1827218(1)/2025/Secretary Services

15/10/2025, 12:23   Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

Shri Rajeev Verma < csdelhi@nic.in >

Wed, 15 Oct 2025 10:53:11 AM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Wednesday, October 15, 2025 10:45:37 AM
Subject: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

फा.सं / **FILE NO: Y-16012/1/2025-ISTM**

दिनांक / **Date: 15.10.2025**

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: **Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.**

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1827218(1)/2025/Secretary Services

15/10/2025, 12:23   Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

Madam/ Sir,

I am directed to say that a two days Workshop on National Training Policy (NTP-01) will be conducted in ISTM from 21.01.2026 to 22.01.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

2.   Nomination form for the course may be filled online at ISTM website https://www.istm.gov.in/home/online_nomination_form. **It may please be noted that it is mandatory to fill up nomination form online**. However, the nominee must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring authority's letter may be mailed alongwith scanned copy of his/her nomination after getting signed by his/her sponsoring authority to the email I.D. given at the end.

3.   Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **05th January, 2026.**

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

Enclosure: Annexure

Yours faithfully,

- Sd-

(**Shailesh Kumar Soni**)

Deputy Director & Course Director

Email ID: sk [dot] soni [at] gov [dot] in

Tel: 01126737501

Mob: 8447487340

2

1827218(1)/2025/Secretary Services

15/10/2025, 12:23   Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

ANNEXTURE

COURSE INFORMATION SHEET

1.   COURSE TITLE: National Training Policy

2.   COURSE CODE: NTP-01

3.   DURATION: Two days (21.01.2026 to 22.01.2026)

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

5.   OBJECTIVES:

At the end of the course, the participants will be able to:

Ø Describe the salient features of National Training Policy

Ø Describe competency framework.

Ø Describe Strategic Human Resource Management system

Ø Explain the Role of Ministries/Departments/Organizations and Role of Training Institutes

Ø Analyse the implication of the various provisions of the National Training Policy

Ø Identify issues for implementation of the policy.

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

7.   PARTICIPANTS (Eligibility Conditions)

Ø Training Managers/ middle level officers of Ministries/Department of Central and State Government and its attached and subordinate offices.

Ø Trainers of Central / State Training Institutions.

Ø HRD Personnel.

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

9.   NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course

1827218(1)/2025/Secretary Services

15/10/2025, 12:23   Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

Coordinator so as to reach him/her before **05th January, 2026.**

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

11. COURSE FEE:

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

(ii)   A course fee of Rs. 2000/- (Rupees Two Thousand only) per participant will be charged from the employees of Public Sector Undertaking/Autonomous Bodies etc.

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

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

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G & P

Course Fee - ISTM

(v) Please share the copy of payment receipt on email sk.soni[at]gov.in.

12. Hostel Accommodation:

ISTM has a modest hostel facility where rooms are available on first-come-first-served basis. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the applicants whose nominations are confirmed and published on ISTM website may contact the Caretaker or Hostel Warden at Mobile No.8076072465/011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.

ISTM

Sir/Madam,

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

Course Name : National Training Policy
Course Code : NTP-01
Date   :   21 Jan 2026 to 22 Jan 2026
Mode   :   Offline

4

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1827218(1)/2025/Secretary Services

15/10/2025, 12:23   Fwd: Two Days Workshop on National Training Policy (NTP-01) in ISTM from 21.01.2026 to 22.01.2026 - regarding.

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

Regards

Shailesh Kumar Soni

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

5

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5/5

Fwd: Online Training Program on 'Introduction to RS & GIS using QGIS' during 03-14 November 2025

Shri Rajeev Verma < csdelhi@nic.in >

Tue, 14 Oct 2025 12:08:38 PM +0530

To   "Vijay Kumar Bidhuri"<psud@nic.in>,"CEO DJB"<ceodelhi.djb@nic.in>,"Sh Anil Kumar Singh"<secservices@nic.in>

From: "nwa pune" <nwa.pune@gmail.com>
To: "Chaitanya K S" <deputydirector1-nwa@gov.in>
Sent: Tuesday, October 14, 2025 11:22:34 AM
Subject: Fwd: Online Training Program on 'Introduction to RS & GIS using QGIS' during 03-14 November 2025

Sir/Madam,

National Water Academy, CWC, Pune is organizing an online Training Program **'Introduction to RS & GIS using QGIS'** during 03-14, November 2025. Water resources professionals from Centre/State Government Departments, Centre/State PSUs, and other stakeholders interested in the subject may be nominated/encouraged to participate in this training program by registering in the Google Form: https://forms.gle/hw7fRiyJ4DLvMEgZ8 on or before 31.10.2025.

The training program will be conducted on NWA e-Learning Platform (https://www.nwapune.gov.in) and registered participants will receive instructions on how to join the course. Information Brochure giving the details about the program is enclosed for ready reference.

Regards

Chaitanya K S
Deputy Director
National Water Academy
Central Water Commission, Pune

--

Regards
O/o The Chief Secretary, Delhi

2 Attachment(s)

6

Nomination Letter_QGIS_Nov ...

317.9 KB

Brochure_Introduction to RS G…

1.1 MB

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

</td><td>

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

</td></tr>
</table>

पत्र संख्या: टी-980119/7/2025-राजअ/   दिनांक : 14 अक्टूबर 2025

प्रति

संलग्न सूची के अनुसार

विषय : 03-14 नवम्बर 2025 के दौरान दूरस्थ शिक्षा के माध्यम से '**Introduction to RS & GIS using QGIS** ' पर प्रशिक्षण कार्यक्रम - नामांकन के लिए अनुरोध - संबंधित

महोदय/महोदया,

राष्ट्रीय जल अकादमी (NWA), केंद्रीय जल आयोग (CWC), 03-14 नवम्बर 2025 के दौरान एक ऑनलाइन प्रशिक्षण कार्यक्रम '**Introduction to RS & GIS using QGIS**' का आयोजन कर रही है। केंद्र/राज्य सरकार के विभागों, केंद्र/राज्य सार्वजनिक उपक्रमों और इस विषय में रुचि रखने वाले अन्य हितधारकों के जल संसाधन पेशेवरों को 31 अक्टूबर 2025 तक या उससे पहले Google फ़ॉर्म: https://forms.gle/hw7fRiyJ4DLvMEgZ8 पर पंजीकरण करके इस प्रशिक्षण कार्यक्रम में भाग लेने के लिए नामांकित/प्रोत्साहित किया जा सकता है।

प्रशिक्षण कार्यक्रम NWA ई-लर्निंग प्लेटफ़ॉर्म (https://www.nwapune.gov.in) पर आयोजित किया जाएगा और पंजीकृत प्रतिभागियों को पाठ्यक्रम में शामिल होने के निर्देश प्राप्त होंगे। कार्यक्रम के बारे में विस्तृत जानकारी देने वाली सूचना विवरणिका त्वरित संदर्भ के लिए संलग्न है।

यह मुख्य अभियंता, NWA, CWC, पुणे के अनुमोदन से जारी किया जाता है ।

भवदीय

(**चैतन्य के एस**)
उप निदेशक एवं कार्यक्रम समन्वयक

पुणे सिंहगढ़ रोड,   Pune-Sinhagad Road,
खडगवासला आर.एस., पुणे – 411 024   Khadakwasla R.S., Pune – 411 024
Tel – 020- 24380392 Ext: 114 Mob: 9910771794
Email – nwa.mah@nic.in/deputydirector1-nwa@gov.in

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भारत सरकार		**Government of India**
जल शक्ति मंत्रालय		**Ministry of Jal Shakti**
जल संसाधन नदी विकास एवं गंगा संरक्षण विभाग		**Dept. of Water Resources, RD&GR**
केन्द्रीय जल आयोग		**Central Water Commission**
राष्ट्रीय जल अकादमी		**National Water Academy**

Lr no.: T-980119/7/2025-NWA/   दिनांक: 14 October 2025

To

As per list enclosed

Sub: Online Training Program on 'Introduction to RS & GIS using QGIS' during 03-14 November 2025 - Request for Nominations – Reg

Sir/Madam,

National Water Academy, CWC, Pune is organizing an online Training Program **'Introduction to RS & GIS using QGIS'** during 03-14 November 2025. Water resources professionals from Centre/State Government Departments, Centre/State PSUs, and other stakeholders interested in the subject may be nominated/encouraged to participate in this training program by registering in the Google Form: https://forms.gle/hw7fRiyJ4DLvMEgZ8 on or before 31st October 2025.

The training program will be conducted on NWA e-Learning Platform (https://www.nwapune.gov.in) and registered participants will receive instructions on how to join the course. Information Brochure giving the details about the program is enclosed for ready reference.

This issues with the approval of Chief Engineer, NWA, CWC, Pune.

Yours Sincerely

(Chaitanya K S)
Dy. Director & Course Coordinator

पुणे सिंहगड़ रोड,   Pune-Sinhagad Road,
खडगवासला आर.एस., पुणे – 411 024   Khadakwasla R.S., Pune – 411 024
Tel – 020- 24380392 Ext: 114 Mob: 9910771794
Email - nwa.mah@nic.in/deputydirector1-nwa@gov.in

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Central Water Commission
National Water Academy

Online Training Program on
'Introduction to RS & GIS using QGIS'
(03-14, November 2025)

Introduction

QGIS is a free and open source Geographic Information System that may be used across devices and platforms. QGIS also comes with an active user community support alongside extensive help and documentation. Help is typically a button click away. Additionally, QGIS supports a Plugin architecture allowing users to enhance its functionality with variety of plugins and extensions.

This training program is designed as a foundational program for water professionals with a basic understanding of GIS & Remote Sensing concepts.

Program Contents

- Overview of RS & GIS Technologies
- Open access spatial data sources and their download
- Working with Tabular, Vector and Raster data
- Hydroprocessing of DEM & Catchment Delineation
- Creating Maps
- QGIS Plugins/Customization using Python
- LULC Mapping using QGIS

10

Central Water Commission National Water Academy

Online Training Program on
'Introduction to RS & GIS using QGIS'
(03-14, November 2025)

Program Format

Online lecture modules with flexi-time approach through the NWA e-Learning Portal. Participants are required to complete the modules and assessment tests for receiving the e-certificate.

Who can attend

Water Resources professionals from the Centre/State Government departments and all other stakeholdes interested in the subject

Fee

There is no course fee

Registration

Fill in the Google form using the link given below on or before 31.10.2025
https://forms.gle/hw7fRiyJ4DLvMEgZ8

For any further information please contact:
Chaitanya K S
Dy. Director & Course Coordinator
National Water Academy, Pune - 411024
Mob :9910771794 E-mail: deputydirector1-nwa@gov.in/nwa.mah@nic.in

1824657/2025/Secretary Services

14/10/2025, 11:36 Fwd: In-person Singapore Cooperation Programme on "Digital Health Informatics and Healthcare Logistics" from 26th to 30th …

Fwd: In-person Singapore Cooperation Programme on "Digital Health Informatics and Healthcare Logistics" from 26th to 30th January, 2026 in Singapore

Shri Rajeev Verma < csdelhi@nic.in >

Mon, 13 Oct 2025 6:12:34 PM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Pr secretary Health" <pshealth@nic.in>

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

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1824657/2025/Secretary Services

14/10/2025, 11:36   Fwd: In-person Singapore Cooperation Programme on "Digital Health Informatics and Healthcare Logistics" from 26th to 30th …

hp@nic.in>, "cs-jandk" <cs-jandk@nic.in>, "Avinash Kumar" <cs-jharkhand@nic.in>, cs@karnataka.gov.in, "Dr. A Jayathilak IAS" <chiefsecy@kerala.gov.in>, "Anurag jain" <cs@mp.nic.in>, cs@maharashtra.gov.in, "cs-manipur" <cs-manipur@nic.in>, "cso-meg" <cso-meg@nic.in>, "CS Mizoram" <cs-mizoram@nic.in>, "Jan e Alam, Chief Secretary Nagaland" <csngl@nic.in>, "Shri Manoj Ahuja" <csori@nic.in>, "Chief Secretary Punjab" <cs@punjab.gov.in>, csraj@rajasthan.gov.in, "Shri Ravindra Telang, IAS" <cs-skm@nic.in>, cs@tn.gov.in, "cs-tripura" <cs-tripura@nic.in>, "chief secretary" <cs-uttaranchal@nic.in>, "CHIEF SECRETARY OFFCE GOVT OF UP" <csup@nic.in>, "Dr. Manoj Pant" <cs-westbengal@nic.in>, "Dr. Chandra Bhushan Kumar IAS" <cs-andaman@nic.in>, "Dr Sharat Chauhan, I.A.S , Chief Secretary to Government, Government of Puducherry" <cs.pon@nic.in>

Cc: "Pankaj Gangwar" <pankaj.gangwar@gov.in>
Sent: Monday, October 13, 2025 2:35:18 PM
Subject: In-person Singapore Cooperation Programme on "Digital Health Informatics and Healthcare Logistics" from 26th to 30th January, 2026 in Singapore

Sir/Madam,

        Please find attachment regarding **In-person** Singapore Cooperation Programme on **"Digital Health Informatics and Healthcare Logistics" from 26th to 30th January, 2026 in Singapore**, for information and necessary action.

With regards,

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

--

Regards
O/o The Chief Secretary, Delhi

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1 Attachment(s)

12-52-25-final.pdf
3.1 MB

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2/2

No.12/52/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)
....

North Block, New Delhi,
Dated the 13th October, 2025.

TRAINING CIRCULAR

Subject:- **In-person** Singapore Cooperation Programme on **"Digital Health Informatics and Healthcare Logistics"** from 26th to 30th January, 2026 in Singapore.

The Republic of Singapore has invited nominations for **In-person** Singapore Cooperation Programme on **"Digital Health Informatics and Healthcare Logistics"** **from 26th to 30th January, 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 digitalisation of public health and healthcare logistics. The eligibility conditions and other information about the course are mentioned in the Information Brochure received from the sponsoring Government **(Annex-I)**. Number of slots available for India is **One**.

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

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

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

   (i)   Sponsoring Government's application to be filled online (available at https://go.gov.sg/starthome/course-detail/9785). 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 alongwith check-list reach this Department through the Administrative Ministry/Department of Govt. of India /State Government/UT, as the case may be, not later than 21.11.2025** positively at the following address:-

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

14

Contd.....2/-

-2-

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

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

1. Joint Secretary (Admn.), Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi
2. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
3. Chief Secretaries of all States Governments/UTs.

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

संख्या.12/52/2025-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

....

नॉर्थ ब्लॉक, नई दिल्ली,

दिनांक 13 अक्टूबर, 2025.

<u>प्रशिक्षण परिपत्र</u>

विषय : "सिंगापुर में 26 से 30 जनवरी, 2026 तक ""डिजिटल स्वास्थ्य सूचना विज्ञान और स्वास्थ्य सेवा लॉजिस्टिक्स"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम" ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के **"सिंगापुर में 26 से 30 जनवरी, 2026 तक ""डिजिटल स्वास्थ्य सूचना विज्ञान और स्वास्थ्य सेवा लॉजिस्टिक्स"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम"** सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य वरिष्ठ स्तर के उन सरकारी अधिकारियों के लिए है जो सार्वजनिक स्वास्थ्य और स्वास्थ्य सेवा लॉजिस्टिक्स के डिजिटलीकरण में शामिल हैं। पात्रता शर्तों और पाठ्यक्रम के बारे में अन्य सूचना प्रायोजक सरकार से प्राप्त सूचना विवरणिका **(अनुलग्नक-I)** में दी गई है। भारत के लिए उपलब्ध स्लॉट की संख्या **एक** है।

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

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

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

(i) प्रायोजक सरकार के आवेदन को ऑनलाइन भरा जाना है (https://go.gov.sg/starthome/course-details/9785) पर उपलब्ध)। एससीपी को ऑनलाइन अभ्यर्थी द्वारा प्रस्तुत आवेदन की मुद्रित प्रति अन्य प्रपत्रों के साथ डीईए को भेजी जाए।

(ii) डीईए का प्रोफार्मा-सक्षम प्राधिकारी **द्वारा विधिवत प्रतिहस्ताक्षरित (अनुलग्नक-IV)।**
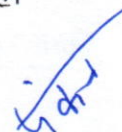
.......2/-

16

- 2 -

5.   चेक-लिस्ट के साथ सभी प्रकार से पूर्ण आवेदन पत्र प्रशासनिक मंत्रालय/भारत सरकार के विभाग/राज्य सरकार/संघ राज्य क्षेत्र जैसा भी मामला हो, के माध्यम से इस विभाग को 21.11.2025 तक अवश्य ही निम्नलिखित पते पर पहुंच जाने चाहिए:-

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

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

(पंकज गंगवार)
अवर सचिव, भारत सरकार

1. संयुक्त सचिव (प्रशासन)), स्वास्थ्य एवं परिवार कल्याण मंत्रालय, निर्माण भवन, नई दिल्ली ।
2. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों / विभागों, भारत सरकार की।
3. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

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

SCP SINGAPORE COOPERATION PROGRAMME

SINGAPORE COOPERATION PROGRAMME
GENERAL INFORMATION BROCHURE

DIGITAL HEALTHCARE INFORMATICS AND HEALTHCARE LOGISTICS

26 TO 30 JANUARY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

under the

SINGAPORE COOPERATION PROGRAMME TRAINING AWARD

Singapore Cooperation Programme

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

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

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

Course Objectives

This course will equip participants with competencies in health informatics and healthcare logistics. It will examine the significance of health informatics, explore the critical need for its support, and identify resources crucial for effective communication between healthcare and Information Technology professionals.

Synopsis

Topics to be covered include:

- Digitalisation in public health
- Healthcare management
- Telehealth applications
- Open data / Big data
- Supply chain management

Methodology

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

Course Duration and Venue

The course will be held over 5 days from **26 to 30 January 2026** in Singapore.

Application Information

Applicants should be:
- Mid- to senior-level government officials involved in digitalisation of public health and healthcare logistics;
- Nominated by their respective governments;
- Proficient in written and spoken English; and
- In good health.

Terms of Award

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

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

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

Note:

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

Regulations

Participants are required to comply with the following:

- For entry into Singapore, participants are required to adhere to the latest travel and health requirements/advisories as indicated at www.ica.gov.sg/enter-transit-depart;
- Strictly observe the course schedule and attend all training sessions; and
- 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: **Friday, 28 November 2025**)

The Government of Singapore is pleased to invite the respective National Focal Points for Technical Assistance (NFP) to nominate **one (1)** suitable applicant. 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://scp.gov.sg/starthome/course-detail/9785 by **Friday, 28 November 2025**. NFPs are also required to endorse nominees via email links. Instructions and FAQs for Applicants and NFPs can be found at the links below:

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

Note:

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

Follow us at:

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

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

4. **Nominations:-**

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

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

5. **Clearance:-**

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

Abbreviation:-

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

21

DEA PROFORMA FOR FOREIGN TRAINING

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

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

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

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

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

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

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

CERTIFICATE

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

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

<div align="right">**ANNEX-IV**</div>

<div align="center">

CHECK LIST

</div>

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.**	

<div align="center">23</div>

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

24

25

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Tue, 14 Oct 2025 5:06:37 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Tuesday, October 14, 2025 5:00:05 PM
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM

ISTM

Sir/Madam,

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

Course Name :	Workshop on Office Procedure & Noting & Drafting
Course Code :	WOP&ND-04
Date :	10 Nov 2025 to 12 Nov 2025
Mode :	Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

26

File No. F.10(594)/COORD./E-OFFICE/MISC.TRAINING/2025 (Computer No. 256524)
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Generated from eOffice by ANKUSH SHARMA, JR(AS), JR. ASSISTANT, SERVICES DEPARTMENT on 03/11/2025 03:37 pm

1/1

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Tue, 14 Oct 2025 5:06:37 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Tuesday, October 14, 2025 5:00:05 PM
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM

ISTM

Sir/Madam,

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

Course Name :	Workshop on Office Procedure & Noting & Drafting
Course Code :	WOP&ND-04
Date :	10 Nov 2025 to 12 Nov 2025
Mode :	Offline

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

Regards

Biswajit Banerjee

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

27

Fwd: Workshop on Office Procedure & Noting & Drafting by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Thu, 16 Oct 2025 9:43:21 AM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Thursday, October 16, 2025 9:32:22 AM
Subject: Workshop on Office Procedure & Noting & Drafting by ISTM

ISTM

Sir/Madam,

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

Course Name :	Workshop on Office Procedure & Noting & Drafting
Course Code :	WOP&ND-05
Date :	05 Jan 2026 to 07 Jan 2026
Mode :	Offline

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

Regards

Jitender Bhatti

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

--

Regards
O/o The Chief Secretary, Delhi

28

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1/1

Fwd: Evaluation of Training (EoT) by ISTM

Shri Rajeev Verma < csdelhi@nic.in >

Wed, 15 Oct 2025 5:06:50 PM +0530

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

From: "Institute of Secretariat Training and Management (ISTM)" <istm@nic.in>
To: jsns@ddpmod.gov.in
Sent: Wednesday, October 15, 2025 11:53:31 AM
Subject: Evaluation of Training (EoT) by ISTM

 ISTM

Sir/Madam,

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

 Course Name : Evaluation of Training (EoT)
 Course Code : EoT
 Date :   10 Nov 2025 to 14 Nov 2025
 Mode :   Offline

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

Regards

Anjali Rana

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

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Regards
O/o The Chief Secretary, Delhi

29

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Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD),Olof Palme Marg,

New Delhi - 110067

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Regards
O/o The Chief Secretary, Delhi

30

1820323/2025/Secretary Services

10/10/2025, 16:32   Fwd: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa

Fwd: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa

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CM DELHI < cmdelhi@nic.in >

Fri, 10 Oct 2025 4:08:40 PM +0530

To "secyar"<secyar@nic.in>,"SERVICES SECY"<secservices@nic.in>,"Sandeep Kumar" <arupdate@nic.in>

Sir/Madam,

This email received at official email ID of Hon'ble Chief Minister, Delhi, is being forwarded for your kind perusal and further necessary action.

Regards,
Office of the Chief Minister, Delhi

============ Forwarded message ============
From: <vikas.meena@npcindia.gov.in>
To: "CM DELHI"<cmdelhi@nic.in>
Date: Fri, 10 Oct 2025 15:13:02 +0530
Subject: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa
============ Forwarded message ============

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)
www.npcindia.gov.in

No: IE/GN/T12/T2526GNR08/1

Dear Sir/Madam,

NPC is pleased to announce its Residential Training Programs on NPC training program on **" Digital Transformation through eGovernance & ICT"** from **22nd to 26th December** at **Goa.**

NPC is an autonomous body set up by the Department for Promotion of Industry & Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping the above in view, the training program aims to provide insight to the participants about various requisite tools and techniques for delivering a better quality of work.

This training program has been designed for participants across mid and senior levels, working in Ministries, Central, and state Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, etc.

The Programme fees of ₹ **70,000 /- + 18% GST** for residential participants is inclusive of single occupancy boarding and lodging arrangement for the participants for 4 nights during the program, course material kit and professional charges, etc., or ₹ **55,000 /- + 18% GST** for non-residential participants is inclusive of lunch, course material kit, and professional charges.

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1820323/2025/Secretary Services

10/10/2025, 16:32   Fwd: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa

The program's aims, coverage, participant profile, methodology, professors, dates, location, participation cost, general instructions & registration process are all fully described in the brochure.

We are sure that you will take advantage of this and nominate a few officials from your organization. The detailed brochure is also available at www.npcindia.gov.in. Kindly feel free to call us on **8866943946** or mail at **vikas.meena@npcindia.gov.in** in case any further clarification is required. We look forward to your continuous support and early response.

On successful completion of the courses, certificate shall be awarded.

Thanking you,

Yours Sincerely,

सादर / Thanks & Regards,
विकास मीणा / Vikas Meena
उप निदेशक / Deputy Director
कृते क्षेत्रीय निदेशक / For Regional Director
राष्ट्रीय उत्पादकता परिषद् / National Productivity Council
(Under Department for Promotion of Industry and Internal Trade,
Ministry of Commerce & Industry, Government of India)
E-5 जी आई डी सी इलेक्ट्रॉनिक एस्टेट, गाँधीनगर, गुजरात 382-028 /
E-5 GIDC Electronic Estate Gandhinagar, Gujarat 382028,
भारत गणराज्य / Republic of India.
मोबाइल / Mobile: +91 88669 43946,
इ मेल / Email: vikas.meena@npcindia.gov.in,
वेबसाइट / Website: www.npcindia.gov.in

Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD)
• **ECS Payment Details**: State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
• In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
• Programme Fees per Participant plus GST to be paid in advance
• PAN No: AAATN0402F, GSTIN: 24AAATN0402F1ZC
• Limited seats available on a first-come first-served basis.

If you have any other specific requirements brents for consultancy or training services in areas of Human Resources Management, Industrial Engineering, Agri-Business, Economic Services, Quality Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., it is requested to kindly share your requirements on NPC Training Survey Form Link :

32

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2/5

1820323/2025/Secretary Services

10/10/2025, 16:32   Fwd: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa

https://forms.gle/qvwwwR3w9GPEGPY78

or

You can also describe training requirements of your organization by emailing us on
vikas.meena@npcindia.gov.in

Contact: +91-8866943946

Join our NPC WhatsApp Channel for updates, announcements, and upcoming training program details (Scan the QR or click on below mentioned channel link)

https://whatsapp.com/channel/0029Vb2gd1kLo4hbTOrZQ000

Your feedback will help us design training sessions tailored to your needs, ensuring maximum benefit for both employees and employers. We look forward to receiving your responses and working together to enhance productivity across sectors.

APPLICATION FORM FOR NOMINATIONS

Send a copy of this filled form to our Email vikas.meena@npcindia.gov.in

Title of Programme:

_____
_____

Programme Duration: _____   Venue/ Location: _____

Select Participation on: <u>Residential Basis</u> / <u>Non-Residential Basis</u>   (Please select Type of seat)

33

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3/5

1820323/2025/Secretary Services

10/10/2025, 16:32   Fwd: NPC training program on " Digital Transformation through eGovernance & ICT" from 22nd to 26th December at Goa

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No. & Email ID	Participant Organization Address (Kindly provide full address of correspondence)
1				
2				
3				
4				
5				
6				
7				
8+				

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Nominating Authority Organization Address (Kindly provide full address of correspondence)

National Productivity Council, Gandhinagar
(Under Ministry of Commerce & Industry)
Government of India

ANNUAL TRAINING CALENDAR
(2025-26)
34

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1820323/2025/Secretary Services

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Sr. No.	Title of Programme	Date	All Levels	Location	Programme Fee (Excluding GST) in Rs. (Residential)	Programme Fee (Excluding GST) in Rs. (Non-Residential)	Programme Coordinator
1	Training Program on "Environmental, Social and Governance"	10-14 November, 2025	All Levels	Sri Vijaya Puram (Port Blair)	Rs. 70000	Rs. 55000	RD, Gandhinagar
2	Retirement Empowerment Training: Impactful Readiness for Employees - Uplifting Programme (RETIRE-UP)	17-21 November, 2025	All Levels	Varanasi	Rs. 65000	Rs. 55000	RD, Gandhinagar
3	Digital Transformation through eGovernance & ICT	22-26 December, 2025	All Levels	Goa	Rs. 70000	Rs. 55000	RD, Gandhinagar
4	Systematic Problem Solving, Conflict resolution and change Management	19-23 January, 2026	All Levels	Puducherry	Rs. 65000	Rs. 55000	RD, Gandhinagar
5	Personal & Organisational Cyber Security Essentials	23-27 February, 2026	All Levels	Shimla	Rs. 65000	Rs. 55000	RD, Gandhinagar
6	Worklife Balance & Stress Management	19-23 March, 2026	All Levels	Puducherry	Rs. 70000	Rs. 55000	RD, Gandhinagar

Regional Directorate –Gandhinagar, E-5, GIDC, Electronics Estate, Sector-26, Gujarat – 382028, Mob: 8866943946