

Training of Trainer (ToT) Programmes on Vigilance and Disciplinary
Matters for Officers dealing with Disciplinary Proceedings against
AIS officers in State Governments/UTs

Shri
Rajeev < csdelhi@nic.in >
Verma

CS/2026/16564

RAJAT RAJAT < rajat.kumar02@gov.in >

Thu, 02 Jul 2026 3:22:20 PM +0530

To "Sameer Sharma"<cs@ap.gov.in>,"Naresh Kumar"<cs-arunachal@nic.in>,"Jishnu IAS"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office" <csoffice.cg@gov.in>,"Chief Secretary"<cs-go@nic.in>,"chiefsecretary" <chiefsecretary@gujarat.gov.in>,"Sanjeev Kaushal"<cs@hry.nic.in>,"Ram Singh" <cs-hp@nic.in>,"jharkhand"<jharkhand@nic.in>,"Iqbal Bains"<cs@mp.nic.in>,"cs" <cs@maharashtra.go>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Mr ALAM" <csnsl@nic.in>,"Suresh Mahapatra"<csori@nic.in>,"Chief Punjab" <cs@punjab.gov.in>,"csraj"<csraj@rajasthan.go>,"Mr Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"andamannicobar" <andamannicobar@gov.in>,"cs-chd"<cs-chd@chd.gov.in>,"Shri Dev" <csdelhi@nic.in>,"A. Anbarasu IAS"<lk-advisor@gov.in>,"Chief CS" <cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs"<cs@karnataka.gov.in>,"V.P.Joy IAS"<chiefsecy@kerala.gov.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"westbengal"<westbengal@nic.in>,"devcom-dd@nic.in" <advisor-dnh-dd@daman.nic.in>

Cc "Ajay Kumar Verma"<ajay.kv14@nic.in>,"savita28185213" <savita.28185213@delhipolice.gov.in>,"Abhishek Raj" <abhishek.raj158@gov.in>,"Seema Srivastava"<seema.mnre@gov.in>

Sir/Madam,

Kindly find the attachment on the subject-mentioned above for further necessary action.

Regards,

Rajat,
Steno-D to US(AVD- 1B),
DoPT, New Delhi- 110001

1 Attachment(s)

ToT programme.pdf
662.4 KB

e-mail

F.No.C-38/13/2026-AVD-IB
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Kartavya Bhavan-3, New Delhi -01
Dated: 2nd July, 2026

To
Chief Secretaries of All States/UTs
(through e-mail)

Subject: -Training of Trainer (ToT) programmes on Vigilance and Disciplinary Matters for Officers dealing with Disciplinary Proceedings against AIS officers in State Governments/UTs.

Sir/Madam,

I am directed to refer to the **Training of Trainer (ToT) programmes** on the above subject matter and to say that in the past as it was decided with the approval of Secretary (P) during a series of meetings (Personnel) with Secretaries or representatives of GAD/Personnel Departments of all State Governments that the Inquiry Officers/ Disciplinary Authorities may be suitably trained in the various procedures of Disciplinary Proceedings to avoid delays in processing such matters. Accordingly, the Institute of Secretariat Training and Management, an Attached Office under this Department, was selected to organize Training of Trainer (ToT) programme. The last time such training was conducted successfully from 18th to 24th March, 2024.

2. In order to enhance the understanding and potential of the officers of State Govts/UTs dealing with the Disciplinary matters against AIS officers, the ISTM will be conducting training for four days on the above subject matter. The training programme shall be conducted through off-line mode. The basic information of the training programme is as follows: -

Objective: - The training for the officers of State Governments/UTs on the procedures to be followed in cases of Disciplinary Proceedings as per AIS (D&A) Rules, 1969, AIS (DCRB) Rules, 1958 and AIS (Conduct Rules), 1968 to avoid delays.

Eligibility- It is desirable that at least the Gazetted rank level officers should be deputed to undergo the ToT programme who possess background knowledge in Disciplinary/Vigilance matters, aptitude for being a trainer and participation in some trainer development programme.

Duration of the course – four days {dated 17th to 20th August, 2026}

How to register for course- The willing officers who could be spared for the above mentioned period of training may register themselves on the registration link as mentioned below:-

http://www.istm.gov.in/home/online_osp_form

Last date for online registration: - 10th August, 2026

Batch Size of training: - maximum 30 participants

3. You are requested to nominate at least 01 but not more than 02 participants dealing with the DP matters under AIS Rules from your State/UT keeping in view of the batch size and also ensure to spare them to be trained under the proposed ToT so that ISTM as well as this Department can proceed further with commencement of the programme.

4. The details of allowed participants from your respective State/UT may please be sent through email to the following:

- Shri Jitender Bhati, Deputy Director ISTM (jbhatti.edu@nic.in)
- Ms. Seema Srivastava, Under Secretary DoPT (seema.mnre@gov.in)
- Shri Ajay Kumar Verma, Section Officer DoPT (soavd1b-dopt@gov.in).

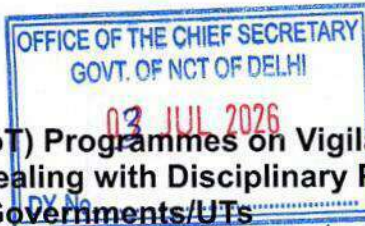
Yours faithfully,

Seema Srivastava
21/7/26
(Seema Srivastava)

Under Secretary to the Govt. of India
Tele.No.011-24010421

Copy to:-

Shri Jitender Bhati
Deputy Director (Training/Coord.),
Institute of Secretariat Training and Management (ISTM),
OLD JNU Campus, New Delhi.



Training of Trainer (ToT) Programmes on Vigilance and Disciplinary Matters for Officers dealing with Disciplinary Proceedings against AIS officers in State Governments/UTs

Shri
Rajeev < csdelhi@nic.in >
Verma

CS/2026/16564

RAJAT RAJAT < rajat.kumar02@gov.in >

Thu, 02 Jul 2026 3:22:20 PM +0530

To "Sameer Sharma"<cs@ap.gov.in>,"Naresh Kumar"<cs-arunachal@nic.in>,"Jishnu IAS"<cs-assam@nic.in>,"Chief Bihar"<cs-bihar@nic.in>,"Chief Office" <csoffice.cg@gov.in>,"Chief Secretary"<cs-go@nic.in>,"chiefsecretary" <chiefsecretary@gujarat.gov.in>,"Sanjeev Kaushal"<cs@hry.nic.in>,"Ram Singh" <cs-hp@nic.in>,"jharkhand"<jharkhand@nic.in>,"Iqbal Bains"<cs@mp.nic.in>,"cs" <cs@maharashtra.go>,"cs-manipur"<cs-manipur@nic.in>,"cso-meg"<cso-meg@nic.in>,"cs-mizoram"<cs-mizoram@nic.in>,"Mr ALAM" <csnsl@nic.in>,"Suresh Mahapatra"<csori@nic.in>,"Chief Punjab" <cs@punjab.gov.in>,"csraj"<csraj@rajasthan.go>,"Mr Gupta"<cs-skm@hub.nic.in>,"cs"<cs@tn.gov.in>,"CS Telangana"<cs@telangana.gov.in>,"cs-tripura"<cs-tripura@nic.in>,"CHIEF GoUP"<csup@nic.in>,"andamannicobar" <andamannicobar@gov.in>,"cs-chd"<cs-chd@chd.gov.in>,"Shri Dev" <csdelhi@nic.in>,"A. Anbarasu IAS"<lk-advisor@gov.in>,"Chief CS" <cs.pon@nic.in>,"cs-jandk"<cs-jandk@nic.in>,"cs"<cs@karnataka.gov.in>,"V.P.Joy IAS"<chiefsecy@kerala.gov.in>,"cs-uttaranchal"<cs-uttaranchal@nic.in>,"westbengal"<westbengal@nic.in>,"devcom-dd@nic.in" <advisor-dnh-dd@daman.nic.in>

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DoPT, New Delhi- 110001

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F.No.C-38/13/2026-AVD-IB
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

Kartavya Bhavan-3, New Delhi -01
Dated: 2nd July, 2026

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- Shri Ajay Kumar Verma, Section Officer DoPT (soavd1b-dopt@gov.in).

Yours faithfully,

Seema Srivastava
21/7/26
(Seema Srivastava)

Under Secretary to the Govt. of India
Tele.No.011-24010421

Copy to:-

Shri Jitender Bhati
Deputy Director (Training/Coord.),
Institute of Secretariat Training and Management (ISTM),
OLD JNU Campus, New Delhi.

Fwd: Inviting nominations for an Online 03 days' Course on 'Cyber Awareness about Safe Use of Smart Devices and Cyber Security' for Administrative Officers' w.e.f. 22 to 24/09/26-reg**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 02 Jul 2026 6:46:40 PM +0530

To "Nandini Paliwal"<secservices@nic.in>,"Sh. Jitender Yadav"<secyit@nic.in>

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

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

To: "Cs Chief Secretary"<cs-uttarakhand@nic.in>, "chiefsecyuk"<chiefsecyuk@gmail.com>,"karmikanubhag1"<karmikanubhag1@gmail.com>, "Amit Baluni"<cru.itda@uk.gov.in>, "Chief Secretary"<cs-hp@nic.in>, "persbr4-hp"<persbr4-hp@nic.in>, "Chief Secretary Punjab"<cs@punjab.gov.in>, "cs-jandk"<cs-jandk@nic.in>, "Anurag Rastogi"<cs@hry.nic.in>, "H. Rajesh Prasad"<adviser-chd@nic.in>, "csdelhi"<csdelhi@nic.in>, "advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>

Date: Thu, 02 Jul 2026 15:22:40 +0530

Subject: Inviting nominations for an Online 03 days' Course on 'Cyber Awareness about Safe Use of Smart Devices and Cyber Security' for Administrative Officers' w.e.f. 22 to 24/09/26-reg

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

Respected Sir/Madam,

Kindly find attached herewith a letter inviting nominations for an Online 03 days' Course on '**Cyber Awareness about Safe Use of Smart Devices and Cyber Security' for Administrative Officers** of State Administrative Services i.e. DM/s, ADM's, BDO's, Tehsildars, etc. to be conducted by CDTI, Chandigarh w.e.f. **22.09.26 to 24.09.26**.

2. Kindly utilize all 10 allotted seats.

Regards

Director
CDTI, Chandigarh.

1 Attachment(s)

AO-Invitation of nominations fo...

1 MB

SPEED POST/EMAIL ✓



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

No.3/CDTI/TRG/2026-27/1689-97

Dated: 2nd July, 2026

To

1. **The Chief Secretary, Uttarakhand**, 4 Subhash Road, Uttarakhand Secretariat, Dehradun-248001, Uttarakhand. -1689
 2. **The Chief Secretary, Himachal Pradesh**, H.P. Secretariat, Shimla-171002 -1690
 3. **The Chief Secretary, Punjab**, Room No. 26, 6th Floor, Punjab Secretariat, Sector-1, Chandigarh. -1691
 4. **The Chief Secretary, J&K**, Room No. 2/7, 2nd Floor, Main Building, Civil Secretariat, Jammu-180001. -1692
 5. **The Chief Secretary, J&K**, Room No. 318, 3rd Floor, Civil Secretariat, Srinagar, Kashmir-190001 -1693
 6. **The Chief Secretary, Haryana**, Room No. 4, 4th Floor, Haryana Civil Secretariat, Sector-1, Chandigarh. -1694
 7. **The Chief Secretary, Chandigarh**, UT Secretariat, Sector-9, Chandigarh, -1695
 8. **The Advisor to Hon'ble Lt. Governor (Home/Finance)**, Civil Secretariat, Leh-Ladakh-194101. -1696
 9. **The Chief Secretary, NCT of Delhi**, 3rd level, Delhi Secretariat, IP Estate, New Delhi -110002. -1697
- 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. 22.09.26 TO 24.09.26- 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 &

-2-

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. 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	22.09.26	24.09.26	'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:**

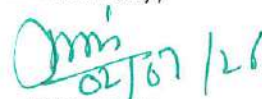
- (i) **The officers can attend the classes from their official workplace. They can use desktops, laptops or even their Smart phones to attend sessions.**
- (ii) **There will be only three (3) sessions every day of 80 minutes duration each. The sessions will be held from (first) 1020 hrs to 1140 hrs. (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.

-3-

- (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.
- (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.

Yours faithfully,


DIRECTOR

Fwd: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 02 Jul 2026 4:34:52 PM +0530

To "Nandini Paliwal"<secservices@nic.in>

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

From: Mukesh Kumar <mukesh.kr07@gov.in>

To: "Dr. Sameer Sharma, IAS"<cs@ap.gov.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, "Chief Secretary Office"<csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary"<cs-go@nic.in>, "Dharmendra"<cs-arunachal@nic.in>, "Jishnu Barua IAS"<cs-assam@nic.in>, "csguj"<csguj@gujarat.gov.in>, "Mr R D Dhiman"<cs-hp@nic.in>, "Sanjeev Kaushal, IAS"<cs@hry.nic.in>, "branchtrg"<branchtrg@gmail.com>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "cheifsecy"<cheifsecy@kerala.gov.in>, "Iqbal Singh Bains"<cs@mp.nic.in>, "chiefsecy"<chiefsecy@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland"<csngl@nic.in>, "Suresh Chandra Mahapatra"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "Mr S.C Gupta"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "CS Telangana"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP"<csup@nic.in>, "chief secretary"<cs-uttaranchal@nic.in>, "Shri H K Dwivedi"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "admn-chandigarh"<admn-chandigarh@nic.in>, "administrator-dd-dnh"<administrator-dd-dnh@nic.in>, "csdelhi"<csdelhi@nic.in>, "lk-admin"<lk-admin@nic.in>, "cspon"<cs.pon@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "advisor-lg-ladakh"<advisor-lg-ladakh@gov.in>, "directordhti"<directordhti@caomod.nic.in>

Cc: "Manoj Kataria"<manoj.kataria14@nic.in>, "UMA MAGESH"<uma.magesh@nic.in>, "Vijay S"<vijays@cag.gov.in>

Date: Thu, 02 Jul 2026 12:58:18 +0530

Subject: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).

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

Respected Ma'am/Sir,

Please find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular of 1st EPPPM ...
40.5 MB

No. T-13017/4/2026-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 02nd July, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).

Sir/Madam,

It is hereby informed that **Indian Institute of Management, Calcutta** in collaboration with this Department is offering a Long Term Domestic Programme viz "One Year Executive Programme in Public Policy and Management" (EPPPM) from **July 18th, 2026**. EPPPM is designed as a 1 year hybrid programme wherein the on-campus immersion shall be carried out at IIM Calcutta Campus.

Course pedagogy:

2. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

3. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

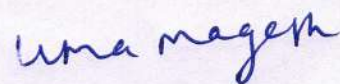
4. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in] and websites of Indian Institute of Management, Calcutta (IIMC) <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>

5. Nominations of suitable eligible officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **July 15th, 2026**. Nominations received after this date will not be considered. As it is an open programme, Candidates can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Uma Magesh)
Under Secretary to the Government of India
Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 with request to consider applications received on or before July 15th, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's <https://trgdiv.dopt.gov.in/> webpage.



(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

Terms and conditions**1st One Year Executive Programme in Public Policy and Management (EPPPM) at Indian Institute of Management - Calcutta**

The 1st One Year Executive Programme in Public Policy and Management – EPPPM at Indian Institute of Management – Calcutta will commence from **July 18th 2026**. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

Length of service	Officers should have completed 5 years of Group 'A' service as on commencement of the programme.
Age	The officers should have at least five years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. **Course Fees:** (a) The course fee for the programme is **Rs. 3.35 Lakh** (Rupee Three Lakh Thirty Five Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of Course material, Access to IIMC Library and e-

resources when participants are on campus, Faculty Costs, Board and Lodging. AC accommodation on twin sharing basis will be provided to participants on campus during the campus modules, Programme kit, Networking Dinners. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 3.35 Lakh (Rs. Three Lakh and Thirty Five Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the program or/and in any case within 30 days of commencement of program.

4. **Programme structure**

The duration of this program is One year. Mode of delivery: Three hour sessions on select Saturdays, from 6.45 to 9.45 pm. In addition, there will be two campus modules of 3 days each. The programme includes the following modules:

- i. Public Policy: Theory, Concepts and Methods (15 Hrs).
- ii. Quantitative Methods and Operations Management for Public Policy (15 Hrs).
- iii. Economic Determinants of Public Policy (15 Hrs).
- iv. Public Finance and Public Policy (15 Hrs).
- v. Negotiations, Conflict and Leadership (15 Hrs).
- vi. Law and Public Policy (15 Hrs).
- vii. The Political and Social context of Public Policy (15 Hrs).
- viii. Public Policy and Strategy (15 Hrs).
- ix. Public Policy: Empirical Cases and Contemporary Agendas (30 Hrs).

5. **Design Elements:**

- Academic Orientation
- Campus Modules
- Live Virtual Sessions
- Guest Lectures
- Capstones Group Project
- Assessments
- Certificate Award Ceremony

6. Academic Guidelines:

- i. **Attendance** of participants will be recorded and periodically shared by IIM Calcutta. Participants need to have an overall attendance of at least 75% to complete the requirements of the programme.
- ii. **Archives** (recorded sessions) will be made available to participants for a period of up to seven days after each session. No attendance will be awarded for viewing recorded sessions.
- iii. **Evaluation:** Participants will be evaluated on the basis of an appropriate combination of examinations, assignments and class participation for all the courses. For every module/course where evaluation is conducted, participants will be given any one of the following grades: "Excellent"; "Good"; "Fair"; or "Poor".
- iv. **Make up examinations** will be held towards the end of the programme for absentees and those with "Poor" grades to help them to complete the programme. In such cases, for grades above the "Fair" grade, the grade will be adjusted one grade lower, i.e., the grade of a participant getting "Excellent" grade in the make-up examination will be adjusted downwards to "Good" and "Good" grade will be downgraded to "Fair" grade.
- v. **Certification:** Participants will be awarded either a "Certificate of Successful Completion" or a "Certificate of Participation." "Certificate of Successful Completion" will be awarded to the participant who fulfills the following criteria:
 - a) Has an overall attendance of at least 75% attendance in the programme
 - b) Has appeared in all the examinations
 - c) Has obtained "Poor" grade in not more than two courses.

A "Certificate of Participation" will be awarded to the participant who has satisfied conditions (a) and (b) but has obtained more than two "Poor" grades.

However, if any participant has not appeared for all the examinations, his / her result will be treated as "Incomplete". For such participants no certificate will be awarded.

- vi. Use of **unfair means:** Copying in any form in any assignment and examination will be considered as an act of indiscipline. The Institute will initiate serious disciplinary action against such participant, including debarring the participant from the programme in case a participant is found guilty. In such cases the fees paid will not be refunded.

****IIM Calcutta does not provide placement assistance to Long Duration Programme participants.***

7. Hostel Facilities

Indian Institute of Management – Calcutta will provide rent-free furnished residential AC accommodation on twin sharing basis in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

8. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

9. Selection procedure and forwarding of nominations

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

10. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by sending an email to mgrldp@iimcal.ac.in or by logging on to Websites of IIM Calcutta <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **July 15th, 2026**.¹⁸

- (iii) Nominations received after the due date will not be considered.
- (iv) As it is an open programme, Candidate can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

11. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".



Indian Institute of Management, Calcutta Diamond Harbour Road, Joka, Kolkata, West Bengal Phone No: + 033-2467 8312 E-mail Id: mgrldp@iimcal.ac.in , Website: https://iimcal.ac.in	Government of India Department of Personnel & Training Block- IV, 3 rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26706382, Fax No: 011-26106314, Website: https://trgdiv.dopt.gov.in/
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Application for Admission in One Year Executive Program in Public Policy and Management – (EPPPM)

(Programme Commences on **July 18th, 2026**; Last date of receiving application is **15th July, 2026**)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS						Paste a recent passport sized photograph
Title (Mr./Ms/Dr.)						
Full name in block letters (First name, Middle name, Surname)						
Father's full name						
Mother's full name						
Gender (Put ☒)	Male ☐	Female ☐	Date of birth			
				DD	MM	Year
Date of Superannuation			Age as on 18-07-2026			
	DD	MM	Year	Year	Month	
Nationality				Religion		
Caste category (Put ☒)	General ☐	OBC ☐	SC ☐	ST ☐		
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band			
2. MINISTRY/DEPARTMENT DETAILS						
Name of the Ministry/ Department						
Designation of Applicant						
Office Address						
	State			PIN		
Telephone No.				Fax		
Service cadre with year of allotment						
Length of service in Group-A						
Are you presently on deputation to the Govt. of India (Put ☒)	Yes ☐	No ☐	If yes, from which date:			

Date of completion of tenure?					
3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State		PIN	
Telephone No				Fax No	
Mobile No					
Email ID [In Capital Letters] (Main and alternate)					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE						
Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- Statement of Purpose: Why are you interested in pursuing this programme?
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- You may send the application form directly to Ms. Uma Magesh, Under Secretary (Trg), Training Division, Department of Personnel and Training, Government of India, Room No - 315, 3rd Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: uma.magesh@nic.in] as well as to Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in]
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by July 15th, 2026.
- The application envelop should be superscripted as "Application for admission in One Year Executive Programme in Public Policy and Management – EPPPM at IIM Calcutta".

PART - B*(For the use of the Cadre Controlling Authority only)*

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	Yes ☐	No ☐

2. Is there any standing adverse entry against the officer? (put √)	Yes ☐	No ☐
If YES, please give details:		

3. Is the applicant's overall ACR grading "Very Good"? (put √)	Yes ☐	No ☐

4. Whether cadre clearance has been obtained? (put √)	Yes ☐	No ☐
(For officers, who would be completing their deputation tenures prior to joining the EPPPM? In such cases, clearance of the State Government/Parent department has to be obtained)		
Has the candidate been offered a central deputation also?	Yes ☐	No ☐
If selected, will the candidate be released for the Programme?	Yes ☐	No ☐

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			
		PIN	
Telephone No.			
Fax No.			
E-mail ID			

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

**Format of Bond to be executed by a Government Servant before proceeding for 1st One Year
Executive Programme in Public Policy and Management – EPPPM of Indian Institute of
Management - Calcutta**

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my EPPPM programme by IIM Calcutta i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by IIM Calcutta together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for EPPPM programme by IIM Calcutta.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the EPPPM programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2026.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnessess: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
25 (Authorized Signatory) [Office Seal Compulsory]

Fwd: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 02 Jul 2026 4:34:52 PM +0530

To "Nandini Paliwal"<secservices@nic.in>

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

From: Mukesh Kumar <mukesh.kr07@gov.in>

To: "Dr. Sameer Sharma, IAS" <cs@ap.gov.in>, "Chief Secretary Bihar" <cs-bihar@nic.in>, "Chief Secretary Office" <csoffice.cg@gov.in>, "Puneet Kumar Goel IAS Chief Secretary" <cs-go@nic.in>, "Dharmendra" <cs-arunachal@nic.in>, "Jishnu Barua IAS" <cs-assam@nic.in>, "csguj" <csguj@gujarat.gov.in>, "Mr R D Dhiman" <cs-hp@nic.in>, "Sanjeev Kaushal, IAS" <cs@hry.nic.in>, "branchtrg" <branchtrg@gmail.com>, "Shri Sukhdev Singh" <cs-jharkhand@nic.in>, "cs" <cs@karnataka.gov.in>, "cheifsecy" <cheifsecy@kerala.gov.in>, "Iqbal Singh Bains" <cs@mp.nic.in>, "chiefsecy" <chiefsecy@maharashtra.gov.in>, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "cs-mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Suresh Chandra Mahapatra" <csori@nic.in>, "cs" <cs@punjab.gov.in>, "csraj" <csraj@rajasthan.gov.in>, "Mr S.C Gupta" <cs-skm@hub.nic.in>, "cs" <cs@tn.gov.in>, "CS Telangana" <cs@telangana.gov.in>, "cs-tripura" <cs-tripura@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "Shri H K Dwivedi" <cs-westbengal@nic.in>, "cs-andaman" <cs-andaman@nic.in>, "admn-chandigarh" <admn-chandigarh@nic.in>, "administrator-dd-dnh" <administrator-dd-dnh@nic.in>, "csdelhi" <csdelhi@nic.in>, "lk-admin" <lk-admin@nic.in>, "cspon" <cs.pon@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "advisor-lg-ladakh" <advisor-lg-ladakh@gov.in>, "directordhti" <directordhti@caomod.nic.in>

Cc: "Manoj Kataria" <manoj.kataria14@nic.in>, "UMA MAGESH" <uma.magesh@nic.in>, "Vijay S" <vijays@cag.gov.in>

Date: Thu, 02 Jul 2026 12:58:18 +0530

Subject: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).

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

Respected Ma'am/Sir,

Please find the attachment on the subject mentioned above.

With Regards,

Mukesh Kumar,
ASO (LTDP),
Training Division,
DoPT, New Delhi 110067

1 Attachment(s)

Signed Circular of 1st EPPPM ...
40.5 MB

No. T-13017/4/2026-LTDP
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training
(Training Division)

3rd Floor Block-IV, Old JNU Campus,
New Mehrauli Road, New Delhi-110067,
Dated: 02nd July, 2026

To

1. Secretaries (All Ministries/Departments in Government of India)
2. The Chief Secretaries to all State Governments
3. Administrators of Union Territories
4. All the Cadre Controlling Authorities
5. Directors General/Directors of Central & State Training Institutes

Sub: Long Term Domestic Training Programme "One Year Executive Programme in Public Policy and Management" (EPPPM) by Indian Institute of Management – Calcutta (IIMC).

Sir/Madam,

It is hereby informed that **Indian Institute of Management, Calcutta** in collaboration with this Department is offering a Long Term Domestic Programme viz "One Year Executive Programme in Public Policy and Management" (EPPPM) from **July 18th, 2026**. EPPPM is designed as a 1 year hybrid programme wherein the on-campus immersion shall be carried out at IIM Calcutta Campus.

Course pedagogy:

2. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

3. The programme is open to officers belonging to All India Services (Indian Administrative Service, Indian Police Service and Indian Forest Service), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and Central Training Institutes (CTIs) and also Officers of the State Civil Services (Group 'A') subject to the eligibility conditions as enclosed.

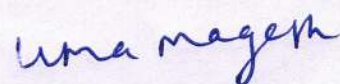
4. Details of the '**Terms and Conditions**' of the programme, application form and other documents are enclosed with this letter. Further details with regard to this programme may be ascertained from Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in] and websites of Indian Institute of Management, Calcutta (IIMC) <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>

5. Nominations of suitable eligible officers in the prescribed pro-forma may please be sent to this Department through their Cadre Controlling Authorities so as to reach us on or before **July 15th, 2026**. Nominations received after this date will not be considered. As it is an open programme, Candidates can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

6. All Ministries/ Departments/ State Governments/ UTs/ CCAs etc. are advised to give wide publicity to the programme, upload this circular on their websites for the information of all concerned and encourage the officers to apply.

Encl: Terms and conditions

Yours faithfully,



(Uma Magesh)
Under Secretary to the Government of India
Telephone: 011-26706382

Copy to:

1. The Comptroller and Auditor General of India, New Delhi
2. Secretary, Union Public Service Commission, New Delhi
3. The Election Commission of India, New Delhi
4. Controller General of Accounts, New Delhi
5. Deputy Director General (Training), Department of Post, Dak Bhavan, New Delhi
6. Deputy Director General (Training), Department of Telecom, Sanchar Bhavan, New Delhi
7. Director (Training), Railway Board, Rail Bhavan, New Delhi
8. Director (Police), Ministry of Home Affairs for nomination of IPS Officers
9. Director General, CPWD Training Institute, Nirman Bhavan, New Delhi
10. Director, Bureau of Police Research and Development, CGO Complex, New Delhi
11. Establishment Officer, Department of Personnel & Training, North Block, New Delhi
12. Deptt. of Personnel & Training (CS Division), Lok Nayak Bhavan, New Delhi
13. Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 with request to consider applications received on or before July 15th, 2026.
14. NIC, Training Division, for uploading the notification on DoP&T website (<https://dopt.gov.in/>) and Training Division's <https://trgdiv.dopt.gov.in/> webpage.



(Uma Magesh)

Under Secretary to the Government of India
Telephone: 011-26706382

Terms and conditions**1st One Year Executive Programme in Public Policy and Management (EPPPM) at Indian Institute of Management - Calcutta**

The 1st One Year Executive Programme in Public Policy and Management – EPPPM at Indian Institute of Management – Calcutta will commence from **July 18th 2026**. The EPPPM has been conceptualized as an officer friendly domestic training programme on One Year Executive Program in Public Policy and Management without any international component. This provides the advantage of minimal dislocation of officers from their workplaces and allows them to continue with their current assignment/posting during the duration of the course. The Program is designed to develop leaders who can effectively navigate and shape modern governance. This hybrid program equips professionals with key skills in policy analysis, strategic planning, stakeholder management, and ethical decision-making. By blending online and in-person learning, the course prepares executives to address complex societal, economic, and environmental challenges, empowering them to drive impactful public policy initiatives.

2. Eligibility:

The programme is open to officers of All India Services (IAS, IPS & IFoS), Central Civil Services (Group 'A'), faculty members of State Administrative Training Institutes (ATIs) and also officers of the State Civil Services (Group 'A') subject to the following eligibility conditions:

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Age	The officers should have at least five years remaining service after completion of the programme.
Earlier Training	The officers should not have undergone a training Programme of 12-weeks or more duration in India during a period of 5 years preceding the date of commencement of this Programme. Further, the officer should not have undergone a Programme of training abroad of more than 2-weeks in preceding 2-years, more than one month in preceding 3-years or more than six months in the preceding 5-years.

3. **Course Fees:** (a) The course fee for the programme is **Rs. 3.35 Lakh** (Rupee Three Lakh Thirty Five Thousand Only) + **Goods & Service Tax (GST)** as per applicable rates per participant. The fee is inclusive of Course material, Access to IIMC Library and e-

resources when participants are on campus, Faculty Costs, Board and Lodging. AC accommodation on twin sharing basis will be provided to participants on campus during the campus modules, Programme kit, Networking Dinners. The nomination for the programme and payment of course fee shall be made by the Cadre Controlling Authorities [for example, DoP&T for IAS, Central Secretariat Service (CSS) and Central Secretariat Stenographers' Service (CSSS) Officers, MHA for IPS officers, MOEF for IFoS officers etc.]. In case an officer is posted in an office outside his/her cadre establishment, the nomination may be done by that office in consultation with his/her Cadre Controlling Authority.

(b) The Program fee [Rs. 3.35 Lakh (Rs. Three Lakh and Thirty Five Thousand Only)] plus Goods & Service Tax (GST) as per applicable rates need to be paid in full at the time of joining the program or/and in any case within 30 days of commencement of program.

4. **Programme structure**

The duration of this program is One year. Mode of delivery: Three hour sessions on select Saturdays, from 6.45 to 9.45 pm. In addition, there will be two campus modules of 3 days each. The programme includes the following modules:

- i. Public Policy: Theory, Concepts and Methods (15 Hrs).
- ii. Quantitative Methods and Operations Management for Public Policy (15 Hrs).
- iii. Economic Determinants of Public Policy (15 Hrs).
- iv. Public Finance and Public Policy (15 Hrs).
- v. Negotiations, Conflict and Leadership (15 Hrs).
- vi. Law and Public Policy (15 Hrs).
- vii. The Political and Social context of Public Policy (15 Hrs).
- viii. Public Policy and Strategy (15 Hrs).
- ix. Public Policy: Empirical Cases and Contemporary Agendas (30 Hrs).

5. **Design Elements:**

- Academic Orientation
- Campus Modules
- Live Virtual Sessions
- Guest Lectures
- Capstones Group Project
- Assessments
- Certificate Award Ceremony

6. **Academic Guidelines:**

- i. **Attendance** of participants will be recorded and periodically shared by IIM Calcutta. Participants need to have an overall attendance of at least 75% to complete the requirements of the programme.
- ii. **Archives** (recorded sessions) will be made available to participants for a period of up to seven days after each session. No attendance will be awarded for viewing recorded sessions.
- iii. **Evaluation:** Participants will be evaluated on the basis of an appropriate combination of examinations, assignments and class participation for all the courses. For every module/course where evaluation is conducted, participants will be given any one of the following grades: "Excellent"; "Good"; "Fair"; or "Poor".
- iv. **Make up examinations** will be held towards the end of the programme for absentees and those with "Poor" grades to help them to complete the programme. In such cases, for grades above the "Fair" grade, the grade will be adjusted one grade lower, i.e., the grade of a participant getting "Excellent" grade in the make-up examination will be adjusted downwards to "Good" and "Good" grade will be downgraded to "Fair" grade.
- v. **Certification:** Participants will be awarded either a "Certificate of Successful Completion" or a "Certificate of Participation." "Certificate of Successful Completion" will be awarded to the participant who fulfills the following criteria:
 - a) Has an overall attendance of at least 75% attendance in the programme
 - b) Has appeared in all the examinations
 - c) Has obtained "Poor" grade in not more than two courses.

A "Certificate of Participation" will be awarded to the participant who has satisfied conditions (a) and (b) but has obtained more than two "Poor" grades.

However, if any participant has not appeared for all the examinations, his / her result will be treated as "Incomplete". For such participants no certificate will be awarded.

- vi. Use of **unfair means:** Copying in any form in any assignment and examination will be considered as an act of indiscipline. The Institute will initiate serious disciplinary action against such participant, including debarring the participant from the programme in case a participant is found guilty. In such cases the fees paid will not be refunded.

****IIM Calcutta does not provide placement assistance to Long Duration Programme participants.***

7. Hostel Facilities

Indian Institute of Management – Calcutta will provide rent-free furnished residential AC accommodation on twin sharing basis in the Institute to the participants and will arrange a boarding facility, which is included in the course fee.

8. Conditions for officers admitted to the programme:

In case of officers, sponsored by the Government of India/State Governments for this programme, the entire period of absence from duty on account of residencies/travel will be treated as on duty under FR 9(6)(b)(i).

9. Selection procedure and forwarding of nominations

- (i) The Cadre Controlling Authority (CCA) should recommend names of only those Group 'A' officers who are likely to stay with the CCA for some more time.
- (ii) Officers on deputation to Government of India under the Central Staffing Scheme must have completed at least **two years** of their tenure on central deputation on the date of this notification to become eligible to apply for this programme. It may be noted that in respect of Officers appointed under the 'Central Staffing Scheme', 'NOC' from the Office of Establishment Officer, DOPT should be obtained before forwarding their applications/nominations for the Long Term Domestic Programme.
- (iii) The faculty members of the State ATIs who have completed at least **three years** on the date of starting of the program are also eligible to apply for the programme. However, those faculty members who belong to State Civil Services need not necessarily fulfill this condition. The selected faculty members, however, would be required to stay in the ATI for next three years after completion of the programme.

10. Forwarding of nominations

- (i) Concurrence of State Governments, wherever necessary, would have to be obtained by the Cadre Controlling Authority before sending the nominations to DoP&T.
- (ii) Copy of the application form and other documents are attached. The same may also be obtained by sending an email to mgrldp@iimcal.ac.in or by logging on to Websites of IIM Calcutta <https://iimcal.ac.in> and DoP&T, Training Division's website <https://trgdiv.dopt.gov.in/>. Cadre Controlling Authorities are requested to forward duly filled applications in respect of suitable officers (who are clear from vigilance angle) along with complete information in **Part- B** of the Application Pro-forma so as to reach us on or before **July 15th, 2026**³³

- (iii) Nominations received after the due date will not be considered.
- (iv) As it is an open programme, Candidate can directly apply to IIM Calcutta with intimation to this department. The nominations would be scrutinized and officers shortlisted by the selection committee based on profile and statement of purpose, fulfilling the conditions of eligibility will be nominated for the programme. Final selection will be subject to receipt of his/her formal application, duly recommended by the Cadre Controlling Authorities along with Vigilance Clearance and approval of Competent Authority in DoPT. Therefore, it is in the interest of the officers to get their applications routed through their Cadre Controlling Authorities as early as possible.

11. **Bond to be executed by the officer:**

Before joining the programme, the officer is required to execute a Bond to the extent that "in the event of his/her failing to resume duty or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the programme or failing to complete the programme, or quitting the service at any time within a period of FIVE (5) years after completing the programme, the officer shall forthwith pay to the Government or as may be directed by the Government, on demand all charges and expenses that shall or may have been incurred by the Government for the training programme i.e. all monies paid to him/her or expended on his/her account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the Government/agency concerned together with interest thereon from the date of demand at Government rates for the time being in force on Government loans".



Indian Institute of Management, Calcutta Diamond Harbour Road, Joka, Kolkata, West Bengal Phone No: + 033-2467 8312 E-mail Id: mgrldp@iimcal.ac.in , Website: https://iimcal.ac.in	Government of India Department of Personnel & Training Block- IV, 3 rd Floor, Old JNU Campus, New Mehrauli Road, New Delhi- 110067 Phone No: 011-26706382, Fax No: 011-26106314, Website: https://trgdiv.dopt.gov.in/
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Application for Admission in One Year Executive Program in Public Policy and Management – (EPPPM)

(Programme Commences on **July 18th, 2026**; Last date of receiving application is **15th July, 2026**)

(For Govt sponsored candidates)

PART-A

1. PERSONAL DETAILS						Paste a recent passport sized photograph
Title (Mr./Ms/Dr.)						
Full name in block letters (First name, Middle name, Surname)						
Father's full name						
Mother's full name						
Gender (Put ☒)	Male ☐	Female ☐	Date of birth			
				DD	MM	Year
Date of Superannuation			Age as on 18-07-2026			
	DD	MM	Year	Year	Month	
Nationality				Religion		
Caste category (Put ☒)	General ☐	OBC ☐	SC ☐	ST ☐		
Equivalent Rank in Govt. of India			Level in Pay Matrix as per 7 th CPC/ Grade Pay with Pay Band			
2. MINISTRY/DEPARTMENT DETAILS						
Name of the Ministry/ Department						
Designation of Applicant						
Office Address						
	State			PIN		
Telephone No.				Fax		
Service cadre with year of allotment						
Length of service in Group-A						
Are you presently on deputation to the Govt. of India (Put ☒)	Yes ☐	No ☐	If yes, from which date:			

Date of completion of tenure?					
3. ADDRESS FOR CORRESPONDENCE					
Address					
City		State		PIN	
Telephone No				Fax No	
Mobile No					
Email ID [In Capital Letters] (Main and alternate)					

4. ACADEMIC RECORD					
Sr. No	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Passing Percentage/ Grade/ Division/CGPA	Year of Joining the Course	Year of Passing the Course
1					
2					
3					
4					
5					
6					

5. DETAILS OF WORK EXPERIENCE						
Sr. No	Post held	Department/ Organization	Tenure		Pay Scale	Nature of responsibility
			From	To		
1						
2						
3						
4						
5						
6						

Total experience (in years)

6. DETAILS OF TRAINING PROGRAMS ATTENDED (IN INDIA & ABROAD) [Duration should be at least two weeks or more](Kindly refer to 'Earlier Training' caption under para 2 of Terms & Conditions)

S. No	Name of Course / Training Programme	Name of the Institution/ Place	Year	Duration (in weeks)
1				
2				
3				

7. Additional Information:- (please attach separate sheets regarding the following)

- Indicate the Public Policy area identified by you with the approval of your Ministry/Deptt./State Govt. etc. for preparation of the Policy document during the programme period.
- Briefly describe your job responsibilities and your achievements at your work place.
- Statement of Purpose: Why are you interested in pursuing this programme?
- Briefly describe your publications, leadership roles, community work or any other work you consider significant for your proposed study.
- Is there any other information that you would like to provide about yourself?

8. DECLARATION

I certify that the information given in this application form is correct and true to the best of my knowledge. I agree to abide by the decision of the authorities regarding my selection to the programme.

Place:

(Signature)

Date:

Instructions:

- The application form is to be sent through the Cadre Controlling Authority.
- You may send the application form directly to Ms. Uma Magesh, Under Secretary (Trg), Training Division, Department of Personnel and Training, Government of India, Room No - 315, 3rd Floor, Block-4, Old JNU Campus, New Delhi-110067 [E-mail: uma.magesh@nic.in] as well as to Ms. Subhra Dhar, Manager – Open Programmes, Executive Education, Indian Institute of Management Calcutta, Diamond Harbour Road, Joka, Kolkata, West Bengal – 700104 [Email: mgrldp@iimcal.ac.in]
- Please ensure that this application is routed through the Cadre Controlling Authority so as to reach DoPT (Training Division) latest by July 15th, 2026.
- The application envelop should be superscripted as "Application for admission in One Year Executive Programme in Public Policy and Management – EPPPM at IIM Calcutta".

PART - B*(For the use of the Cadre Controlling Authority only)*

Name of Applicant: _____

1. Is there any vigilance case pending or contemplated against the officer? (put √)	☐ Yes	☐ No	

2. Is there any standing adverse entry against the officer? (put √)	☐ Yes	☐ No	
If YES, please give details:			

3. Is the applicant's overall ACR grading "Very Good"? (put √)	☐ Yes	☐ No	

4. Whether cadre clearance has been obtained? (put √)	☐ Yes	☐ No	
(For officers, who would be completing their deputation tenures prior to joining the EPPPM? In such cases, clearance of the State Government/Parent department has to be obtained)			
Has the candidate been offered a central deputation also?			
If selected, will the candidate be released for the Programme?			

Cadre Controlling Authority:

Name of the Cadre Controlling Authority (Ministry/Department)			
Contact Person			
Designation			
Address			
		PIN	
Telephone No.			
Fax No.			
E-mail ID			

Place:

(Signature of the

Date:

Cadre Controlling Authority)

File No. _____

Office Seal (Compulsory)

**Format of Bond to be executed by a Government Servant before proceeding for 1st One Year
Executive Programme in Public Policy and Management – EPPPM of Indian Institute of
Management - Calcutta**

KNOW ALL MEN BY THESE PRESENTS THAT I, _____, resident of _____, at present employed as _____ in the Ministry/Department _____, do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called the 'Government') on demand, 'all charges and expenses' that shall or may have been incurred by the Government for my EPPPM programme by IIM Calcutta i.e. all monies paid to me or expended on my account during the programme period such as pay and allowances, leave salary, cost of fee, travelling and other expenses met by the govt./agency concerned, etc. being conducted by IIM Calcutta together with interest thereon from the date of demand at Government rates, for the time being in force, on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between the attorney and the client.

WHEREAS I, _____, am being deputed for EPPPM programme by IIM Calcutta.

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such conditions as written hereunder:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT, in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service, without returning to duty after expiry or termination of the period of the EPPPM programme, OR failing to complete the programme, OR quitting the service at any time within a period of FIVE (5) years or before superannuation, whichever is earlier, after my return to duty, I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

The Government of India has agreed to bear the stamp duty payable on this bond.

Signed and delivered this the _____ day of _____ month of the year 2026.

Signed and delivered by _____ (Name and Designation)

In the presence of _____ and _____

Witnessess: 1. _____

2. _____

ACCEPTED

On behalf of the President of India by the Cadre Controlling Authority
40 (Authorized Signatory) [Office Seal Compulsory]

Fwd: Training Programs on "Hydrological Observations and Data Validation" at NWA, Pune during 20 – 23 July 2026 – Nominations – reg.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 02 Jul 2026 3:56:41 PM +0530

To "Nandini Paliwal"<secservices@nic.in>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-go@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csnsl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>, <cs@tn.gov.in>, <cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY GoUP"<csup@nic.in>, <chiefsecyuk@gmail.com>, "chief secretary"<cs-uttarakhand@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Chief Secretary Andamans"<cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel"<lk-admin@nic.in>, "Shri Vijay Kumar Dev"<csdelhi@nic.in>, "Chief Secretary CS, Puducherry"<cs.pon@nic.in>

Cc: "D S Chaskar"<cenwa.mah@nic.in>

Date: Thu, 02 Jul 2026 15:46:03 +0530

Subject: Training Programs on "Hydrological Observations and Data Validation" at NWA, Pune during 20 – 23 July 2026 – Nominations – reg.

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

Sir/Madam,

A training program on "**Hydrological Observations and Data Validation**" is being organized at the National Water Academy, Pune, Central Water Commission, during 20 - 23 July 2026. The detailed programme brochure and call letter is enclosed.

It is requested that the nominations of officers may be sent in the format given in the brochure to the National Water Academy at the email

ID's nwa.pune@gmail.com / directorrm-nwa@gov.in so that they may avail the benefit of this programme. Please send your nominations on or before **16.07.2026**. Confirmation of acceptance of nominations will be published on our website <http://nwapune.gov.in> on 17.07.2026.

Nominated participants are requested to register themselves through the Google Form also using the link given below:

<https://forms.gle/vt95aVpmapMhKxM77>

Thanks & Regards

Kumar Kushal

Director, NWA, Pune

--

धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,

भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

Brochure HO DV.pdf

954.6 KB

Nomination Call letter_HODV.pdf

1.2 MB

Training Program on
‘Hydrological Observation and Data Validation’
(20 - 23 July 2026)
NOMINATION FORM

Name (in capitals):

Designation:

Organization:

Responsibilities (in

brief):

Full Postal Address

Tel Nos (with STD Code):

Email:

Mobile

Whether require accommodation? YES / NO

Date: (Signature of the Participant)

SPONSORING AUTHORITY

Full Postal Address

Tel Nos (with STD Code):

Email :

Mobile

Date (Signature and Seal)

Completed Registration Form may be sent by email:

nwa.pune@gmail.com / directorrm-nwa@gov.in



Government of India
Ministry of Jal Shakthi
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission



Training Program on
‘Hydrological Observation and Data Validation’
(20 - 23 July 2026)



Organized by
National Water Academy, CWC, Pune

INTRODUCTION AND BACKGROUND

Hydro-meteorological data forms the backbone of water resources planning, development and management in India. The Central Water Commission (CWC), State Water Resources Departments and other agencies collect vast quantities of river stage, discharge, sediment, rainfall, reservoir and meteorological data through an extensive observation network across the country. This data is extensively utilized for flood forecasting, reservoir operation, hydrological studies, design and appraisal of irrigation, flood control and multipurpose projects, dam safety assessments, water availability studies and river basin planning. Reliable and validated data is also sometimes disseminated to various government organizations, research institutions, consultants and project authorities for engineering designs, modelling and decision-making. Since erroneous or inconsistent data can lead to inaccurate analyses and flawed decisions, systematic validation and quality assurance of hydro-meteorological data is of paramount importance. This training program is designed to enhance the capacity of field officers and data managers in hydrological observations, data quality control and validation procedures, thereby ensuring the availability of accurate and dependable water resources information for national and state-level water management activities. Content of program given below:

- CWC HO site selection, Installation, Marking of different types of gauge posts
- Gauge and velocity/ Discharge observation, Direct & indirect methods, rating curve
- Sediment observation, Meteorological observation & Water Year books
- Data validation, Primary and Secondary validation of HO data with hands on
- Tertiary validation of HO data

RESOURCE PERSONS Resource persons from CWC including retired officers will act as guest faculty members for various sessions.

DURATION

The program is for 4 days’ duration scheduled during 20 - 23 July 2026. The participants are expected to reach NWA by the evening of 19 July 2026 and should plan to leave 23 July 2026 only after 1900 Hrs.

PROGRAM FEE

There is no program **fee for participants from Central and State Govt. departments.** Charges for participants from various categories are as below:

Category	Description	Fee per participant
A.	Central/State/Local Government Depts. including their autonomous bodies:	Nil
B.	‘Not for Profit’ Central and State PSUs	Nil
C.	Recognized academic institutions, NGOs	1,200/-
D.	Central and State Public Sector Undertakings	8,000/-
E.	Private Companies, individuals	12,000/-

- *Discounts applicable: (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others – 20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.*

VENUE

National Water Academy, CWC, Pune-Sinhagad Road, Khadakwasla, Pune – 411024

TARGET GROUP

Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

HOW TO APPLY

- The participants are requested to send their nominations in the Nomination form given in the brochure through email to nwa.pune@gmail.com/ directorm-nwa@gov.in. The last date of sending nomination is **16.07.2026**.
- All nominated and interested participants shall register in the Google form given at: <https://forms.gle/vt95aVpmapMhKxM77>
- The nominated officers/personnel are requested to start their journey for the program only after confirmation of their nomination. The accepted nominations will for displayed on NWA’s website on 17.07.2026.
- All participants whose nominations are accepted by the NWA, Pune will now be required to register on e-learning platform of NWA i.e <https://elearning.nwapune.co.in>. After completing the registration & login to the e-learning website of NWA, they are also required to enroll themselves for the program “Hydrological Observations and Data Validation” scheduled during 20-23 July 2026. The enrollment key will be shared with the participants after their nomination is confirmed by NWA. The links for various activities of the training program as well as the presentation material will be made available on this platform.

ACCOMODATION

The trainee officers would be accommodated in NWA hostel on applicable payment basis. Lodging & boarding charges as per government rates (about Rs.275/- per person per day) will have to be borne by the participants. Working Lunch during the training program will be provided by NWA, CWC Pune. Participants from CWC will be provided with free lodging & boarding facilities. Other participants will have to bear breakfast, evening snacks and dinner charges, as applicable. Airport/ Railway station pickup/drop will also have to be arranged by the trainee officers themselves.

WEATHER

Pune in July experiences the peak of the monsoon season, featuring pleasant, cool temperatures and frequent rainfall. The average maximum temperature during the day is around 28 degrees Celsius, while the average minimum temperature at night is around 21 degrees Celsius.

CONTACT

For sending nominations or for any information about this program, please contact:
Shri Kumar Kushal, Director & Course Director
National Water Academy, CWC, Khadakwasla R S ,Pune – 411 024
Mobile: # 9102303213
Email: nwa.pune@gmail.com ; directorm-nwa@gov.in



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



दिनांक: 25.06.2026

प्रति,

1. अध्यक्ष, केंद्रीय जल आयोग, नई दिल्ली
2. सभी CWC क्षेत्रीय कार्यालय
3. प्रधान सचिव / मुख्य सचिव / इंजीनियर-इन-चीफ, राज्य जल संसाधन विभाग (WRD)
4. केंद्रीय संगठन
5. निजी संगठन

विषय: राष्ट्रीय जल अकादमी पुणे में , “Hydrological Observations and Data Validation” विषय पर
20 - 23 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन - नामांकन के संदर्भ में ।

महोदय/ महोदया,

राष्ट्रीय जल अकादमी, पुणे में “Hydrological Observations and Data Validation” विषय पर 20 - 23 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन किया जा रहा है। विस्तृत ब्योरा सहित कार्यक्रम विवरणिका (**Program Brochure**) भी संलग्न है। इस प्रशिक्षण कार्यक्रम के लिए मुख्य विवरण नीचे दिए गए हैं:

कार्यक्रम का नाम	अवधि और दिन	नामांकन प्राप्ति की अंतिम तिथि	प्रतिभागियों की प्रोफाइल
Hydrological Observations and Data Validation	20 - 23 जुलाई 2026 (4 days)	16.07.2026 Thursday	This training course is intended to all the Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

यह अनुरोध है कि इस कार्यक्रम से लाभ उठाने हेतु अधिकारियों के नामांकन विवरणिका में दिए गए प्रारूप में भरकर राष्ट्रीय जल अकादमी की ईमेल आईडी nwa.pune@gmail.com / directorm-nwa@gov.in में भेजें। नामांकित प्रतिभागियों से अनुरोध है कि वे पहले <https://forms.gle/vt95aVpmapMhKxM77> लिंक के माध्यम से Google फॉर्म में अपना पंजीकरण कराएं। प्रतिभागियों के लिए शुल्क की जानकारी संलग्न कार्यक्रम विवरणिका में दी गई है। नामांकनों की स्वीकृति की पुष्टि हमारी वेबसाइट <http://nwapune.gov.in> पर 17.07.2026 को प्रकाशित की जाएगी। यह मुख्य अभियंता, राष्ट्रीय जल अकादमी के अनुमोदन से निर्गत किया जा रहा है।

संलग्नः कार्यक्रम विवरणिका

भवदीय
Digitally signed by
Kumar Kushal
Date: 01-07-2026
16:09:30
कुमार कुशल
निदेशक

प्रतिलिपि सचनार्थः

1. निदेशक, प्रशिक्षण निदेशालय, केंद्रीय जल आयोग, नई दिल्ली
2. SM निदेशालय, केंद्रीय जल आयोग, नई दिल्ली
3. उप निदेशक (IT & GIS), राष्ट्रीय जल अकादमी, पुणे

Khadakwasla, Sinhagad Road, Pune – 411 024

Phone : 020-24380476, Fax : 020-24380110, Website : <https://nwapune.gov.in>, E-mail : nwa.mah@nic.in



File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(2) (Computer No. 311358)

Fwd: Training Programs on "Hydrological Observations and Data Validation" at NWA, Pune during 20 – 23 July 2026 – Nominations – reg.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 02 Jul 2026 3:56:41 PM +0530

To "Nandini Paliwal"<secservices@nic.in>

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

From: National Water Academy Pune <nwa.pune@gmail.com>

To: <cs@ap.gov.in>, <cs-arunachal@nic.in>, "Kumar Sanjay Krishna IAS"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, <cs-go@nic.in>, <chiefsecretary@gujarat.gov.in>, "Keshni Anand Arora"<cs@hry.nic.in>, "Shri Anil Kumar Khachi"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "Shri Sukhdev Singh"<cs-jharkhand@nic.in>, <officeofcs@gmail.com>, "Chief Secretary, Government of Kerala"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, <cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, <raoms@gov.in>, <cs-mizoram@nic.in>, <csnsl@nic.in>, <csmizoram@gmail.com>, "Chief Secretary Odisha"<csori@nic.in>, <cs@punjabmail.gov.in>, <csraj@rajasthan.gov.in>, "Prakash"<cs-skm@hub.nic.in>, <cs@tn.gov.in>, <cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "CHIEF SECRETARY GoUP"<csup@nic.in>, <chiefsecyuk@gmail.com>, "chief secretary"<cs-uttarakhand@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "Chief Secretary Andamans"<cs-andaman@nic.in>, <administrator-dd@gov.in>, "Praful Patel"<lk-admin@nic.in>, "Shri Vijay Kumar Dev"<csdelhi@nic.in>, "Chief Secretary CS, Puducherry"<cs.pon@nic.in>

Cc: "D S Chaskar"<cenwa.mah@nic.in>

Date: Thu, 02 Jul 2026 15:46:03 +0530

Subject: Training Programs on "Hydrological Observations and Data Validation" at NWA, Pune during 20 – 23 July 2026 – Nominations – reg.

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

Sir/Madam,

A training program on "**Hydrological Observations and Data Validation**" is being organized at the National Water Academy, Pune, Central Water Commission, during 20 - 23 July 2026. The detailed programme brochure and call letter is enclosed.

It is requested that the nominations of officers may be sent in the format given in the brochure to the National Water Academy at the email

ID's nwa.pune@gmail.com / directorrm-nwa@gov.in so that they may avail the benefit of this programme. Please send your nominations on or before **16.07.2026**. Confirmation of acceptance of nominations will be published on our website <http://nwapune.gov.in> on 17.07.2026.

Nominated participants are requested to register themselves through the Google Form also using the link given below:

<https://forms.gle/vt95aVpmapMhKxM77>

Thanks & Regards
Kumar Kushal
Director, NWA, Pune

--

धन्यवाद,
राष्ट्रीय जल अकादमी,
केन्द्रीय जल आयोग,
जल शक्ति मंत्रालय,

भारत सरकार,
पुणे - 411024
www.nwapune.gov.in

2 Attachment(s)

Brochure HO DV.pdf

954.6 KB

Nomination Call letter_HODV.pdf

1.2 MB

Training Program on
‘Hydrological Observation and Data Validation’
(20 - 23 July 2026)
NOMINATION FORM

Name (in capitals):

Designation:

Organization:

Responsibilities (in

brief):

Full Postal Address

Tel Nos (with STD Code):

Email:

Mobile

Whether require accommodation? YES / NO

Date: (Signature of the Participant)

SPONSORING AUTHORITY

Full Postal Address

Tel Nos (with STD Code):

Email :

Mobile

Date (Signature and Seal)

Completed Registration Form may be sent by email:

nwa.pune@gmail.com / directorrm-nwa@gov.in



Government of India
Ministry of Jal Shakthi
Department of Water Resources,
River Development & Ganga Rejuvenation
Central Water Commission



Training Program on
‘Hydrological Observation and Data Validation’
(20 - 23 July 2026)



Organized by
National Water Academy, CWC, Pune

INTRODUCTION AND BACKGROUND

Hydro-meteorological data forms the backbone of water resources planning, development and management in India. The Central Water Commission (CWC), State Water Resources Departments and other agencies collect vast quantities of river stage, discharge, sediment, rainfall, reservoir and meteorological data through an extensive observation network across the country. This data is extensively utilized for flood forecasting, reservoir operation, hydrological studies, design and appraisal of irrigation, flood control and multipurpose projects, dam safety assessments, water availability studies and river basin planning. Reliable and validated data is also sometimes disseminated to various government organizations, research institutions, consultants and project authorities for engineering designs, modelling and decision-making. Since erroneous or inconsistent data can lead to inaccurate analyses and flawed decisions, systematic validation and quality assurance of hydro-meteorological data is of paramount importance. This training program is designed to enhance the capacity of field officers and data managers in hydrological observations, data quality control and validation procedures, thereby ensuring the availability of accurate and dependable water resources information for national and state-level water management activities. Content of program given below:

- CWC HO site selection, Installation, Marking of different types of gauge posts
- Gauge and velocity/ Discharge observation, Direct & indirect methods, rating curve
- Sediment observation, Meteorological observation & Water Year books
- Data validation, Primary and Secondary validation of HO data with hands on
- Tertiary validation of HO data

RESOURCE PERSONS Resource persons from CWC including retired officers will act as guest faculty members for various sessions.

DURATION

The program is for 4 days’ duration scheduled during 20 - 23 July 2026. The participants are expected to reach NWA by the evening of 19 July 2026 and should plan to leave 23 July 2026 only after 1900 Hrs.

PROGRAM FEE

There is no program fee for participants from Central and State Govt. departments. Charges for participants from various categories are as below:

Category	Description	Fee per participant
A.	Central/State/Local Government Depts. including their autonomous bodies:	Nil
B.	‘Not for Profit’ Central and State PSUs	Nil
C.	Recognized academic institutions, NGOs	1,200/-
D.	Central and State Public Sector Undertakings	8,000/-
E.	Private Companies, individuals	12,000/-

- Discounts applicable: (a) 50% for PSUs of MoJS i.e. WAPCOS & NPCC (no group discount); (b) For others – 20% discount for 3-4 participants; 30% discount for 5 or more participants from the same organization.

VENUE

National Water Academy, CWC, Pune-Sinhagad Road, Khadakwasla, Pune – 411024

TARGET GROUP

Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

HOW TO APPLY

- The participants are requested to send their nominations in the Nomination form given in the brochure through email to nwa.pune@gmail.com/ directorm-nwa@gov.in. The last date of sending nomination is **16.07.2026**.
- All nominated and interested participants shall register in the Google form given at: <https://forms.gle/vt95aVpmapMhKxM77>
- The nominated officers/personnel are requested to start their journey for the program only after confirmation of their nomination. The accepted nominations will for displayed on NWA’s website on 17.07.2026.
- All participants whose nominations are accepted by the NWA, Pune will now be required to register on e-learning platform of NWA i.e <https://elearning.nwapune.co.in>. After completing the registration & login to the e-learning website of NWA, they are also required to enroll themselves for the program “Hydrological Observations and Data Validation” scheduled during 20-23 July 2026. The enrollment key will be shared with the participants after their nomination is confirmed by NWA. The links for various activities of the training program as well as the presentation material will be made available on this platform.

ACCOMODATION

The trainee officers would be accommodated in NWA hostel on applicable payment basis. Lodging & boarding charges as per government rates (about Rs.275/- per person per day) will have to be borne by the participants. Working Lunch during the training program will be provided by NWA, CWC Pune. Participants from CWC will be provided with free lodging & boarding facilities. Other participants will have to bear breakfast, evening snacks and dinner charges, as applicable. Airport/ Railway station pickup/drop will also have to be arranged by the trainee officers themselves.

WEATHER

Pune in July experiences the peak of the monsoon season, featuring pleasant, cool temperatures and frequent rainfall. The average maximum temperature during the day is around 28 degrees Celsius, while the average minimum temperature at night is around 21 degrees Celsius.

CONTACT

For sending nominations or for any information about this program, please contact: Shri Kumar Kushal, Director & Course Director
National Water Academy, CWC, Khadakwasla R S ,Pune – 411 024
Mobile: # 9102303213
Email: nwa.pune@gmail.com ; directorm-nwa@gov.in



भारत सरकार
जल शक्ति मंत्रालय
जल संसाधन नदी विकास एवं
गंगा संरक्षण विभाग
केंद्रीय जल आयोग,
राष्ट्रीय जल अकादमी



Government of India
Ministry of Jal Shakti
Dept of Water Resources,
River Development & GR
Central Water Commission
National Water Academy



दिनांक: 25.06.2026

प्रति,

1. अध्यक्ष, केंद्रीय जल आयोग, नई दिल्ली
2. सभी CWC क्षेत्रीय कार्यालय
3. प्रधान सचिव / मुख्य सचिव / इंजीनियर-इन-चीफ, राज्य जल संसाधन विभाग (WRD)
4. केंद्रीय संगठन
5. निजी संगठन

विषय: राष्ट्रीय जल अकादमी पुणे में , “Hydrological Observations and Data Validation” विषय पर
20 - 23 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन - नामांकन के संदर्भ में ।

महोदय/ महोदया,

राष्ट्रीय जल अकादमी, पुणे में “Hydrological Observations and Data Validation” विषय पर 20 - 23 जुलाई 2026 के दौरान प्रशिक्षण कार्यक्रम का आयोजन किया जा रहा है। विस्तृत ब्योरा सहित कार्यक्रम विवरणिका (**Program Brochure**) भी संलग्न है। इस प्रशिक्षण कार्यक्रम के लिए मुख्य विवरण नीचे दिए गए हैं:

कार्यक्रम का नाम	अवधि और दिन	नामांकन प्राप्ति की अंतिम तिथि	प्रतिभागियों की प्रोफाइल
Hydrological Observations and Data Validation	20 - 23 जुलाई 2026 (4 days)	16.07.2026 Thursday	This training course is intended to all the Water Resource Professionals from Central and State Water Resources and Irrigation Departments, and other interested stakeholders

यह अनुरोध है कि इस कार्यक्रम से लाभ उठाने हेतु अधिकारियों के नामांकन विवरणिका में दिए गए प्रारूप में भरकर राष्ट्रीय जल अकादमी की ईमेल आईडी nwa.pune@gmail.com / directorm-nwa@gov.in में भेजें। नामांकित प्रतिभागियों से अनुरोध है कि वे पहले <https://forms.gle/vt95aVpmapMhKxM77> लिंक के माध्यम से Google फॉर्म में अपना पंजीकरण कराएं। प्रतिभागियों के लिए शुल्क की जानकारी संलग्न कार्यक्रम विवरणिका में दी गई है। नामांकनों की स्वीकृति की पुष्टि हमारी वेबसाइट <http://nwapune.gov.in> पर 17.07.2026 को प्रकाशित की जाएगी। यह मुख्य अभियंता, राष्ट्रीय जल अकादमी के अनुमोदन से निर्गत किया जा रहा है।

संलग्नः कार्यक्रम विवरणिका

भवदीय
Digitally signed by
Kumar Kushal
Date: 01-07-2026
16:09:30
कुमार कुशल
निदेशक

प्रतिलिपि सचनार्थः

1. निदेशक, प्रशिक्षण निदेशालय, केंद्रीय जल आयोग, नई दिल्ली
2. SM निदेशालय, केंद्रीय जल आयोग, नई दिल्ली
3. उप निदेशक (IT & GIS), राष्ट्रीय जल अकादमी, पुणे

Khadakwasla, Sinhagad Road, Pune – 411 024

Phone : 020-24380476, Fax : 020-24380110, Website : <https://nwapune.gov.in>, E-mail : nwa.mah@nic.in



File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025-Part(2) (Computer No. 311358)

Fwd: Two-day National Conference on "NextGen Administrative and e-Gov Reforms" at Shillong on 13-14 July, 2026**Shri Rajeev Verma** <csdelhi@nic.in>

Thu, 02 Jul 2026 3:56:05 PM +0530

To "Nandini Paliwal"<secservices@nic.in>,"AR DEPARTMENT"<arupdate@nic.in>

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

From: Vidush Sain <vidush.sain@gov.in>

To: "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "Chief Secretary Bihar"<cs-bihar@nic.in>, "csoffice.cg"<csoffice.cg@gov.in>, "cs-goat"<cs-goat@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "csguj"<csguj@gujarat.gov.in>, "Anurag Rastogi"<cs@hry.nic.in>, "cs-haryana"<cs-haryana@nic.in>, "Chief Secretary"<cs-hp@nic.in>, "Avinash Kumar"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "officeofcs"<officeofcs@gmail.com>, "DR A JAYATHILAK IAS"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "Sentianger Imchen"<csngl@nic.in>, "Smt. Anu Garg"<csori@od.gov.in>, "Chief Secretary Punjab"<cs@punjab.gov.in>, "Chief Secretary, Rajasthan"<cs-rajasthan@nic.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@nic.in>, "cs-skm"<cs-skm@hub.nic.in>, "cs"<cs@tn.gov.in>, "CS Telangana"<cs@telangana.gov.in>, "cs-tripura"<cs-tripura@nic.in>, "Chief Secretary Uttar Pradesh"<csup@nic.in>, "Cs Chief Secretary"<cs-uttarakhand@nic.in>, "chiefsecy"<chiefsecy@gmail.com>, "cs-westbengal"<cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS"<cs-andamannicobar@gov.in>, "H. Rajesh Prasad"<cs-chd@chd.gov.in>, "Devcom-dd"<Devcom-dd@nic.in>, "Advisor to Administrator DNHDD"<advisor-dnh-dd@daman.nic.in>, "Praful Patel"<administrator-dd@gov.in>, "Shri Rajeev Verma"<csdelhi@nic.in>, "Praful Patel"<lk-admin@nic.in>, "Advisor To The Administrator UTL"<lk-advisor@gov.in>, "Dr Sharat Chauhan"<cs@py.gov.in>, "cs-pondicherry"<cs-pondicherry@nic.in>, "Chief Secretary"<cs-jandk@nic.in>, "Chiefsecretary"<Chiefsecretary@ladakh.gov.in>

Cc: "sci darp"<sci.darpg@gmail.com>

Date: Thu, 02 Jul 2026 11:43:29 +0530

Subject: Fwd: Two-day National Conference on "NextGen Administrative and e-Gov Reforms" at Shillong on 13-14 July, 2026

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

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

From: Ms. Nivedita Shukla Verma <secy-arpg@nic.in>

To: "chiefsecretaries"<chiefsecretaries@lsmgr.nic.in>

Cc: "ypuneet"<ypuneet@nic.in>, "Tushaba Shinde"<dr.tushabashinde@gov.in>, "AMRENDRA KUMAR"<amrendra.kumar@nic.in>, "VANDANA NANGIA"<vandana.nangia@nic.in>, "Vidush Sain"<vidush.sain@nic.in>, "Sanjeev Saxena"<sanjeevs@nic.in>

Date: Mon, 29 Jun 2026 17:40:57 +0530

Subject: Two-day National Conference on "NextGen Administrative and e-Gov Reforms" at Shillong on 13-14 July, 2026

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

Respected Sir/Madam,

Please find attached a DO letter dated 29.6.2026 from Smt. Nivedita Shukla Verma, Secretary(DARPG), Govt. of India, on the subject cited above.

सादर / With regards,

सचिव कार्यालय (डीएआरपीजी एवं डीपीपीडब्ल्यू)

O/o Secretary (DARPG & DPPW)

प्रशासनिक सुधार एवं लोक शिकायत विभाग तथा

Department of Administrative Reforms & Public Grievances and

पेंशन एवं पेंशनभोगी कल्याण विभाग,

Department of Pension & Pensioners' Welfare

कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय,

Ministry of Personnel, Public Grievances & Pensions

कक्ष संख्या 512, पांचवीं मंजिल, सरदार पटेल भवन, संसद मार्ग, नई दिल्ली-110001

Room No.512, 5th Floor, Sardar Patel Bhawan, Sansad Marg, New Delhi-110 001

दूरभाष : 011-23742133, ईमेल : secy-arpg@nic.in

Tel : 011-23742133, Email: secy-arpg@nic.in

 AKAM

1 Attachment(s)

DO letter to all Chief Secretari...

255.9 KB

निवेदिता शुक्ला वर्मा
NIVEDITA SHUKLA VERMA
 सचिव
 SECRETARY



भारत सरकार
 कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
 प्रशासनिक सुधार और लोक शिकायत विभाग
 पेंशन और पेंशनभोगी कल्याण विभाग
 GOVERNMENT OF INDIA
 MINISTRY OF PERSONNEL, PUBLIC GRIEVANCES & PENSIONS
 DEPARTMENT OF ADMINISTRATIVE REFORMS & PUBLIC GRIEVANCES
 DEPARTMENT OF PENSION & PENSIONERS' WELFARE

D.O.No.P-14012/1/2026-D&D-DARPG (e-10054)

Dated : 29th June, 2026

Dear Sir / Madam,

The Department of Administrative Reforms & Public Grievances is organizing a Two-day National Conference, in collaboration with Government of Meghalaya at Shillong on 13th – 14th of July 2026, involving all the States and UTs. Hon'ble Union Minister of State (PP) and other dignitaries are expected to grace the occasion.

2. The objective is to bring National and State Level Organizations on the same platform to share experience in formulation and implementation of good governance initiatives. The theme of the conference is **"NextGen Administrative and e-Gov Reforms"**. The finally shortlisted initiatives/projects of Prime Minister's Award for Excellence in Public Administration for 2025 and similar others shortlisted initiatives/projects from National Award for e-Governance 2026 will be presented during the conference. The minute-to-minute programme will be shared in due course.

3. A delegation of 3 to 4 Senior Officers/DMs/DCs/ATIs from your State including Secretary (AR)/Secretary (IT) may please be nominated to participate in the Conference.

4. The nomination and confirmation (Names, Contact Numbers, Email IDs) of the delegation attending the conference may be conveyed to Dr. Tushaba Shinde, Director (D&D)(Mob. 8411083000, email-id: dr.tushabashinde@gov.in) and/or Shri Amrendra Kumar, Under Secretary (D&D) (9891735906, amrendra.kumar@nic.in) to enable us to oversee necessary logistical arrangements like local transport, accommodation to be made by the Government of Meghalaya.

With regards,

Encl: As above.

Yours sincerely,

Nivedita Shukla Verma
 29.6.2026
 (Nivedita Shukla Verma)

Chief Secretaries of all States/UTs

Fwd: In-person Singapore Cooperation Programme on "Business-Friendly Regulation for Growth" from 16th November to 20th November, 2026 in Singapore**Shri Rajeev Verma** <csdelhi@nic.in >

Fri, 03 Jul 2026 4:03:19 PM +0530

To "Nandini Paliwal"<secservices@nic.in>

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

From: ANIL KUMAR CHOURASIA Assistant Section Officer, DEA, Min. Of Finance

<chourasia.anil@nic.in>

To: "Mr Kumar"<suresh.kumar1972@gov.in>, "Abhijit Phukon"<eaap-dfs@nic.in>, "ash-mohfw"<ash-mohfw@nic.in>, "RAJEEV KUMAR"<jsadmin-mha@nic.in>, "rohitmathur"<rohit.mathur@nic.in>, "jspc-cpc"<jspc-cpc@gov.in>, "jschem-cpc"<jschem-cpc@gov.in>, "Bhuvnesh Kumar Kumar"<bhuvnesh.k@meity.gov.in>, "jssk-dst"<jssk-dst@gov.in>, "Kchaturvedi"<K.chaturvedi@gov.in>, "jsupa-mhupa"<jsupa-mhupa@gov.in>, "js-mowr"<js-mowr@nic.in>, "jshe-mhrd"<jshe-mhrd@nic.in>, "jsad-moe"<jsad-moe@gov.in>, "jscc-agri"<jscc-agri@nic.in>, "js1tourism"<js1.tourism@gov.in>, "js-ship"<js-ship@nic.in>, "jsdpiitbd"<jsdpiit.bd@gov.in>, "jssme"<js.sme@nic.in>, "satyajitmishra"<satyajit.mishra@nic.in>, "jsrc-mord"<jsrc-mord@gov.in>, "amstaff"<amstaff@rb.railnet.gov.in>, "crb"<crb@rb.railnet.gov.in>, "KS REJIMON"<ks.rejimon@nic.in>, "pallaviagarwal"<pallavi.agarwal@gov.in>, "js"<js@moes.gov.in>, "samirkumar"<samirkumar@nic.in>, "djagdale"<d.jagdale@gov.in>, "Vijay Kumar Sinha"<sinha.vijay@nic.in>, "jscd-msje"<jscd-msje@nic.in>, "RAJEEV SHARMA"<wb113@ifs.nic.in>, "Jyotsana Ekka"<ddgtrg-dot@nic.in>, "srinivasdanda"<srinivas.danda@gov.in>, "jse"<jse@nic.in>, "jsskmmoca"<jsskm.moca@nic.in>, "jsnavy-dma"<jsnavy-dma@gov.in>, "raghurajmr"<raghurajmr@ias.nic.in>, "sagarmehra"<sagar.mehra@nic.in>, "hkhajong"<hk.hajong@nic.in>, "sthakur"<sthakur@nic.in>, "jsadmasi-culture"<jsadmasi-culture@gov.in>, "jsestt"<jsestt@mea.gov.in>, "Sanjayroy14"<Sanjay.roy14@nic.in>, "satishkj"<satish.kj@nic.in>, "SD Sharma"<js.admn-dopt@gov.in>, "js-ca"<js-ca@nic.in>, "Dushyant Mudgal"<ddgestt@indiapost.gov.in>, "anandsunita"<anand.sunita@nic.in>, "nkmishra"<nk.mishra@nic.in>, "js2-mopr"<js2-mopr@gov.in>, "jslr-dolr"<jslr-dolr@nic.in>, "shailendrak"<shailendra.k@nic.in>, "js-skj-dpe"<js-skj-dpe@gov.in>, "js-establishmentmoc"<js-establishment.moc@gov.in>, "vijaymittal"<vijay.mittal@nic.in>, "rpthakur25"<rp.thakur25@nic.in>, "ara-hccg"<ara-hc.cg@gov.in>, "masaldangaurav"<masaldan.gaurav@nic.in>, "Praveen D"<d.praveen@nic.in>, "information"<information@cbi.gov.in>, "arindammodak"<arindam.modak@gov.in>, "jslegal1"<jslegal1@mea.gov.in>, "jsfilmsinb"<jsfilms.inb@nic.in>, "gnsingh13"<gn.singh13@nic.in>, "jsaa"<jsaa@dae.gov.in>, "js-dor"<js-dor@gov.in>, "cs"<cs@ap.gov.in>, "cs-arunachal"<cs-arunachal@nic.in>, "cs-assam"<cs-assam@nic.in>, "csofficecg"<csoffice.cg@nic.in>, "cs-bihar"<cs-bihar@nic.in>, "csdelhi"<csdelhi@nic.in>, "chiefsecretary"<chiefsecretary@gujarat.gov.in>, "cs-goat"<cs-goat@nic.in>, "cs"<cs@hry.nic.in>, "cs-hp"<cs-hp@nic.in>, "cs-jandk"<cs-jandk@nic.in>, "cs-jharkhand"<cs-jharkhand@nic.in>, "cs"<cs@karnataka.gov.in>, "chiefsecy"<chiefsecy@kerala.gov.in>, "cs"<cs@mp.nic.in>, "cs"<cs@maharashtra.gov.in>, "cs-manipur"<cs-manipur@nic.in>, "cso-meg"<cso-meg@nic.in>, "cs-mizoram"<cs-mizoram@nic.in>, "csnsl"<csnsl@nic.in>, "csori"<csori@nic.in>, "cs"<cs@punjab.gov.in>, "csraj"<csraj@rajasthan.gov.in>, "cs-skm"<cs-skm@nic.in>, "cs-tripura"<cs-tripura@nic.in>, "cs-uttaranchal"<cs-uttaranchal@nic.in>, "csup"<csup@nic.in>, "cs-westbengal"<cs-westbengal@nic.in>, "cs-andaman"<cs-andaman@nic.in>, "cspon"<cs.pon@nic.in>, "cs"<cs@tn.gov.in>

Cc: "Vijay Upadhyaya"<vs.upadhyay@gov.in>

Date: Fri, 03 Jul 2026 14:49:43 +0530

Subject: In-person Singapore Cooperation Programme on "Business-Friendly Regulation for Growth" from 16th November to 20th November, 2026 in Singapore

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

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Business-Friendly Regulation for Growth" from 16th November to 20th November, 2026 in Singapore**, for information and necessary action.

With regards,

Anil Kumar Chourasia,
ASO, BPC&T Section,
Bilateral Cooperation Division,
Department of Economic Affairs,
Ministry of Finance,
Kartavya Bhavan -1.
Telephone no. : 24012886

1 Attachment(s)

12-31-26-final.pdf

900.8 KB

No.12/31/2026-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

Kartavya Bhavan-I, New Delhi,
Dated the 3rd July, 2026.

TRAINING CIRCULAR

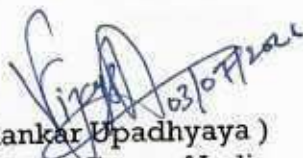
Subject:- In-person Singapore Cooperation Programme on "Business-Friendly Regulation for Growth" from 16th November to 20th November, 2026 in Singapore.

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on "Business-Friendly Regulation for Growth" from 16th November to 20th November, 2026 in Singapore** under the Technical Assistance Programme with India. The programme is intended for mid- to senior-level government officials who are involved in regulatory sector. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government (**Annex-I**). Number of slots available for India is **One**.

2. Nomination of candidates is regulated by the guidelines prescribed by DEA, a synopsis of which is attached as **Annex-II**.
3. **The course is sponsored by Government of Singapore**, which will provide accommodation, local transport, medical insurance and daily allowance. **The nominated candidate or his/her nominating authority shall have to bear the cost of round trip air fare and other travel related expenses.** An undertaking to this effect has to be given by the participant or his/her Ministry/Department/State Government in case they agree to bear the travel expenses in the prescribed format (**Annex-III**).
4. The following forms need to be duly completed and certified by the participant and the competent authority of the nominating Ministry/Department:
 - (i) Sponsoring Government's application to be filled online (available at <https://go.gov.sg/businessfriendlyregulationforgrowth>). Printed copy of application submitted by the candidate online to SCP may be sent to DEA along with the other forms.
 - (ii) DEA's proforma - duly countersigned by competent authority (**Annex-IV**).
5. **Application Form complete in all respects along with check-list should reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 04.09.2026 positively at the following address:-**

Shri Vijay Shankar Upadhyaya,
Under Secretary (BPC&T),
Department of Economic Affairs, Ministry of Finance,
Hall No. 15051, Kartavya Bhavan -1, New Delhi-110001.
Ph:- 011 - 2401 2871,
Email- vs.upadhyay@gov.in
chourasia.anil@nic.in

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


(Vijay Shankar Upadhyaya)
Under Secretary to the Govt. of India

1. Joint Secretary (Admn.), M/o Commerce & Industry, Udh yog Bhavan, New Delhi.
2. Joint Secretary (Admn.), Deptt. Of Financial Services, Jeevan Deep Building, Parliament Street, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

TO BE UPLOADED ON website of Department of Economic Affairs' WEBSITE
[<https://dea.gov.in/foreign-training-and-employee-corner>].

BUSINESS-FRIENDLY REGULATION FOR GROWTH

16 TO 20 NOVEMBER 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SCP TRAINING AWARD

Singapore Cooperation Programme

The Singapore Cooperation Programme (SCP) was established in 1992 to share Singapore's development experiences with other developing countries, with an emphasis on technical assistance. As a country whose only resource is its people, Singapore believes that human resource development is vital for sustained economic and social progress.

To date, over 165,000 officials from more than 180 countries, territories, and intergovernmental organisations have participated in SCP courses and study visits. The SCP is managed by the Development Partnerships Directorate of the Ministry of Foreign Affairs, Singapore.

Course Objectives

This course will equip participants with the latest insights on the changing regulatory landscape and the mindset for designing and implementing a regulatory environment that supports businesses by reducing compliance burden and promoting innovation.

Synopsis

Topics to be covered include:

- Introduction to economic sectors that have been identified to benefit extensively from an enhanced regulatory environment
- Singapore's regulatory journey for creating a business-friendly regulatory environment
- Success case studies

Methodology

The course will be conducted in-person in Singapore and will include briefings, case studies, country presentations as well as group discussions.

Course Duration and Venue

The course will be held over five days from 16 to 20 November 2026 in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in the regulatory sector;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

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

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

- Course fees;

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

Note:

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

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions. Participants will receive a certificate of completion from the SCP only upon **attaining full attendance of the course**. Any leave of absence must be substantiated with medical certificates or compelling reasons. Failure to attain full

attendance will affect the eligibility for future SCP participations; and

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

Application Procedure

(Closing date for nomination: **11 September 2026**)

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

All nominees are to submit their applications online at <https://go.gov.sg/businessfriendlyregulationforgrowth> by **11 September 2026**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

Note:

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

Follow us at:

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

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ANNEX-II**SUMMARY OF GUIDELINES PRESCRIBED BY DEPARTMENT OF ECONOMIC AFFAIRS**

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

Eligibility Conditions

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

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

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

HOW TO APPLY**3. Filling up of application forms:-**

- (i) Ensure that the **DEA proforma** is duly filled in and is complete in all respects. Without this proforma, application will not be entertained.
- (ii) Ensure that the **application form prescribed by the sponsoring agency** is also complete in all respect, wherever the sponsoring agency asks for Country Report, the same should also be attached.
- (iii) The column relating to **Vigilance Clearance** in DEA proforma should be filed in and certified by the competent authority. Alternately, vigilance clearance certificate by the concerned authority can also be attached. Applications without vigilance clearance at the time of applying will not be entertained.
- (iv) **In case of training programmes which are not fully sponsored** and where expenses on Air travel or any other expenses have to be borne by the candidate or his sponsoring Department, ensure that Part-A or Part-B, as the case may be, of the Undertaking Form is duly completed. Applications received without undertaking form will be summarily rejected. **It may be noted that submission of undertaking form is not necessary in respect of fully funded training programmes and the candidate can mention 'Not Applicable' in the form.**

4. Nominations:-

- (i) In case there is more than one nomination for a particular course, the nominating authority State/Central Government should clearly indicate the prioritization of the nominees.
- (ii) Application for the training programme is to be forwarded through the concerned Ministry/Department after completing all necessary formalities. Applications are not to be sent to the sponsoring foreign country/agency direct unless the same has been endorsed by the Nodal Department i.e. DEA.

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

1. Name				
2. Date of Birth			3. Male/Female	
4. Educational Qualifications			5. Date of Entry into Govt. Service	
6. Service to which Officer belongs			7. Date of Regular appointment	
8. Details of Posts held during the last five years (starting from present) :				
S.No.	Post held & Pay level	Period of Posting	Ministry/Department/ Organization	Nature of Work
9. Name of training programme applied for and its relevance to the candidate				
10. Papers etc, if any, published by the candidate				
11. Details of Foreign Training Programmes attended during the last two years :				
S.No.	Dates & Duration Of Training	Subject/title of training	Name of the Training Institution	Source of funding
Signature of the candidate:				
Office Phone : Mobile No. :				
E-mail :				
<u>CERTIFICATE</u>				
Certified that Shri/Ms. _____ is clear from vigilance angle. In case the programme is not fully funded, Undertaking in the prescribed proforma (Part A/Part B) is attached.				
Signature of the Competent Administrative Authority of the applicant with Name, Designation, Phone Number and Email (alongwith official seal)				

ANNEX-IV**CHECK LIST**

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

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

PART-A

UNDERTAKING

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

Signature of Competent Authority

Name

Designation

(SEAL)

-----OR-----

PART- B

UNDERTAKING FOR SELF FINANCING

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

This issues with the approval of the Competent Authority.

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

Countersigned by:

Signature of Competent Authority
Name, Designation (With seal)

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

Page 2





National Council for Secretariat Training & Development

(An ISO 9001:2015 Organization)

Plot No.- 102, 52A, V, First Floor, Vijay Block, Laxmi Nagar, Delhi-110092 India.

Ph. +91-11-44767807, +91-9667493189, WhatsApp No. +91-9667493654

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

Ref No: -NCSTD/EDP/M/93-63-6393

New Delhi, Dated 25th June, 2026

To,

The Chief Secretary
5th Level, Delhi Secretariat,
I.P. Estate, New Delhi - 110002
UT of Delhi

By Registered & Speed Post

Subject: Executive Development Program - Call for Nominations

Dear Sir/Madam,

National Council for Secretariat Training & Development (NCSTD), established in 2009, is an autonomous Organization (registered with the Department of Labour, Govt. of National Capital Territory of Delhi, registered with Ministry of Micro, Small and Medium Enterprises & representative of the various segments of Indian Industry. The primary objective of NCSTD is to provide training to officers belonging to the Central/State Government Service, as well as officers from other organized/subsidiary services that operate within the State and Central Government. This training aims to enhance the skills, knowledge, and capabilities of these officers, enabling them to perform their duties more effectively and efficiently. In essence, NCSTD plays a crucial role in the professional development of government officers, contributing to the overall improvement of administrative services within the central and state government.

These training programmes are designed to enhance the skills, knowledge, and competencies of officers, enabling them to discharge their duties with greater efficiency and effectiveness. In this regard, NCSTD plays a pivotal role in strengthening administrative capabilities and improving governance standards at both Central and State levels. NCSTD has been at the forefront of promoting the productivity movement in India by delivering specialized training and consultancy services in areas critical to industrial and economic growth. The Organization is committed to enhancing organizational profitability, efficiency, and global competitiveness.

List of Executive Development Programs

S. No.	Title of Programme	Programme Date (Thu. -Sun.)	Venue	Course Fee Per Participant + 18% GST Extra	
				Residential (Twin Sharing)	Residential (Single Sharing)
1.	Procurement & Contract Management: Efficient tender management, vendor engagement, and compliance with procurement rules.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
2.	"Stress & Stress Management & Staff Development Improving Enhancing Efficiency and Behavioral Skills"	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
3.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
4.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00
5.	Government e-Market place (Portal), Procurement from GeM, e- tendering, e- Governance & GST Under Capacity Building program in Govt. departments, autonomous bodies & PSUs	07th -09th August, 2026	Jim Corbett (Uttarakhand)	₹ 48,600.00	₹ 56,600.00

6.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
7.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
8.	Developing Competencies of Executive Secretaries, Personal Assistants and Office Staff for Better Performance	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
9.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
10.	Geospatial Technology: Using Geographical Information Systems (GIS) for urban planning, spatial analysis, and property mapping.	21st -23rd August, 2026	Darjeeling, West Bengal	₹ 48,600.00	₹ 56,600.00
11.	Book Keeping & Accounting, Accounting Standards & Strategy to Implement Accrual System of Accounting in Government Departments Autonomous Bodies & PSUs.	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
12.	Modern Survey Techniques Including GIS/GPS & Total Station and Stress Management	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
13.	Leadership Competencies for Enhancing Individual Efficiency and Organizational Effectiveness	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
14.	Advance Course on RTI Act, 2005 and Modern HR Practices	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
15.	Advance Course on Digital Workplace Management (e Office, PFMS, e Procurement & related GFR)	04th -06th September, 2026	Srinagar (Jammu & Kashmir)	₹ 48,600.00	₹ 56,600.00
16.	Quality Control and Quality Assurance in Concrete Construction including Extreme weather Concreting	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
17.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
18.	Advance Course on e-Procurement: Implementing Artificial Intelligence (AI) initiatives in Public Procurement	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
19.	Housing Finance and Lending: Understanding Pradhan Mantri Awas Yojana (PMAY-U/CLSS) guidelines, risk management, and lending opportunities for green housing.	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
20.	Systematic Problem Solving, Conflict resolution and change Management	25th -27th September, 2026	Manali (Himachal Pradesh)	₹ 48,600.00	₹ 56,600.00
21.	Advance Course on Digital Transformation Essentials: Responsible Adoption of Artificial Intelligence (AI) at Workplace	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
22.	Leadership and Change Management: Rethinking leadership styles, innovation in workplace culture, and transitioning from rule-based to role-based approaches (Mission Karmayogi).	09th -11th October, 2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00

23.	Effective Office Management: e-Procurement, Tendering & Contract Management, GEM & GFR	09th -11th October,2026	Cochin (Kerala)	₹ 48,600.00	₹ 56,600.00
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The dates listed in the table include hotel check-in on Thursday afternoon, training on Friday and Saturday, and hotel check-out on Sunday Forenoon.

1. Programme Overview & Key Features

1.1 Programme Coverage & Target Officials

- **Comprehensive Curriculum:** All training modules are rigorously designed to blend theoretical frameworks with practical industry insights, ensuring a holistic understanding of the subject matter.
- **Universal Eligibility:** Content is tailored to cross-functional domains, making these programmes highly valuable and suitable for officials across all organizational hierarchies (Junior, Middle, and Senior Management).

1.2 Bespoke & Customized Formats

- **Tailored Interventions:** Beyond the scheduled open-enrolment calendar, organizations can request bespoke Executive Development Programs.
- **Destinations of Choice:** These specialized corporate cohorts can be mapped and executed at specific domestic or international destinations preferred by the nominating client, subject to mutual feasibility.

2. Nomination Submission & Group Incentives

2.1 Timeline Compliance

- **Cut-Off Date:** Formal nomination forms must be duly filled, authorized, and submitted at least **one (1) week** prior to the scheduled start date of the chosen programme.
- **Late Submissions:** Nominations received after the cut-off date will be subject to seat availability and absolute discretionary approval by the administration.

2.2 Corporate Volume Discount (Group Concession)

- **Eligibility Threshold:** A 5% volume concession on the base participation fee is extended to any single organization nominating **more than 10 participants** for a single, specific programme block.
- **Application of Discount:** The discount is applied collectively to the organization’s consolidated invoice and cannot be carried forward or split across multiple separate programmes.
- **Officials from:** Central/State/Union Territory governments, Public Sector Undertakings (PSUs), Autonomous bodies, boards, corporations, and various departments

3. Attendance Standards & Certification

3.1 Attendance Mandatory Checkpoints

- **100% Attendance Rule:** Full and active attendance across all scheduled technical sessions, workshops, and case studies is strictly mandatory.
- **Tracking:** Manual attendance sign-ins will be executed.

3.2 Certificate Issuance

- **Certificate of Participation:** A formal, accredited certificate will be awarded to participants upon successful completion of the curriculum.
- **Disqualification:** Participants who fail to maintain full attendance due to unauthorized absences or early departures will be disqualified from receiving the certification, and their nominating organizations will be notified.

4. Residential & Non-Residential Fee Logistics

4.1 Non-Residential Participation Framework

For local participants or those *arranging their own lodging*:

- **Fee Structure:** ₹36,600 + 18% GST per individual participant.
- **Inclusions:** This fee covers tuition, program kits, study materials, as well as institutional hospitality (working lunch, tea/coffee, and mid-session refreshments) at the venue during program hours.

4.2 Residential Participation Framework

For participants *opting for full boarding and lodging arrangements*:

- **Hotel Tier:** All residential accommodations are organized at premium, pre-vetted 4-star hotel properties to ensure corporate comfort.
- **Duration of Stay:** Standard accommodation is strictly capped at **3 Nights. / 4 Days**
- **Pre-Programme Check-in:** Participants are required to check in to the hotel one (1) day prior to the official commencement of the program.

- **Post-Programme Check-out:** Participants must check out one (1) day after the formal conclusion of the program.
- **Package Boarding Inclusions:** The residential package comprehensively covers room stay charges and three main meals daily (Daily Breakfast, Lunch, and Dinner).
- **Incidental Charges:** Any personal expenses incurred during the stay (e.g., room service, mini-bar, laundry, telephone calls, or extended stay extensions) are not included and must be settled directly by the participant with the hotel front desk at checkout.

5. Financial Terms & Payment Flow

5.1 Mode of Remittance

- **Electronic Transfer Requirement:** All advance payments must be processed securely via electronic bank transfer (RTGS or NEFT); cash or post-dated checks (PDC) will not be accepted.
- **Pre-Requisite for Admission:** Total participation fees must be cleared and credited to our account in advance or strictly prior to the commencement of the training.
- **Accommodation Hold:** Hotel rooms under the residential quota are blocked provisionally. Room inventory will be firmly locked and confirmed only upon receipt and verification of the advance payment.

5.2 GST Exemption on Government-Funded Training Programmes

- **Statutory Provision:** As per GOI Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17 (Sr. No. 75, Heading 9992, Page 19), no GST is applicable on services provided under any training programme to the Central Government, State Government, or UT Administration.
- **Mandatory Condition:** This tax exemption is strictly conditional upon the total expenditure of the training programme being fully borne by the respective Central Government, State Government, or UT Administration.

6. Admission Process & Seat Allocation

6.1 FIFO Mechanism

- **First-Come, First-Served:** Because class sizes are strictly capped to ensure high-quality interactive learning, seats are allocated based on the chronological order of payment receipt.

6.2 Communication of Acceptance

- **Official Confirmation:** Upon successful verification of the nomination credentials and payment confirmation, an official Nomination Confirmation Notice and program brief will be emailed to both the coordinator and the participant.

7. Transport, Logistics, & Arrival Protocol

7.1 Travel Responsibility

- **Independent Travel:** Participants or their sponsoring organizations bear sole responsibility for booking and funding their travel (airfare, train fare, or local transit) to the destination city and the specific venue.

7.2 Arrival Protocol for Residential Guests

- **Direct Check-in:** Residential participants are advised to skip the training venue on arrival day and proceed directly to the front desk of the designated 4-star hotel.
- **Identification:** Please carry a valid corporate ID and a government-issued photo identity card (Aadhaar, Passport, or Driving License) to ensure a seamless check-in experience.

⚠ ACTION REQUIRED

Sponsoring entities are requested to complete the formal approval loop internally and share their finalized nominations and payment confirmations at the absolute earliest to safeguard seat allocation.

Yours Truly,

For National Council for Secretariat Training & Development



R. Basavaraj
Director (Trg.)

Ex-Director (Projects), MoRD