

Fwd: Level-A DAKSHTA by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 11 Mar 2026 2:23:42 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 11 Mar 2026 14:20:54 +0530

Subject: Level-A DAKSHTA by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Level-A DAKSHTA

Course Code : L-A-DAKSHTA-01

Date : 01 Jun 2026 to 05 Jun 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Level-A DAKSHTA by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Wed, 11 Mar 2026 2:23:42 PM +0530

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

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From: Institute of Secretariat Training and Management (ISTM) <istm@nic.in>
To: <jsns@ddpmod.gov.in>
Date: Wed, 11 Mar 2026 14:20:54 +0530
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We are pleased to inform you that Institute of Secretariat Training & Management (ISTM) will be conducting a Training Programme, highlights of which is as under:

Course Name : Level-A DAKSHTA

Course Code : L-A-DAKSHTA-01

Date : 01 Jun 2026 to 05 Jun 2026

Mode : Offline

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

Regards

Sudhir Pratap Singh Parihar

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 11 Mar 2026 5:50:55 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 11 Mar 2026 17:22:24 +0530

Subject: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters

Course Code : CBHOAVFM-05

Date : 08 Jun 2026 to 10 Jun 2026

Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 11 Mar 2026 5:50:55 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 11 Mar 2026 17:22:24 +0530

Subject: Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Capacity Building of the Head of the Organization in Administrative, Vigilance and Financial Matters

Course Code : CBHOAVFM-05

Date : 08 Jun 2026 to 10 Jun 2026

Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067



Fwd: Two Days Workshop on “Handling RTI Matters (H-RTIM-08)” to be conducted in ISTM from 25.05.2026 to 26.05.2026.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 11 Mar 2026 1:00:15 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 11 Mar 2026 12:49:36 +0530

Subject: Two Days Workshop on “Handling RTI Matters (H-RTIM-08)” to be conducted in ISTM from 25.05.2026 to 26.05.2026.

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

File No.: Y-21011/06/2026-ISTM

Date: 11th March, 2026

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Two Days Workshop on “Handling RTI Matters (H-RTIM-08)” to be conducted in ISTM from 25.05.2026 to 26.05.2026.

Madam/Sir,

I am directed to say that a two days Workshop on “**Handling RTI Matters (H-RTIM-08)**” will be conducted in ISTM from 25.05.2026 to 26.05.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be

nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **11th May, 2026**.

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

Enclosure: Annexure

Yours faithfully,

-sd-

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

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

- 1. COURSE TITLE:** Handling RTI Matters
- 2. COURSE CODE:** H-RTIM-08
- 3. DURATION:** Two days (25.05.2026 to 26.05.2026)
- 4. TIME:** 09:00 AM to 5:30 PM
- 5. OBJECTIVES:**

Overview of the RTI Act, 2005

- Ø Salient features of RTI Act & Obligation of the Public Authorities
- Ø Duties of CPIOs/ APIOs
- Ø Exemptions under RTI Act, 2005
- Ø Discloseable / Non-Discloseable to information & case discussion
- Ø RTI-MIS
- Ø Action of Appeals & Role of FAA
- Ø Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Ø Record Management of RTI

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

7. PARTICIPANTS (Eligibility Conditions)

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

8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30-35.

9. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him/her before **11th May, 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. 2,000/- (Rupees Two Thousand only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc, after confirmation of nomination from ISTM. **Course fee is required to be paid through Online Payment Mode as per details given below.**

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

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

Website – Bharatkosh.gov.in

Ministry – Personnel. P.G & P

Course Fee - ISTM

(v) Please share the copy of payment receipt on email **[kavita.s\[at\]nic.in](mailto:kavita.s[at]nic.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 Telephone No. 011-26737717. Family members of the participants are NOT allowed to stay in the hostel with the participants.



Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-8

Date : 25 May 2026 to 26 May 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Two Days Workshop on "Handling RTI Matters (H-RTIM-08)" to be conducted in ISTM from 25.05.2026 to 26.05.2026.

Shri Rajeev Verma <csdelhi@nic.in>

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

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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 "Handling RTI Matters (H-RTIM-08)" to be conducted in ISTM from 25.05.2026 to 26.05.2026.

Madam/Sir,

I am directed to say that a two days Workshop on "**Handling RTI Matters (H-RTIM-08)**" will be conducted in ISTM from 25.05.2026 to 26.05.2026. Details of the objectives of programme, its content, eligibility conditions, procedure for nomination and other information relating to the programme and facilities available are given at **Annexure**.

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

3. Only such officials should be nominated who can attend this programme physically on whole time basis. While making nominations the level and type of participants as indicated in **Annexure** may kindly be borne in mind. An officer who has already attended similar training course/workshop conducted by ISTM should not be

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Yours faithfully,

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

Tele No. : 011-26732076

ANNEXTURE

WORKSHOP INFORMATION SHEET

- 1. COURSE TITLE:** Handling RTI Matters
- 2. COURSE CODE:** H-RTIM-08
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Overview of the RTI Act, 2005

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- Ø Exemptions under RTI Act, 2005
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- Ø RTI-MIS
- Ø Action of Appeals & Role of FAA
- Ø Recent Decisions / Judgements/ Case studies in implementation of RTI Act
- Ø Record Management of RTI

6. METHODOLOGY: The programme will be organized on highly participative basis. The training methods will, therefore, include lecture discussion, group discussion and case studies. Discussion on actual problems faced in dealing with specific cases.

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8. COURSE CAPACITY: The maximum number of participants that can be admitted to the Course is 30-35.

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- (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

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Sir/Madam,

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

Course Name : Handling RTI Matters

Course Code : H-RTIM-8

Date : 25 May 2026 to 26 May 2026

Mode : Offline

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

Regards

Kavita Sharma

Assistant Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Ethics and Value in Public Governance by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Mon, 16 Mar 2026 7:21:05 PM +0530

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

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

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

Date: Mon, 16 Mar 2026 16:57:55 +0530

Subject: Ethics and Value in Public Governance by ISTM

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

 ISTM

Sir/Madam,

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

Course Name : Ethics and Value in Public Governance

Course Code : EVPG-26

Date : 29 Jun 2026 to 30 Jun 2026

Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Ethics and Value in Public Governance by ISTM

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Course Code : EVPG-26

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Mode : Offline

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

Regards

Bhagaban Padhy

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 17 Mar 2026 3:04:20 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Tue, 17 Mar 2026 13:38:56 +0530

Subject: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

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

फा.सं / FILE NO: Y-19045/3/2026-ISTM

दिनांक/ Date: 22.01.2026

To

Secy. to the Govt. of India (All Ministries / Departments)

All Attached & Subordinate Offices

All State Governments / All Union Territories

The Central Vigilance Commission / Election Commission of India / UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

Madam/Sir,

I am directed to say that an online "**Workshop on e-Record Management**" will be conducted by ISTM on 13th April, 2026 (1 days). Details of the objectives of the workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. ISTM has state-of-the-art ICT labs having over 135 computers which are interest enabled and fully equipped with latest software and hardware.

3. 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 nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

4. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **23rd March, 2026**.

Encl: Annexure-I

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
 Deputy Director & Course Coordinator
 Email ID: vkbhargava.84[at]gov.in
 Tele No. : 011-26737611

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on e-Record Management

2. **COURSE CODE:** e-RM-26

3. **DURATION:** One day (16th April, 2026)

4. **OBJECTIVES:** -

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

(1) List out different types of record retention schedule

(2) Describe importance of Maintaining Records

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

6. **PARTICIPANTS (Eligibility Conditions)**

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

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

8. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **23rd March, 2026**.

9. **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 i.e. www.istm.gov.in regularly. They may be relieved only after receipt of such intimation from ISTM.

10. **Course Fee & Other Expenses:** There is no Course fee for the officers of Central Govt./State Govt./UT Administration and its Attached/Subordinate offices. It is requested to mention clearly in the forwarding letter that "the participant nominated for the course is an employee of Central Govt./State Govt and hence no capitation fees is required"

11. A course fee of Rs. 2000/- per participant will be charged in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The fees is required to be paid only after confirmation of the nomination by ISTM. Course fee is required to be paid through **online mode** as follows:

Website - bharatkosh.gov.in

Ministry - Personnel, P.G.&P

Purpose - Course fee in ISTM

NOTE:

i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. **Last Date for sending online nominations**

23.03.2026

ii. They may be relieved only after display of their names on the website of ISTM.

iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

iv. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

v. **Course fees is to be paid after acceptance of nominations by ISTM & before commencement of the course. A copy of receipt is to be shared at ykbhargava.84@gov.in before joining the course.**

12. Nominations for the Course: Only officers/officials eligible as per above and those who are interested may be nominated for the course. 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. **The payment of fees and relieving may be undertaken only after receipt of such intimation from ISTM.**

13. Where to apply: 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 from online. However, the nominees must ensure that their nominations are cleared by their respective sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D of the course coordinator given at the end.



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-26

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: One day online Workshop on e-Record Management (e-RM-26) to be conducted in ISTM on 13th April, 2026

Shri Rajeev Verma <csdelhi@nic.in>

Tue, 17 Mar 2026 3:04:20 PM +0530

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

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Date: Tue, 17 Mar 2026 13:38:56 +0530

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दिनांक/ Date: 22.01.2026

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I am directed to say that an online "**Workshop on e-Record Management**" will be conducted by ISTM on 13th April, 2026 (1 days). Details of the objectives of the workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure-I.

2. ISTM has state-of-the-art ICT labs having over 135 computers which are interest enabled and fully equipped with latest software and hardware.

3. 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 nominees must ensure that his/her nomination is cleared by his/her sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or a scanned copy of letter may be sent through e-mail I.D. given at the end.

4. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure-I may kindly be borne in mind. An officer who has already attended similar training course conducted by ISTM should not be nominated. Nominations of eligible officials complete in all respect should reach the undersigned latest by **23rd March, 2026**.

Encl: Annexure-I

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)
Deputy Director & Course Coordinator
Email ID: vkbhargava.84[at]gov.in
Tele No. : 011-26737611

ANNEXURE-I

COURSE INFORMATION SHEET

1. **COURSE TITLE:** Workshop on e-Record Management2. **COURSE CODE:** e-RM-263. **DURATION:** One day (16th April, 2026)4. **OBJECTIVES:** -

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

(1) List out different types of record retention schedule

(2) Describe importance of Maintaining Records

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

6. **PARTICIPANTS (Eligibility Conditions)**

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

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

8. **NOMINATIONS FOR THE COURSE:** Eligible and interested officers may be nominated for the course. The particulars of the nominees may be sent to the Course Coordinator so as to reach him before **23rd March, 2026**.

9. **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 i.e. www.istm.gov.in regularly. They may be relieved only after receipt of such intimation from ISTM.

10. **Course Fee & Other Expenses:** There is no Course fee for the officers of Central Govt./State Govt./UT Administration and its Attached/Subordinate offices. It is requested to mention clearly in the forwarding letter that "the participant nominated for the course is an employee of Central Govt./State Govt and hence no capitation fees is required"

11. A course fee of Rs. 2000/- per participant will be charged in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The fees is required to be paid only after confirmation of the nomination by ISTM. Course fee is required to be paid through **online mode** as follows:

Website - bharatkosh.gov.in

Ministry - Personnel, P.G.&P

Purpose - Course fee in ISTM

NOTE:

i. Names of Candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. **Last Date for sending online nominations**

23.03.2026

ii. They may be relieved only after display of their names on the website of ISTM.

iii. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM www.istm.gov.in regularly.

iv. If the capitation fee is not paid in advance, applicant will not be admitted to the programme even after the confirmation of the participation.

v. **Course fees is to be paid after acceptance of nominations by ISTM & before commencement of the course. A copy of receipt is to be shared at ykbhargava.84@gov.in before joining the course.**

12. Nominations for the Course: Only officers/officials eligible as per above and those who are interested may be nominated for the course. 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. **The payment of fees and relieving may be undertaken only after receipt of such intimation from ISTM.**

13. Where to apply: 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 from online. However, the nominees must ensure that their nominations are cleared by their respective sponsoring authority before applying online. The sponsoring authority's letter may be sent separately by post or may mail scanned copies of their nomination after getting signed by their sponsoring authority to the email I.D of the course coordinator given at the end.



Sir/Madam,

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

Course Name : e-Record Management

Course Code : e-RM-26

Date : 13 Apr 2026 to 13 Apr 2026

Mode : Offline

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

Regards

Vipin Kumar Bhargava

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 18 Mar 2026 2:37:20 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 18 Mar 2026 14:18:02 +0530

Subject: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

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



Sir/Madam,

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

Course Name : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-44

Date : 01 Jun 2026 to 04 Jun 2026

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

फा.सं / FILE NO: Y-14013/3/2026-ISTM



दिनांक / Date: 17.03.2026

To

Secy. to the Govt. of India (All Ministries / Departments)

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: Training Course / Workshop on **Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44)** to be conducted from **01, Jun 2026 to 04, Jun 2026**.
Sir/Madam,

I am directed to say that a training course / workshop "**Reservation in Services for SC/ST/OBC/ExSM/PWDs**" will be conducted at this Institute from **01, Jun 2026 to 04, Jun 2026 (4 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

3. Only such officials should be nominated who can attend this programme on whole time basis. While making nominations the level and type of participants as indicated in **Annexure-I** 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 **22, May 2025**.

4. Only such officials, whose nominations are accepted for the training course / workshop by the Institute of Secretariat Training & Management, would be allowed to join. It is, therefore, reiterated that nominees should be relieved only after approval of sponsoring authority and acceptance by this Institute. The acceptance of nomination letter will be uploaded in ISTM website https://www.istm.gov.in/home/view_all_nomination_acceptance one month prior to commencement of the course and no separate communication by post would be issued.

Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Biswajit Banerjee)

Deputy Director & Course Director

Email ID: biswajitbanerjee [dot] edu [at] nic [dot] in

Tel: 26737607



ANNEXURE-1**COURSE INFORMATION SHEET****Code** : RIS-44**Title** : Reservation in Services for SC/ST/OBC/ExSM/PWDs**Duration** : 4 Days (01 June 2026 to 04 June 2026)**Aim of the Course**

The aim of the course is to:

- Develop a broad understanding of the constitutional provisions relating to reservation in services for SC/ST/OBC/ExSM/PWDs, procedures for implementing the reservation orders and instructions of the Government of India on reservation rosters, procedures involved in de-reservation of reserved vacancies, and filling of carry forward/backlog reserved vacancies.
- Share and exchange practical experiences and ideas in dealing with day-to-day problems and sharpen skills for proper implementation of the Government orders and instructions on the subject.

Course Content

- Constitutional provisions
- Applicability of reservation orders for SCs/STs/OBCs/EWS and exemptions and exclusions of posts
- Verification of claims of SCs/STs/OBCs/EWS
- Reservation in Direct Recruitment and Promotion including relaxations, concessions and special facilities for SCs/STs/OBCs/EWS
- De-reservation and carry-forward of vacancies in Direct Recruitment and Promotion
- Preparation, operation and maintenance of Rosters
- Role and functions of Liaison Officer
- Reservation in services for Persons with Disabilities

Methodology

- i. Lecture / PPTs / Handouts / Reading Material
- ii. Discussions
- iii. Group Discussions
- iv. Case Studies, Q & A / Doubt clearing sessions
- v. Practical Exercises

Nominations for the Course

The course is designed for officials dealing with matters of reservation in services for **SCs/STs/OBCs/ExSM/PWDs** working at the level of **Section Officer and Assistant Section Officers (of CSS)** or equivalent level in other offices of **Central Government, State Governments, UT Administrations, PSUs, Constitutional Bodies and Autonomous Bodies**, etc.

Acceptance of Nomination

Officers whose nominations are sponsored by their organizations and accepted by **ISTM** shall be intimated through **ISTM's website**. Acceptance of nomination of candidates by ISTM will also be conveyed through **email / SMS**. Participants may be relieved only after receipt of confirmation from ISTM.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website of ISTM regularly i.e. [www.istm.gov.in<svg xmlns="http://www.w3.org/2000/svg" width="20" height="20" aria-hidden="true" data-rtl-flip="" class="block h-\[0.75em\] w-\[0.75em\] stroke-current stroke-\[0.75\]"></svg>](http://www.w3.org/2000/svg).

Course Fee

i. **No course fee** is required for **Central Government, State Government and UT Government servants**.

ii. A **course fee of Rs. 4,000/- (Rupees Four Thousand only) per participant** will be charged in advance in respect of employees of **Public Sector Undertakings / Autonomous Bodies**, etc., who may be granted admission to the course. The course fee is required to be paid through **online mode** as follows:

Procedure:

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G. & Pensions

Purpose – Course Fee in ISTM

Deposit the amount through online mode only.

Note: The course fee should be paid **only after receipt of confirmation from ISTM through email/SMS or when the name of the participant appears in the approved list on the ISTM website (www.istm.gov.in)**.

Note

Names of candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. Participants may be relieved only after the display of their names on the website.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website regularly.

Fwd: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

Shri Rajeev Verma <csdelhi@nic.in>

Wed, 18 Mar 2026 2:37:20 PM +0530

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

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

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

To: <jsns@ddpmod.gov.in>

Date: Wed, 18 Mar 2026 14:18:02 +0530

Subject: Training Course / Workshop on Reservation in Services for SC/ST/OBC/ExSM/PWDs (RIS-44) to be conducted from 01, Jun 2026 to 04, Jun 2026.

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



Sir/Madam,

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

Course Name : Reservation in Services for SC/ST/OBC/ExSM/PWDs

Course Code : RIS-44

Date : 01 Jun 2026 to 04 Jun 2026

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

फा.सं / FILE NO: Y-14013/3/2026-ISTM



दिनांक / Date: 17.03.2026

To

Secy. to the Govt. of India (All Ministries / Departments)

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: Training Course / Workshop on **Reservation in Services for****SC/ST/OBC/ExSM/PWDs (RIS-44)** to be conducted from **01, Jun 2026** to **04, Jun 2026**.

Sir/Madam,

I am directed to say that a training course / workshop "**Reservation in Services for SC/ST/OBC/ExSM/PWDs**" will be conducted at this Institute from **01, Jun 2026** to **04, Jun 2026 (4 Days)**. Details of the objectives of the course / workshop, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at **Annexure-I**.

2. Nomination form for the training course / workshop may be filled online at http://www.istm.gov.in/home/online_nomination_form. It may kindly be noted that it is mandatory to fill form online. However, the nominees must ensure that his/her nomination is approved by his/her sponsoring authority before applying online. The sponsoring authority letters may be sent separately by Email / Fax.

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Enclosure: Annexure - I

Yours faithfully,

- Sd-

(Biswajit Banerjee)**Deputy Director & Course Director****Email ID: biswajitbanerjee [dot] edu [at] nic [dot] in****Tel: 26737607**

ANNEXURE-1**COURSE INFORMATION SHEET****Code** : RIS-44**Title** : Reservation in Services for SC/ST/OBC/ExSM/PWDs**Duration** : 4 Days (01 June 2026 to 04 June 2026)**Aim of the Course**

The aim of the course is to:

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The course is designed for officials dealing with matters of reservation in services for **SCs/STs/OBCs/ExSM/PWDs** working at the level of **Section Officer and Assistant Section Officers (of CSS)** or equivalent level in other offices of **Central Government, State Governments, UT Administrations, PSUs, Constitutional Bodies and Autonomous Bodies**, etc.

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Procedure:

Website – Bharatkosh.gov.in

Ministry – Personnel, P.G. & Pensions

Purpose – Course Fee in ISTM

Deposit the amount through online mode only.

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Note

Names of candidates whose nominations are accepted by ISTM will be displayed on the website of ISTM i.e. www.istm.gov.in. Participants may be relieved only after the display of their names on the website.

No separate communication by post will be issued by ISTM. Therefore, the Sponsoring Authorities / Participants are advised to check the website regularly.