijaya Puram, Port Blair – 744101,

Andaman & Nicobar Islands

Email: cs-andaman@nic.in / cs-andamannicobar@gov.in

30. Shri Rajeev Verma, IAS

Chief Secretary, Union Territory of Chandigarh

UT Secretariat, Sector 9, Chandigarh – 160009

Email: admnchandigarh@nic.in / cs-chd@chd.gov.in

31. Shri Amit Singla, IAS

Chief Secretary,

Union Territory of Dadra & Nagar Haveli and Daman & Diu Secretariat,

Fort Area, Moti Daman – 396220

Email: devcom-d@nic.in / advisor-dnhdd@daman.nic.in / devcom-dd@nic.in

32. Shri Dharmendra, IAS

Chief Secretary, Government of National Capital Territory of Delhi

Delhi Secretariat, I.P. Estate, New Delhi – 110002

Email: csdelhi@nic.in

33. Dr. S B Deepak Kumar, IAS

Advisor to the Administrator, Union Territory of Lakshadweep

Secretariat Building, Kavaratti – 682555

Email: lk-advisor@gov.in / cs-lak@nic.in

34. Dr. Sharat Chauhan, IAS

Chief Secretary, Government of Puducherry

Chief Secretariat, Goubert Avenue, Puducherry – 605001

Email: cs-pondicherry@nic.in / cs@py.gov.in

35. Shri Atal Dulloo, IAS

Chief Secretary, Government of Jammu and Kashmir

J&K Office: Civil Secretariat, Jammu Office: R. No. 2/7, 2nd Floor

Main Building, Civil Secretariat, Jammu – 180001

Srinagar Office: R. No. 307, 3rd Floor, Civil Secretariat, Srinagar – 190001

Email: cs-jandk@nic.in

36. Dr. Pawan Kotwal, IAS

Chief Secretary, Union Territory of Ladakh

Civil Secretariat, Leh – 194101, Ladakh

Email: advisor-lg-ladakh@gov.in / cs-ladakh@nic.in

NATIONAL INSTITUTE OF DISASTER MANAGEMENT (NIDM)
Ministry of Home Affairs, Govt. of India, New Delhi

Nomination Form

Name of the Programme: **8th Comprehensive Course on Disaster Risk Management from 17-28 November, 2025.**

Venue: NIDM, Rohini, New Delhi.

Name of the Participant: _____

Designation: _____ **Level:** _____ **Group:** _____ **Date of Birth/Age:** _____

Name and Address of the Organization: _____

Residential Address: _____

Telephone: STD Code: _____ **Office:** _____ **Residence:** _____

Mobile: _____ **Email:** _____

Blood Group: _____ **Alternative Number:** _____ **Any kind of Allergies:** _____

Expectations from the programme: _____

In what way do you think that this training programme will be useful?

Accommodation requirement only for outstation participants during the Training Programme (Required / not required) ?

Date: _____

**Name, Designation and
Signature of the Nominating
Authority**

Venue Address:

National Institute of Disaster Management, Ministry of Home, Affairs, Govt. of India, Plot No. 15, Block-B,
 Pocket-3, Sector-29 Rohini Delhi-110042
 Dr. Garima Aggarwal, Course Coordinator at garima.nidm@nic.in

Fwd: Residential Training Programme on “Advance Course on Right to Information Act, 2005 and Modern HR Practices” at Goa during 22nd-26th December, 2025.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 29 Oct 2025 10:48:03 AM +0530

To "Secretary AR"<secyar@nic.in>,"Secretary Services"<secservices@nic.in>

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

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

To: "osdsw"<osd.sw@gecdelhi.ac.in>, "dean"<dean@gecdelhi.ac.in>, "chitfund18"<chitfund18@gmail.com>, "rcoop"<rcoop@nic.in>, "principalandc"<principalandc@gmail.com>, "laskhmibaicollege"<laskhmibaicollege@yahoo.com>, "info"<info@mvcoe.org>, "parafoods"<para.foods@gmail.com>, "saaketkumar"<saaketkumar@hotmail.com>, "tnravi"<tnravi@hotmail.com>, "lakshmisld"<lakshmisld@hotmail.com>, "shivajicollegeac"<shivajicollege.ac@gmail.com>, "aracademic"<aracademic@dce.edu>, "alokadutta"<alokadutta@rediffmail.com>, "kdsharma850"<kdsharma850@gmail.com>, "principal"<principal@rajdhani.du.ac.in>, "maitreyi1967"<maitreyi1967@yahoo.co.in>, "csdelhi"<csdelhi@nic.in>, "sudarshandipsar"<sudarshandipsar@gmail.com>, "ssfdelhi"<ssf.delhi@gmail.com>

Date: Wed, 29 Oct 2025 10:21:30 +0530

Subject: Residential Training Programme on “Advance Course on Right to Information Act, 2005 and Modern HR Practices” at Goa during 22nd-26th December, 2025.

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

Ref No.:- **T2526ABG04**
Dated:**22-10-2025**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, HQ-Delhi is organizing the above-mentioned residential training course during **22nd-26th December, 2025 at Goa with Check-in on 22-12-2025(AN) and Check-Out on 26-12-2025(FN).**

The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments(Central and State Govt.), Academic Institutions, PSUs, Boards, Corporations, Banks, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation.

As you are aware that the Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to

promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act.

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector, so human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success. Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management, creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organisation. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The numbers of seats are limited and nominations will be accepted on first-cum-first-served basis. The last for receiving of nominations is 15th December, 2025.

Thanking you,

Your truly,

(S.P.Singh)
Group Head & Director
AB Group-HQ Delhi

2 Attachment(s)

Brochure Training Programme ...
670.5 KB

Cover Letter 22nd-26th Decem...
465.3 KB



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

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



Ref No.: T2526ABG04

Dated: 15-10-2025

Sub: Residential Training Programme on "Advance Course on Right to Information Act, 2005 and Modern HR Practices" at Goa during 22nd-26th December, 2025.

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, HQ-Delhi is organizing the above-mentioned residential training course during **22nd-26th December, 2025 at Goa with Check-in on 22-12-2025(AN) and Check-Out on 26-12-2025(FN).**

The programme has been designed keeping in view of the mandatory requirements under the RTI Act that Govt. departments(Central and State Govt.), Academic Institutions, PSUs, Boards, Corporations, Banks, Autonomous Organizations etc. should train their concerned Officers/officials on RTI for effective implementation.

As you are aware that the Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization. This training programme has been designed to equip the participants with the right interpretation and implications of the Act and explain the different articles under the Indian Constitution that have correlation with this Act.

As you know that people are the assets on which competitive advantage is built, whether in the public or private sector, so human resource management and the practices associated with it have become accepted by managers in all forms of organisations as one of the most important strategic levers to ensure continuing success. Effective communication, interpersonal relations, conflict resolution, employee performance management, Time and stress management, creating good organizational culture, knowledge management and talent management are some of the core HR skills that all officers/managers must possess in order to contribute maximum to the organizational objectives. Also, a key element in modern HR practices is its alignment of human efforts with the strategy of the organisation. Getting best out of human resources under all circumstances is what an organization needs for survival and growth. The programme has been designed to equip the participants about modern HR practices so that they can manage human resources to get maximum productivity from employees.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The numbers of seats are limited and nominations will be accepted on first-cum-first-served basis. The last for receiving of nominations is 15th December, 2025.

Thanking you,

Yours truly,

(S.P.Singh)

Group Head & Director
AB Group-HQ Delhi



NATIONAL PRODUCTIVITY COUNCIL

Training Programme on Advance Course on Right to Information Act, 2005 and Modern HR Practices

PROGRAMME CODE: (T2526ABG04)

22nd-26th December 2025
Goa



1. ABOUT NPC

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

2. PROGRAMME THEME

The Right to Information Act has got the assent of President on 15th June, 2005. The Act aims at empowering citizens to provide access to information under the control of public authorities to promote transparency and accountability in public dealings. As Right to Information Act is mandatory to be implemented, there is need for the organizations to understand all the requirements under the Act, interlinkages of this Act with other relevant acts and formulate strategies to implement the same within the organization.

This Program will also help the participants to better understand the advanced HR practices that fit into their management requirements identify areas of concern and seek better solution to improve managerial effectiveness and performance of the organization.

LEARNING OBJECTIVES

This training program prepares participants to:

RIGHT TO INFORMATION ACT, 2005

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

MODERN HR PRACTICES

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

1. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

RIGHT TO INFORMATION ACT, 2005

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

MODERN HR PRACTICES

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

2. METHODOLOGY

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

3. PARTICIPANTS' PROFILE

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

4. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & renowned and experienced Trainers from the respective field.

5. PROGRAMME FEE & VENUE

Programme Code	(T2526ABG04)	
Program Venue	Goa	
Programme Fee	Programme fee for residential participant ₹ 70000/- + 18% GST per Participant (Rupees Seventy Thousand plus GST @ 18% per participant)	Programme fee for non-residential participant ₹ 55000 /- + 18% GST per Participant (Rupees Fifty Five Thousand plus GST @ 18% per participant)
For Residential Participants	Check-in at Hotel- 22.12.2025 (AN) Check-out from Hotel - 26.12.2025 (FN) (FOUR NIGHTS ONLY) The session will start at 16:00 hrs on 22.12.2025	

6. PAYMENT DETAILS

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

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

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.



HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations is **15th December, 2025**

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

Sh. A K Verma,
 Dy. Director (AB Group)
 Email: ashishkr.verma@npcindia.gov.in
 Phone:- 011-24607332
 Mobile No.: +91-8802866347



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

APPLICATION FORM FOR NOMINATIONS

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

Programme Code: **T2526ABG04**

Programme Duration: **22nd-26th December 2025 (5 Days)**

Venue/Location: **Goa**

Select Participation on Residential Basis ☐

OR Non-Residential Basis ☐

Details of Nominated Participants:

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

Details of Nominating Authority:

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

Select, if Organization is GST Exempted ☐

OR Select, if Organization is Not GST Exempted ☐

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

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

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

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

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

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

7. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.

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

Mon, 27 Oct 2025 3:05:10 PM +0530

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

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

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

Date: Mon, 27 Oct 2025 14:43:03 +0530

Subject: Training Programme for CVOs/VOs by ISTM

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

 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 : Training Programme for CVOs/VOs

Course Code : CVOs/VOs-05

Date : 29 Dec 2025 to 02 Jan 2026

Mode : Offline

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

Regards

Pramod Kumar Jaiswal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067