

Fwd: Workshop on e-Procurement & GeM by ISTM**Shri Rajeev Verma** <csdelhi@nic.in >

Fri, 13 Mar 2026 1:31:18 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: Fri, 13 Mar 2026 13:23:46 +0530

Subject: Workshop on e-Procurement & GeM 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 : Workshop on e-Procurement & GeM

Course Code : WEP&GeM-08

Date : 15 Jun 2026 to 17 Jun 2026

Mode : Offline

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

Regards

Rahul Agarwal

Deputy 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

Rahul Agarwal

Deputy Director

Institute of Secretariat Training & Management

Department of Personnel and Training (DoP&T)

JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

Fwd: Direct Trainer Skills Course (RTDP-DTS-01) from 01.06.2025 to 05.06.2026, Direct Trainer Skills Course (RTDP-DTS-02) from 15.06.2025 to 19.06.2026 and Recognized Trainers Develop.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 20 Mar 2026 7:02:38 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: Fri, 20 Mar 2026 18:16:40 +0530

Subject: Direct Trainer Skills Course (RTDP-DTS-01) from 01.06.2025 to 05.06.2026, Direct Trainer Skills Course (RTDP-DTS-02) from 15.06.2025 to 19.06.2026 and Recognized Trainers Develop.

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



फा.सं / FILE NO: Y-16020/1/2026-ISTM



दिनांक / Date: 20.03.2026

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: Direct Trainer Skills Course (RTDP-DTS-01) from 01.06.2025 to 05.06.2026, Direct Trainer Skills Course (RTDP-DTS-02) from 15.06.2025 to 19.06.2026 and Recognized Trainers Development Programme – Direct Trainer Skills (RTDP-DTS-01) from 01.06.2026 to 19.06.2026 conducted by ISTM - regarding.

Madam/ Sir,

3

I am directed to say that a Two separate Direct Trainer Skills (DTS) courses and a Recognized Trainers Development Programme – Direct Trainer Skills (RTDP-DTS-01) will be conducted by ISTM. 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**. The details are as under:-

SI. No.	Name of the Course	Course Code	From	To	Duration	Max. No. of Participants
1.	Direct Trainer Skills	RTDP-DTS-01	01.06.2026	05.06.2026	05 Days	24
2.	Direct Trainer Skills	RTDP-DTS-02	15.06.2026	19.06.2026	05 Days	24
3.	Recognized Trainer Development Programme - Direct Trainer Skills	RTDP-DTS	01.06.2026	19.06.2026	19 Days	04

2. **The course is sponsored by Department of Personnel and Training and No course fee is required to be paid by the sponsoring authorities/participants.**

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 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.

4. 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 **22nd May, 2026.**

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

Enclosure: Annexure

Yours faithfully,

-sd-

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



ANNEXTURE

1. **COURSE TITLE:** Recognized Trainers Development Programme – Direct Trainer Skills
2. **COURSE CODE:** RTDP-DTS-1
3. **DURATION:**
 - (i) RTDP-DTS-01 (01.06.2026 to 05.06.2026)
 - (ii) RTDP-DTS-02 (15.06.2026 to 20.06.2026)
 - (iii) RTDP-DTS (01.06.2026 to 19.06.2026)
4. **AIM OF THE COURSE:** The course aims to familiarise the participants with basic training learning concepts and develop skills to deliver training using coaching, lecture, group discussions and group-exercises.
5. **COURSE METHODOLOGY:**
 - Group Work
 - Discussions
 - Presentation by participants
 - Giving and receiving feedback
6. **PARTICIPANTS (Eligibility Conditions)**
 - Trainers of Central/State Govts./Public Sector Training Institutions.
 - Officers/Officials willing to be a trainer.
7. **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 **22nd May, 2026**.
8. **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.
9. **COURSE FEE:**
The course is sponsored by Department of Personnel and Training and **NO COURSE FEE IS TO BE PAID BY THE SPONSORING AUTHORITIES/PARTICIPANTS.**
10. **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.9971835322. Family members of the participants are NOT allowed to stay in the hostel with the participants.
11. **NOMINATION FORM TO BE SENT TO:**
Shri Vipin Kumar Bhargava,
Deputy Director & Course Coordinator
Room No. 111, 1st Floor, Administrative Block,
JNU (Old) Campus, Olf Palam Marg
New Delhi – 110067
Tele No. 011-26737611
Email ID:- [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)



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 : Recognized Trainers Development Programme – Direct Trainer Skills

Course Code : RTDP-DTS-1

Date : 01 Jun 2026 to 19 Jun 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

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फा.सं / FILE NO: Y-16020/1/2026-ISTM



दिनांक / Date: 20.03.2026

To

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All Attached & Subordinate Offices

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SI. No.	Name of the Course	Course Code	From	To	Duration	Max. No. of Participants
1.	Direct Trainer Skills	RTDP-DTS-01	01.06.2026	05.06.2026	05 Days	24
2.	Direct Trainer Skills	RTDP-DTS-02	15.06.2026	19.06.2026	05 Days	24
3.	Recognized Trainer Development Programme - Direct Trainer Skills	RTDP-DTS	01.06.2026	19.06.2026	19 Days	04

2. **The course is sponsored by Department of Personnel and Training and No course fee is required to be paid by the sponsoring authorities/participants.**

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 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.

4. 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 **22nd May, 2026.**

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

Enclosure: Annexure

Yours faithfully,

-sd-

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



ANNEXTURE

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2. **COURSE CODE:** RTDP-DTS-1
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 - Giving and receiving feedback
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 - Officers/Officials willing to be a trainer.
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8. **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.
9. **COURSE FEE:**
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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 : Recognized Trainers Development Programme – Direct Trainer Skills

Course Code : RTDP-DTS-1

Date : 01 Jun 2026 to 19 Jun 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: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 19 Mar 2026 11:31:48 AM +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: Thu, 19 Mar 2026 09:34:57 +0530

Subject: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

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

FILE NO:Y-19045/7/2026-O/oDY. DIRECTOR(BB)

Date: 17th February, 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: Five days Training Programme for CVOs/VOs (CVOs/VOs-07) in Offline Mode from 20.04.2026 to 24.04.2026 in ISTM.

Madam/Sir,

The **Training Programme for CVOs/VOs (CVOs/VOs-07) in OFFLINE MODE** is scheduled to be conducted on **20.04.2026 to 24.04.2026**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I.

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 officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **05th April, 2026**.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. 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 will also be communicated to the participants and Sponsoring Authorities through email.**

Encl: Annexure-I

Yours faithfully

**Sd/-
(Biswajit Banerjee)
Deputy Director & Course Coordinator**

Tel: 011-26737607

ANNEXURE-I

COURSE INFORMATION SHEET

- 1. COURSE TITLE: Training Programme for CVOs/VOs**
- 2. COURSE CODE: (CVOs/VOs-07)**
- 3. DURATION:** Five days (20th April, 2026 to 24th April, 2026)
- 4. AIM OF THE COURSE:** To develop the skills required for functioning as Chief Vigilance officer's/Vigilance officer's
- 5. BROAD CONTENT OF THE COURSE: -**
 1. Describe related constitutional provisions.
 2. State principles of natural justice.
 3. Explain provisions relating to preliminary investigation.
 4. Describe procedure relating to sanction for prosecution.
 5. List out duties of CVO
 6. Role of CVO in vigilance
 7. List out major steps in conduct of departmental enquiry.
- 6. METHODOLOGY:** The programme will be organised on highly participative lines. The training methods will include lecture, group discussion, case study, mock inquiry etc.
- 7. PARTICIPANTS (Eligibility Conditions)**
The programme is meant for the officers of the level of group 'A' & 'B' in the Central Secretariat and officers of equivalent status in the Central Govt. Offices/State Govt. or Public Sector Undertakings, who are required to discharge the function of Inquiry Officer/Presenting Officer.
- 8. COURSE CAPACITY:** The maximum number of participants that can be admitted to the Course is 25-30.
- 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 Director so as to reach him/her before **05th April, 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 & OTHER EXPENSES:

There is no course fee for Central Govt. & State Govt. officers. A course fee of Rs. 5,000/- (Rupees Five Thousand Only) per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies who may be granted admission in the course.

Course fee can be paid through following methods.

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screenshot/transaction details through email and bring a copy at the time of reporting at 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.
- 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.

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 accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.  ISTM

Sir/Madam,

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

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 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

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3. Only such officers should be nominated who can attend the 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 programme conducted by ISTM or any other Institution should not be nominated for this programme. Nominations of eligible officials complete in all respect should reach the undersigned latest by **05th April, 2026**.

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Encl: Annexure-I

Yours faithfully

**Sd/-
(Biswajit Banerjee)
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Tel: 011-26737607

ANNEXURE-I

COURSE INFORMATION SHEET

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Course fee can be paid through following methods.

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in

Ministry - Personnel, P.G. & P

Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screenshot/transaction details through email and bring a copy at the time of reporting at 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.
- 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.

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 accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (one month before the starting of the course. Family members of the participants are NOT allowed to stay in the hostel with the participants.

Note: Only those candidates whose nominations are accepted by ISTM should be relieved by the sponsoring authorities.  ISTM

Sir/Madam,

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

Course Name : Training Programme for CVOs/VOs

Course Code : TP-CVO/VO-07

Date : 20 Apr 2026 to 24 Apr 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

Fwd: Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 18 Mar 2026 2:34:33 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 14:31:27 +0530

Subject: Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

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



FILE NO: Y-18011/2/2026-O/o DY. DIRECTOR(BB)



Date: **17th February 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 Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

Madam/Sir,

The ISTM will be conducting **Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 – 05 May, 2026 at ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I. 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. Nominations of eligible officials complete in all respect should reach the undersigned latest by **10 April, 2026**.

2. Details of the Programme and eligibility requirements are given at Annexure-I. All Ministries/Department of Government of India/PSUs/ and Autonomous Institutions are requested to nominate suitable Officers to attend the programme. **The nominees are advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically https://www.istm.gov.in/home/online_form_details . It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations is 10.04.2026. In nomination form participants may ensure they indicate their personal Mobile numbers and email IDs as all communication will be made on email IDs and their whatsapp mobile numbers indicated by them.**

3. **Name of selected candidates will be published in the website of ISTM at url https://www.istm.gov.in/home/view_all_nomination_acceptance and individual communication of acceptance will be issued by email on email address indicated by Trainees.** Those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend training physically from 9:00 AM to 5:30 PM in ISTM from 04 – 05 May, 2026 .

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, **a Course fee of Rs. 2,000-/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. It can be paid** by Bank draft/ Cheque to be drawn in favour of "PAO DP & AR"(, New Delhi or through **Bharatkosh.gov.in** as per details- para – 11 of Annex-I after confirmation of selection is received. Before, getting confirmation of selection, fees should not be paid.

Encl: Annexure-I

Yours faithfully
Sd/-
(Biswajit Banerjee)
Deputy Director & Course coordinator
Email : [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

IN CASE OF ANY CLARIFICATIONS PLEASE FEEL FREE TO EMAIL
ON [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

ANNEXURE-I

COURSE INFORMATION SHEET

1. COURSE TITLE: Work Life Balance & Anger Management (OFFLINE MODE)

2. COURSE CODE: (WLBAM-05)

20

3. DURATION: OFFLINE Two days (04 – 05 May, 2026) IN ISTM PREMISES

4. AIM OF THE COURSE: to achieve the state of equilibrium in Personal, Professional and family life.

5. BROAD OBJECTIVES OF THE COURSE: -

1. State the advantages of a work – life balance
2. List the signs of an unbalanced life and the effect on it
3. Explain the techniques for a balanced lifestyle
4. Explain time management skills by setting the right priorities
5. List out steps for Becoming more productive at their workplaces
6. Explain how to improve life and health by creating a good balance
7. Explain the physiology of anger and identify triggers
8. Describe the use of cognitive restructuring and self – talk to help manage anger
9. Explain relaxation techniques

6. PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant Section Officers in the Central Secretariat and PS / PA of CSSS. Officers of State Govt. or Public Sector Undertakings/Autonomous Bodies, with comparable status may also apply.

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

8. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course and advised to fill nomination online. The particulars of the nominees may be sent to the Course Coordinator so as to reach him on or before **10 April, 2026**.

9. ACCEPTANCE OF NOMINATION: *Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and on the email and mobile numbers indicated by trainees in the online form.*

10. COURSE FEE & OTHER EXPENSES:

There is no course fee for Central Govt. and State Govt. officers. 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 who may be granted admission in the course.

Course fee can be paid through following methods.

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in
Ministry -Personnel, P.G. & P
Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screenshot/transaction details through email **and bring a copy at the time of reporting at ISTM.**

12. Hostel Accommodation

For the outstation participants the Institute has modest hostel facilities on "first-come-first-serve" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are **NOT** allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Consultant Hostel at the address given below :-

Shri Kanta Pr. Dasmana

Consultant & Hotel Caretaker

Institute of Secretariat Training and Management,

Department of Personnel and Training,

Hostel Block No.1, Old JNU Campus,

Olof Palme Marg, New Delhi – 110 067

Tel: (011) – 26737717

M. No- 8076 072 465



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 : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 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

Fwd: Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

Shri Rajeev Verma <csdelhi@nic.in >

Wed, 18 Mar 2026 2:34:33 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 14:31:27 +0530

Subject: Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

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



FILE NO: Y-18011/2/2026-O/o DY. DIRECTOR(BB)



Date: **17th February 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 Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 May 2026 to 05 May, 2026 at ISTM, New Delhi.

Madam/Sir,

The ISTM will be conducting **Two - days' Workshop on Work Life Balance & Anger Management (WLBAM – 05) in OFFLINE MODE from 04 – 05 May, 2026 at ISTM, New Delhi**. The details of the programme i.e. the objectives, course contents, level and type of participants, venue etc. are given in Annexure-I. 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. Nominations of eligible officials complete in all respect should reach the undersigned latest by **10 April, 2026**.

2. Details of the Programme and eligibility requirements are given at Annexure-I. All Ministries/Department of Government of India/PSUs/ and Autonomous Institutions are requested to nominate suitable Officers to attend the programme. **The nominees are advised to fill up the nomination forms online at <https://www.istm.gov.in/> and specifically https://www.istm.gov.in/home/online_form_details . It may kindly be noted that it is mandatory to fill form online. The last date for receiving of online nominations is 10.04.2026. In nomination form participants may ensure they indicate their personal Mobile numbers and email IDs as all communication will be made on email IDs and their whatsapp mobile numbers indicated by them.**

3. **Name of selected candidates will be published in the website of ISTM at url https://www.istm.gov.in/home/view_all_nomination_acceptance and individual communication of acceptance will be issued by email on email address indicated by Trainees.** Those candidates may be sponsored who can be relieved on acceptance of nomination and who are in a position to attend training physically from 9:00 AM to 5:30 PM in ISTM from 04 – 05 May, 2026 .

4. There is no course fee for participants from Government Ministries/Departments; Attached offices/ Subordinate offices. However, **a Course fee of Rs. 2,000-/- per participant is payable in respect of nominees from Autonomous Institutes/ Public Sector Undertakings. It can be paid** by Bank draft/ Cheque to be drawn in favour of "PAO DP & AR"(, New Delhi or through **Bharatkosh.gov.in** as per details- para – 11 of Annex-I after confirmation of selection is received. Before, getting confirmation of selection, fees should not be paid.

Encl: Annexure-I

Yours faithfully
Sd/-
(Biswajit Banerjee)
Deputy Director & Course coordinator
Email : [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

IN CASE OF ANY CLARIFICATIONS PLEASE FEEL FREE TO EMAIL
ON [biswajitbanerjee.edu\[at\]nic.in](mailto:biswajitbanerjee.edu[at]nic.in)

ANNEXURE-I

COURSE INFORMATION SHEET

1. COURSE TITLE: Work Life Balance & Anger Management (OFFLINE MODE)

2. COURSE CODE: (WLBAM-05)

24

3. DURATION: OFFLINE Two days (04 – 05 May, 2026) IN ISTM PREMISES

4. AIM OF THE COURSE: to achieve the state of equilibrium in Personal, Professional and family life.

5. BROAD OBJECTIVES OF THE COURSE: -

1. State the advantages of a work – life balance
2. List the signs of an unbalanced life and the effect on it
3. Explain the techniques for a balanced lifestyle
4. Explain time management skills by setting the right priorities
5. List out steps for Becoming more productive at their workplaces
6. Explain how to improve life and health by creating a good balance
7. Explain the physiology of anger and identify triggers
8. Describe the use of cognitive restructuring and self – talk to help manage anger
9. Explain relaxation techniques

6. PARTICIPANTS (Eligibility Conditions)

The programme is meant for the officers of the level of Under Secretary, Section Officer & Assistant Section Officers in the Central Secretariat and PS / PA of CSSS. Officers of State Govt. or Public Sector Undertakings/Autonomous Bodies, with comparable status may also apply.

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

8. NOMINATIONS FOR THE COURSE: Eligible and interested officers may be nominated for the course and advised to fill nomination online. The particulars of the nominees may be sent to the Course Coordinator so as to reach him on or before **10 April, 2026**.

9. ACCEPTANCE OF NOMINATION: *Candidates whose nominations are accepted by ISTM shall be intimated through ISTM's website and on the email and mobile numbers indicated by trainees in the online form.*

10. COURSE FEE & OTHER EXPENSES:

There is no course fee for Central Govt. and State Govt. officers. 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 who may be granted admission in the course.

Course fee can be paid through following methods.

Procedure of Bharatkosh.gov.in

Website - Bharatkosh.gov.in
Ministry -Personnel, P.G. & P
Purpose - Course fee in ISTM

Deposit amount through online mode and forward the receipt to ISTM.

After payment, send the screenshot/transaction details through email **and bring a copy at the time of reporting at ISTM.**

12. Hostel Accommodation

For the outstation participants the Institute has modest hostel facilities on "first-come-first-serve" basis at Hostel Block No. 1, Old JNU Campus, entrance from New Mehrauli Road, New Delhi. Family members of the participants are **NOT** allowed to stay in the hostel with the participants. For details relating to the tariff and availability of accommodation at the ISTM Hostel, the participants may contact Consultant Hostel at the address given below :-

Shri Kanta Pr. Dasmana

Consultant & Hotel Caretaker

Institute of Secretariat Training and Management,

Department of Personnel and Training,

Hostel Block No.1, Old JNU Campus,

Olof Palme Marg, New Delhi – 110 067

Tel: (011) – 26737717

M. No- 8076 072 465



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 : Work Life Balance & Anger Management

Course Code : WLBAM-05

Date : 04 May 2026 to 05 May 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

Fwd: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

secservices <secservices@nic.in>

Shri Rajeev Verma <csdelhi@nic.in >

Mon, 30 Mar 2026 10:07:20 AM +0530

To "A. Anbarasu"<secservices@nic.in>,"Santosh Vaidya"<pshome@nic.in>

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

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

To: <jsns@ddpmod.gov.in>

Date: Mon, 30 Mar 2026 09:47:10 +0530

Subject: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

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



To

All Central Ministries / Departments

All Attached / Subordinate Offices

All Public Sector Undertakings/Autonomous Bodies/ Statutory Bodies

The Central Vigilance Commission / Election Commission of India / UPSC

Subject: Two Days Workshop on Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32) to be conducted at ISTM from 22nd June to 23rd June, 2026.

Sir/Madam,

This Institute will be conducting Two Days Workshop on "Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place (POSH-32)" Scheduled to be from 22nd June to 23rd June, 2026. Details of the objectives of the course, its contents, eligibility conditions, procedure for nomination and other information relating to the workshop and facilities available are given at Annexure. The mode of workshop will be **OFFLINE MODE**. Officers may like to complete the online courses whose links are given below prior joining the physical classroom sessions for effective understanding of the subject.

<!--[if !supportLists]-->Ø <!--[endif]-->Course Name:- Prevention of Sexual Harassment of Women at Workplace (POSH) by Institute of Secretariat Training & Management

https://portal.igotkarmayogi.gov.in/viewer/html/do_113569888573227008128?primaryCategory=LearningResource&collectionId=do_113569878939262976132&collectionType=Course&batchId=0136039422685102083&courseName=Prevention of Sexual Harassment of Women at Workplace

2. Nomination form for the course may be filled online at https://www.istm.gov.in/home/online_nomination_form. **It may kindly be noted that it is mandatory to fill form online. Last date for filling up online form is 01st June, 2026.** Also, the nominees must ensure that his/her nomination is cleared by his/her sponsoring authority. The sponsoring letter should be sent separately by post/ email/fax & so as to reach undersigned latest by 10th June, 2026.

3. Only such officers should be nominated who can attend the programme on whole time basis. While making nominations the level and type of participants as indicated in Annexure may kindly be borne in mind.

4. Only such candidates, whose nominations are accepted for the Workshop by the Institute of Secretariat Training & Management, would be allowed to join the workshop. 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 prior to starting of the workshop and no separate communication by post would be issued.

Encl: Annexure

Yours faithfully,
- Sd-
(Namita Malik)
Joint Director & Course Coordinator
Email ID: namita.malik@gov.in
Tel: 011 26737608

Annexure

POSH-32 Course Information Sheet

The Institute	ISTM is a premier training institute under the administrative control of the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India, and a lead resource Centre in the country for strengthening professional capabilities of trainers in the Central and State Training Institutes. It has in its faculty, several "Master Trainers" and "Recognized Trainers" as National resource persons in the area of training techniques.
Title	Prevention, Prohibition and Redressal of Sexual Harassment of Women at Work Place
Code	POSH-32
Duration	22 June to 23 June 2026
Aim of the Programme	The aim of the course is to equip participants with the requisite knowledge and skill relating to Prevention, Prohibition and Redressal of Sexual Harassment of Women at Workplace

Broad Contents of The Course:	<!--[if !supportLists]-->· <!--[endif]-->Concept of Gender <!--[if !supportLists]-->· <!--[endif]-->Forms of Sexual Harassment <!--[if !supportLists]-->· <!--[endif]-->Important provisions of Sexual Harassment of Women at Workplace Act, 2013 <!--[if !supportLists]-->· <!--[endif]-->Important case laws <!--[if !supportLists]-->· <!--[endif]-->Strategy for prevention of sexual harassment at workplace <!--[if !supportLists]-->· <!--[endif]-->Steps to Conduct Inquiry in case of sexual harassment at workplace
Methodology	Lectures, Group Discussion, Group Exercises
Eligibility Conditions	Group 'A' & 'B' Officers
Course Capacity	35 (Thirty-Five) Participants
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 accepted and published in ISTM website may contact the Caretaker or Hostel Warden at Tele Fax No.011-26737717/16 and / or apply online for booking of room through the link: www.istm.gov.in -> training -> participants login-> book hostel (before the starting of the course). Family members of the participants are NOT allowed to stay in the hostel with the participants.
Faculty	The Workshop will be implemented by the professionally competent in-house/Guest faculty of the Institute
Course Fee and Other Expenses	(i) No course fee is payable by officers of Ministries/ Departments. (ii) A Course fee of Rs.2000/- per participant will be charged in advance in respect of such employees of Public Sector Undertaking/Autonomous Bodies etc. who may be granted admission in the course. The Course fee is required to be paid through online mode as follows: iii. This course fee should be paid only after confirmation of nomination from ISTM. Procedure of Bharatkosh.gov.in Website - Bharatkosh.gov.in Ministry - Personnel, P.G. & P Purpose - Course fee in ISTM Deposit amount through online mode iv. Please share the copy of payment receipt on email namita.malik@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. They may be relieved only after display of their name on the website of ISTM. No separate communication by post would be issued by ISTM and therefore the Sponsoring Authority/Participants are advised to check the website of ISTM regularly i.e. www.istm.gov.in.	

