

Fwd: Two Days Workshop on “Budget Formulation-Utilization and Expenditure Management (BFU&EM-03)” to be conducted in ISTM from 02.02.2026 to 03.03.2026.

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 31 Oct 2025 11:15:00 AM +0530

To "Sh Anil Kumar Singh"<secservices@nic.in>,"Bipul Pathak"<psfin@nic.in>,"Joint Director Planning"<jdplg@nic.in>

From: "Rajesh Singh" <istm@nic.in>

To: "Sh Rajeev Prakash" <jsns@ddpmod.gov.in>

Sent: Friday, October 31, 2025 9:47:48 AM

Subject: Two Days Workshop on “Budget Formulation-Utilization and Expenditure Management (BFU&EM-03)” to be conducted in ISTM from 02.02.2026 to 03.03.2026.

File No.: Y-17021/2/2025-ISTM

Date: 31th October, 2025

To

All Ministries / Departments of the Govt. of India

All Attached & Subordinate Offices

All State Governments/All Union Territories

The Central Vigilance Commission/Election Commission of India/UPSC

All Public Sector Undertakings / All Autonomous Bodies

Subject: Two Days Workshop on “Budget Formulation-Utilization and Expenditure Management (BFU&EM-03)” to be conducted in ISTM from 02.02.2026 to 03.03.2026.

Madam/Sir,

I am directed to say that a two days Workshop on “**Budget Formulation-Utilization and Expenditure Management (BFU&EM-03)**” will be conducted in ISTM from 02.02.2026 to 03.02.2026. 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 **19th January, 2026**.

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

Enclosure: Annexure

Yours faithfully,

-sd-

(Vipin Kumar Bhargava)

Deputy Director & Course Coordinator

Email ID: [vkbhargava.84\[at\]gov.in](mailto:vkbhargava.84[at]gov.in)

Tele No. : 011-26737611

ANNEXTURE**WORKSHOP INFORMATION SHEET**

1. **COURSE TITLE:** Budget Formulation-Utilization and Expenditure Management
2. **COURSE CODE:** BFU&EM-03
3. **DURATION:** Two days (02.02.2026 to 03.02.2026)
4. **TIME:** 09:00 AM to 5:30 PM
5. **AIM OF THE COURSE:** To develop skills required for Budget Formulation & Implementation.
6. **OBJECTIVES:** At the end of the training course, the participants will be able to:

(i) Describe suitable strategies for effective expenditure management.

(ii) Examine and update utilization statements accurately.

(iii) Prepare and manage budgets effectively for their organization.

7. METHODOLOGY: The Workshop shall be conducted in participative mode, including lecture and discussion on real life issues.

8. 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.

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

10. 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 **19th January, 2026**.

11. 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.

12. 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 vkbhargava.84[at]gov.in.

13. Hostel Accommodation:

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



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 : Budget Formulation - Utilization and Expenditure Management

Course Code : BFU&EM-03

Date : 02 Feb 2026 to 03 Feb 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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Regards

O/o The Chief Secretary, Delhi

Fwd: In-person Singapore Cooperation Programme on “Fostering the Digital Economy through AI and Data Governance” from 2nd to 6th February, 2026 in Singapore

Shri Rajeev Verma <csdelhi@nic.in>

Thu, 30 Oct 2025 12:20:46 PM +0530

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

From: "Anil Kumar Chourasia" <chourasia.anil@nic.in>

To: "Rahul Kapoor" <jsupa-mhupa@gov.in>, "Sh. Kamlesh Chaturvedi" <k.chaturvedi@gov.in>, "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>, "Subodh Yadav" <js-mowr@nic.in>, "Mrs Kamini" <jshe-mhrd@nic.in>, "Dr Amarpreet Duggal" <jsad-moe@gov.in>, "Ashish kumar Bhutani Joint Secretary" <jscg-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" <csooffice.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-goaa@nic.in>, "Sh. Anurag Rastogi, IAS" <cs@hry.nic.in>, "Sanjay Gupta" <cs-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, "Shri Jitendra Kumar Sinha" <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: Thursday, October 30, 2025 11:40:45 AM

Subject: In-person Singapore Cooperation Programme on "Fostering the Digital Economy through AI and Data Governance" from 2nd to 6th February, 2026 in Singapore

Sir/Madam,

Please find attachment regarding **In-person** Singapore Cooperation Programme on "**Fostering the Digital Economy through AI and Data Governance**" from 2nd to 6th February, 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

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Regards
O/o The Chief Secretary, Delhi

1 Attachment(s)

12-53-25-final.pdf

4.2 MB

No.12/53/2025-BPC&T.
Government of India
Ministry of Finance
Department of Economic Affairs
(BPC&T Section)

North Block, New Delhi,
Dated the 29th October, 2025.

TRAINING CIRCULAR

Subject:- In-person Singapore Cooperation Programme on “Fostering the Digital Economy through AI and Data Governance” from 2nd to 6th February, 2026 in Singapore.

The Republic of Singapore has invited nominations for **In-person Singapore Cooperation Programme on “Fostering the Digital Economy through AI and Data Governance” from 2nd to 6th February, 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 urban development projects. 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 **Two**.

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 and Japan under the Japan-Singapore Partnership Programme for the 21st Century (JSPP21), who will provide accommodation, local transport, medical insurance and daily allowance. An Economy Class round-trip air ticket between the respective international airports designated by JICA.**

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/fde26>). 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 16.11.2025 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

Contd.....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.nic.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 Housing and Urban Affairs, Nirman Bhavan, New Delhi.
2. Joint Secretary (Transport), Ministry of Road Transport & Highway, Transport Bhavan, New Delhi.
3. Joint Secretary (Admn.) of all Ministries/Departments, Government of India.
4. Chief Secretaries of all States Governments/UTs.

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

संख्या.12/53/2025-बीपीसीएंडटी

भारत सरकार

वित्त मंत्रालय

आर्थिक कार्य विभाग

(बीपीसी एंड टी अनुभाग)

.....

नॉर्थ ब्लॉक, नई दिल्ली,
दिनांक 29 अक्टूबर, 2025.

प्रशिक्षण परिपत्र

विषय : "सिंगापुर में 2 से 6 फरवरी, 2026 तक ""एआई और डेटा गवर्नेंस के माध्यम से डिजिटल अर्थव्यवस्था को बढ़ावा देना"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम" ।

सिंगापुर गणराज्य ने भारत के साथ तकनीकी सहायता कार्यक्रम के तहत "सिंगापुर में 2 से 6 फरवरी, 2026 तक ""एआई और डेटा गवर्नेंस के माध्यम से डिजिटल अर्थव्यवस्था को बढ़ावा देना"" पर इन-पर्सन सिंगापुर सहयोग कार्यक्रम सिंगापुर को-ऑपरेशन प्रोग्राम के लिए नामांकन आमंत्रित किए हैं। इस कार्यक्रम का उद्देश्य शहरी विकास परियोजनाओं में शामिल वरिष्ठ-स्तरीय सरकारी अधिकारियों के लिए है। 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 दो 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. यह पाठ्यक्रम 21 वीं सदी के लिए जापान-सिंगापुर साझेदारी कार्यक्रम (जेएसपीपी21) के तहत सिंगापुर और जापान सरकार द्वारा प्रायोजित है, जो आवास, स्थानीय परिवहन, चिकित्सा बीमा और दैनिक भत्ता प्रदान करेगा। जेआईसीए द्वारा नामित संबंधित अंतर्राष्ट्रीय हवाई अड्डों के बीच एक इकोनॉमी क्लास राउंड-ट्रिप एयर टिकट ।

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/fde26>) 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/-

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 16.11.2025 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)), आवास और शहरी कार्य मंत्रालय, निर्माण भवन, नई दिल्ली।
2. संयुक्त सचिव (परिवहन), सड़क परिवहन और राजमार्ग मंत्रालय, परिवहन भवन, नई दिल्ली।
3. संयुक्त सचिव (प्रशासन) सभी मंत्रालयों/विभागों, भारत सरकार की।
4. सभी राज्य सरकारों/संघ राज्य क्षेत्रों के मुख्य सचिव।

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

FOSTERING THE DIGITAL ECONOMY THROUGH AI AND DATA GOVERNANCE

2 TO 6 FEBRUARY 2026

Sponsored by the

SINGAPORE COOPERATION PROGRAMME

and the

JAPAN INTERNATIONAL COOPERATION AGENCY

under the

**JAPAN-SINGAPORE PARTNERSHIP PROGRAMME FOR THE 21ST
CENTURY**

to be conducted by

IPOS INTERNATIONAL

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, more than 160,000 officials from over 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 Singapore Ministry of Foreign Affairs.

Japan International Cooperation Agency

The Japan International Cooperation Agency (JICA), one of Japan's Official Development Assistance (ODA) implementing bodies, has been extending technical cooperation in human resource development to facilitate the autonomous, sustainable development of developing countries since its establishment in 1974. From 2008, JICA was further strengthened to incorporate all activities of Japan's Official Development including concessional ODA loans and grant aid in an effective and efficient manner.

JICA will enhance the impact of assistance through (a) A More Strategic Framework to achieve medium-to-long term development goals of developing countries (b) More Predictable Aid as operational "rolling" plans will be utilised in policy dialogue with developing countries (c) Speedier Project Formulation through "Preparatory Survey" to ensure flexibility and speed at the project preparation stage (d) Assistance Tailored to Real Needs: Synergy of Aid Schemes to offer assistance that most effectively addresses the needs of developing countries.

Japan - Singapore Partnership Programme for the 21st Century (JSPP21)

As countries whose prime resources are their people, Singapore and Japan believe that human resource development is important for economic and social progress. With this mutual understanding, Singapore and Japan signed a Memorandum of Understanding in January 1994 to train participants from developing countries by sharing each country's expertise and experience from their economic development under the Japan - Singapore Partnership Programme (JSPP).

The Japan-Singapore Partnership Programme for the 21st Century (JSPP21) was established through a Memorandum of Discussion (MOD) signed in May 1997, to signify a widening of the scope of technical cooperation between Singapore and Japan. Since then, the MOD has been renewed three times, most recently in December 2018.

With a view to enhancing ASEAN integration and sharing the two countries' experience in their areas of expertise, both governments recognised, as areas of priority, training and capacity building for third countries in the fields of (a) security and peace, (b) addressing vulnerability, (c) private sector development, (d) connectivity, and (e) smart initiatives.

Since 1994, Singapore and Japan have implemented more than 400 training courses for more than 7,500 participants in diverse fields such as public governance, trade promotion, climate change and environment, community policing, disaster management, maritime navigation, tourism, and urban planning.

IPOS International

IPOS International is a wholly owned subsidiary of Intellectual Property Office of Singapore (IPOS), committed to building Singapore's future growth as a global hub for intellectual property (IP) creation, commercialisation and management. Housing over 100 IP Experts in areas such as IP strategy and management, patent search and analysis, and IP education and training, its mission is to catalyse industry and enterprise growth by providing IP and intangible asset (IA) expertise. It aims to empower enterprises, public agencies, and professionals in unlocking tangible value from their intangible assets (IA) and intellectual property (IP), through patent search and analysis, professional development programmes and IP management services.

Together with Intellectual Property of Singapore (IPOS), IPOS International works to anchor Singapore as a hub for global innovation flows where IA-rich enterprises can make today's ideas tomorrow's assets.

Course Objectives

This course is conducted under the auspices of the Japan-Singapore Partnership Programme for the 21st Century (JSPP21). The course will explore the opportunities and challenges arising from artificial intelligence (AI) and big data in the digital economy. It aims to equip government officials with an innovative mindset to develop effective AI and data governance frameworks that protect privacy and intellectual property while maximising economic benefits.

Synopsis

Topics to be covered include:

- Trends and Challenges in AI and Data Governance
- Cross-Border Data Transfer Tools
- IP Rights in the Digital Economy
- Singapore's and Japan's Approaches to AI and Data Governance

Methodology

This course will be delivered for up to **30 participants**. It will include lectures, group discussions, site visits, country presentations and Q&A sessions.

Participants should bring along their own internet-enabled learning devices such as laptops or tablets (mobile phones are not recommended) for this course.

Country Presentation

Each represented country is expected to do a short country presentation. The topic(s) will be provided prior to commencement of the course.

Course Duration and Venue

The course will be conducted daily from **2 to 6 February 2025** in-person in Singapore.

Application Information

Applicants should be:

- Mid- to senior-level government officials who are involved in urban development projects;
- Nominated by their respective Governments;
- Proficient in written and spoken English; and
- In good health.

In addition, as stipulated by the Government of Japan:

If your organisation and/or your status is related to the Military, you are required to send an email to 1rtd2@jica.go.jp with your name, country, organisation, the course name, and choose one option from below that best describes your relationship with the Military:

- a) the Military, an active military personnel or military personnel listed in the muster roll/military register;
- b) an organisation affiliated with the Military, or a personnel who does not belong to the military at present but is listed in the muster roll/military register;
- c) the Department or the Ministry of Defense, and organisation affiliated with the Ministry of Defense, or staff of the Ministry of Defense;
- d) a civilian organisation but with military personnel or a military division within the organization; or
- e) an organisation which will be affiliated with or under the control of the Military in times of emergency as specified clearly in its organic law/law of establishment.

Qualifications of applicants who belong to the military or other military-related organisations and/or who are enlisted in the military will be examined by the Government of Japan on a case-by-case basis, consistent with the Development Cooperation Charter of Japan, taking into consideration their duties, positions in the organisation, and other relevant information in a comprehensive manner.

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.

Terms of Award

The course is sponsored by the Governments of Japan and Singapore under the Japan-Singapore Partnership Programme for the 21st Century.

Under this programme arrangement, the Governments of Japan and Singapore will bear the following expenses for successful applicants, thereafter known as “participants”, during their training in Singapore.

These expenses include:

- Course fees;
- An Economy Class round-trip air ticket between the respective international airports designated by JICA;
- Visa application fees for entry into Singapore [Note: participants are responsible for their own transit visas (if any)];
- Accommodation for the entire duration of the course. Complimentary breakfast is provided in the accommodation from the first day of the course to one day after the course;
- Per diem of One Hundred and Thirty Singapore Dollars (130 SGD) from the first day to the last day of the course. A proportionate reduction in the per diem will be made if the participant is unable to attend the full duration of the course;
- Transportation between hotel and training venue (if any); 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:

- Participants are to bear their personal expenses that might be incurred prior to receiving the per diem; and
- As the basic insurance coverage does not cover any pre-existing conditions/illnesses and/or any outpatient medical/dental treatment, participants are strongly advised to purchase comprehensive travel insurance which includes adequate coverage 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.

Follow Us at:

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

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Application Procedure

(Closing date for nomination: **23 November 2025**)

The Government of Singapore is pleased to invite the respective National Focal Point for Technical Assistance (NFP) to nominate **two (2)** suitable applicant(s).

Selection of candidates will be based on merit. Should there be more applicants than training places, the Government of Singapore seeks the understanding of the respective NFP in the event that its nominee(s) is not selected.

All nominees are to submit their applications online at <https://go.gov.sg/fde26> by **Sunday, 23 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 JSPP21 certificate of completion upon completion of the course;
- Please refrain from making telephone and email inquiries on the status of your application your application is being processed; and
- The **Ministry of Foreign Affairs, Singapore** will inform all applicants of the outcome of their applications. The NFP will also be informed directly.

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

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

Eligibility Conditions

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

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

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

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

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

4. Nominations:-

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

5. Clearance:-

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

Abbreviation:-

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

DEA PROFORMA FOR FOREIGN TRAINING

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

ANNEX-IV**CHECK LIST**

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

Email

Shri Rajeev Verma

Workshop- Ethics, POSH, RTI- Goa @Courtyard by Marriott**From :** harikrishan@lifetransformationacademy.co.in

Mon, Nov 03, 2025 05:19 PM

Subject : Workshop- Ethics, POSH, RTI- Goa @Courtyard by Marriott

2 attachments

To : Shri Rajeev Verma <csdelhi@nic.in>

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Sey. (Secy)

**Chief Secretary
Delhi**

Subject: Invitation: Advanced Workshop on Ethics, POSH, RTI & Gender Sensitisation – 17–19 Nov 2025, Courtyard by Marriott, Goa

Dear Leadership,

Warm greetings!

We are pleased to announce an **Advanced Residential Workshop on “Integrating Ethics, POSH, RTI & Gender Sensitisation for Organisational Transformation & Excellence,”** scheduled from **17–19 November 2025** at the **Hotel Courtyard by Marriott, Colva Beach, Goa.**

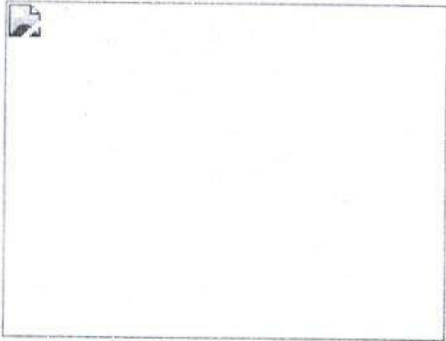
This is **not merely an awareness programme** — it is a **highly advanced capacity-building and skill-development initiative** designed to equip **ICC Members, Presiding Officers, CPIOs, FAAs, Disciplinary Authorities, and officers from HR, Legal, and Vigilance divisions** to function as **Master Trainers** capable of conducting in-house awareness and compliance sessions on POSH, RTI, Ethics, and Gender Sensitisation.

As a **special value addition**, the participants will be extended **one year complimentary consultancy** on these areas. This unique service aims to provide tailored guidance and expert support beyond the event, ensuring attendees can address their individual queries and challenges related to ICC and RTI processes.

The workshop combines statutory frameworks, case studies, inquiry simulations, and practical exercises to build *competence, confidence, and compassion* — enabling participants to strengthen their organisation's culture of integrity, inclusivity, and transparency.

Key Highlights

- **Advanced Master Trainer Programme** covering *Ethics, POSH, RTI & Gender Sensitisation*
- **Led by Senior Former Civil Servants & Vice Chancellor of 4 Universities** with hands-on ICC and governance experience
- **Comprehensive Handbook, Templates, and PPT Decks** for in-house training and compliance reference



- **At a Premier Property – Hotel Courtyard by Marriott, Goa**
Residential (Single & Twin Sharing) and Non-Residential options available at **nominal institutional rates with attractive group discounts**
- Ideal for **ICC Members, PIOs, HR, Legal, Vigilance & DEI Officers** seeking deeper statutory and behavioural proficiency

Workshop Details

Title:	<i>“Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence”</i> 3-Day Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers
Venue:	Hotel Courtyard by Marriott, Colva, Goa
Dates:	17-19 November, 2025 (Monday-Wednesday)
For Residential Participants:	Check-in: 16th November 2025 - 03.00 pm onwards Check-out: 20th November 2025 - by 11.00 am

Why This Training is Critical

Untrained ICC Members or PIOs risk:

- Invalidation of ICC inquiries due to lack of due process or bias,
- Adverse remarks by the CIC and Penalties under Section 26 of the POSH Act,

- Personal fines under Section 20 of the RTI Act,
- Adverse comments in Third-Party audit,
- Audit objections and vigilance scrutiny, and
- Erosion of employee trust and organisational credibility.

Who Should Attend

This comprehensive workshop is designed for officers and professionals responsible for ensuring compliance, ethics, and inclusivity within their organisations. It is particularly suitable for:

- **Presiding Officers and Members of Internal Complaints Committees (ICCs/ICs)**
- **Public Information Officers (CPIOs/ APIOs) and First Appellate Authorities (FAAs)**
- **HR, Legal, and Vigilance Officers** responsible for implementing policies, conducting inquiries, or handling disciplinary matters
- **CSR, DEI (Diversity, Equity & Inclusion), and Welfare Officers** engaged in workplace equality, inclusion, and gender awareness initiatives
- **Departmental Inquiry Officers and Disciplinary Authorities** dealing with misconduct and ethical governance issues
- **In-house Trainers, Counsellors, and Welfare Officers** responsible for employee awareness and behavioural interventions
- **Managers and Functional Heads** seeking to strengthen gender equality, transparency, and ethical culture in their teams

Note: Both **male and female officers** are encouraged to attend, as the workshop promotes a holistic understanding of compliance, transparency, and inclusivity from all perspectives.

Our Esteemed Clients & Track Record

We have conducted successful workshops for 100+ organisations, including:

Category	Organisations
Ministries & Departments (Govt. of India)	Ministry of Law & Justice · Ministry of Science & Technology · Ministry of Railways · Ministry of Steel · Ministry of Health & Family Welfare · Ministry of Agriculture & Farmers Welfare · ASRB · ARCI · NITI Aayog · Prasar Bharati · CBDT
PSUs & Corporates	Oil India · GAIL · HPCL · NTPC · BHEL · CEL · AAI · IRCTC · RITES · RailTel · POWERGRID · IREDA · CWC · EdCIL · BEML · NBCC · WAPCOS · MMTC · NMDC · MRVC · EPIL · CONCOR · Balmer Lawrie · SPMCIL · RCFL · NFL · NCL · NSIC · CMPDI · STC · DFCCIL · RVNL · EIL · ITDC · BCCL · BECIL · BDL · DVC · NISE · RLDA · NRL · HVF · CRIS · CCL · SECL · ECGC · ECL · ALIMCO · NABARD · MDL · CSL · HSCL · Pawan Hans · SJVN · SECI · THDC · VOCPA · Yantra India Ltd.
Banks & Financial Institutions	PNB · Bank of Baroda · Bank of India · Punjab & Sind Bank · UCO Bank · Canara Bank · Kotak Mahindra Bank · Indian Bank · EXIM Bank · Union Bank of India

Insurance & Regulators	LIC · AIC · PFRDA · IFCI · IIFCL · Cholamandalam
Training Institutions	IIM Mumbai · IIFT · IRISSET · Baroda Apex Academy
State Govts. & Agencies	Delhi Police · DDA · MCD · Kerala Police · MP Metro
Universities	Haryana · Uttar Pradesh · Madhya Pradesh · Manipur

Our programmes have consistently received **‘Excellent’** feedback ratings from participants and senior leadership.

Please find attached the detailed proposal containing detailed areas of coverage, faculty details, inclusions, and nomination process.


Kindly email nominations to harikrishan@lifetransformationacademy.co.in along with participant details and payment information as mentioned in the attached document.

Seats are **limited** and will be confirmed on a *first-come, first-served basis*.

We look forward to your nominations and participation in this transformative workshop aimed at strengthening ethical, inclusive, and transparent governance.

Warm regards,

Hari Krishan

Former Civil Servant (1995 Batch)
Founder & Facilitator – Life Transformation Academy
 harikrishan@lifetransformationacademy.co.in
 8368480712, 9717636975

 **Integrating Ethics, POSH, RTI, 17-19 Nov.pdf**
697 KB



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370 KB



Life Transformation Academy

251, SF, Kailash Hills, East of Kailash, New Delhi-110065
website: www.lifetransformationacademy.co.in

No. LTA/2025/Workshop/Nov./ Goa

New Delhi, 3 November, 2025

**Chief Secretary
Delhi**

Dear Leadership,

Sub.: Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers – Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence

Dates: 17-19 November 2025

Venue: Hotel Courtyard by Marriott, Colva Beach, Goa

Ensuring gender justice, transparency, and ethical governance is no longer optional—it is both a statutory and strategic necessity for every organisation that values credibility, compliance, and culture.

As per the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (POSH Act), it is the statutory duty of every employer to ensure that **Members of the Internal Complaints Committee (ICC/IC)** undergo proper orientation, capacity-building, and skill-building programmes. Since the Act vests ICCs with the powers of a Civil Court, members must be fully proficient in inquiry procedures, principles of natural justice, and sensitivity in handling cases.

Similarly, the Right to Information Act, 2005 (RTI Act) requires **Public Information Officers (CPIOs/ APIOs/ FAAs)** to be adequately trained to uphold transparency and ensure that exempted information is not inadvertently shared.

Furthermore, Department of Personnel & Training (DoPT), Department of Public Enterprises (DPE), and Central Vigilance Commission (CVC) emphasise **ethics and governance** as integral components of organisational integrity and trust.

However, inadequate training of ICC Members, PIOs, and compliance officers (HR, Legal, Vigilance, In-house Trainers) often leads to quashing of ICC reports by courts for procedural lapses or bias, imposition of RTI penalties and audit objections, and gradual erosion of ethical culture and accountability within the organisation.

1

This **residential workshop** therefore aims to integrate the four key pillars of compliance and culture — **Ethics, POSH, RTI, and Gender Sensitisation** — into a single, immersive learning experience that builds capacity, consciousness, and compassion across all levels.

Participants will return as **Master Trainers and Change Catalysts**, capable of conducting internal training, ensuring procedural compliance, and fostering inclusive, transparent, and ethical workplaces.

As a **special value addition**, the participants will be extended **one year complimentary consultancy** on these areas . This unique service aims to provide tailored guidance and expert support beyond the event, ensuring attendees can address their individual queries and challenges related to ICC and RTI processes.

Workshop Details

Title:	<i>“Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence”</i> Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers
Venue:	Hotel Courtyard by Marriott, Colva, Goa
Dates:	17-19 November, 2025 (Monday-Wednesday)
For Residential Participants:	Check-in: 16th November 2025 - 03.00 pm onwards Check-out: 20th November 2025 - by 11.00 am

Learning Objectives

Participants will:

- Understand statutory frameworks under the **POSH Act, 2013, and RTI Act, 2005**, along with relevant DoPT/DPE guidelines and judicial interpretations.
- Acquire practical skills in **inquiry handling, report writing, and documentation** based on principles of natural justice.
- Build emotional intelligence and **gender sensitivity** to handle workplace conflicts and trauma effectively.
- Promote a culture of **ethics**, transparency, and well-being through organisational systems.
- Develop capacity to serve as **in-house Master Trainers** on POSH, RTI, Ethics, and Gender Sensitisation.

Eminent Faculty Panel

Col (Prof.) Neelima Gupta

Former Vice Chancellor and Academic Leader

A distinguished academician and administrator, Col (Prof.) Neelima Gupta has served as **Vice Chancellor of one Central and three State Universities**. A recognised voice on gender equity, POSH awareness, and RTI transparency, she has led transformative initiatives in higher education to promote inclusiveness, integrity, and institutional excellence.

Ms. Ruby Ahluwalia

Former Civil Servant (1987 Batch), Author, and Gender & Emotional Intelligence Expert

A seasoned civil servant and thought leader, Ms. Ruby Ahluwalia has been honoured with several national and international recognitions, including the “Changemakers Award” and the “Social Impact Leader Award”, for her outstanding contributions to governance, equity, social transformation, and wellness.

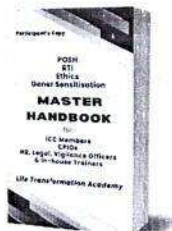
Mr. Hari Krishan

Former Civil Servant (1995 Batch) and International Life Coach

A dynamic facilitator and thought leader, Mr. Hari Krishan has conducted **transformative workshops on Ethics and Governance, POSH and RTI Compliance, Gender Sensitisation, Emotional Intelligence, Leadership, and Personal Excellence**. Drawing on his rich administrative experience and long-standing roles as **ICC Member and CPIO**, he brings practical depth and human insight to every session — earning consistently “*excellent*” participant feedback nationwide.

Key Takeaways

- **Comprehensive Master Handbook** containing:



- POSH Act & Rules, alongwith latest Govt./DoPT/ DPE Guidelines, Case Laws, and Inquiry Templates
- RTI Act & RTI Rules, alongwith latest Govt./DoPT/ DPE Instructions / Guidelines, Case Laws and Third-Party Audit

- Ethics & Governance
- Checklists & Reporting Formats
- **Ready-to-use PPT Decks & Resources** for internal training.
- **Master Trainer Certificate** – Ethics, POSH, RTI & Gender Sensitisation

Why This Training is Critical

Untrained ICC Members or PIOs risk:

- Invalidity of ICC inquiries due to lack of due process or bias,
- Adverse remarks by the CIC and Penalties under Section 26 of the POSH Act,
- Personal fines under Section 20 of the RTI Act,
- Adverse comments in Third-Party audit,
- Audit objections and vigilance scrutiny, and
- Erosion of employee trust and organisational credibility.

This workshop ensures participants gain the **knowledge, legal confidence, and emotional intelligence** to manage these responsibilities ethically and effectively.

Detailed Areas of Coverage

The workshop integrates **Ethics, POSH, RTI, and Gender Sensitisation** into one unified capacity-building framework. Each thematic pillar is addressed through **conceptual inputs, case studies, role-plays, and inquiry simulations** to ensure hands-on learning and institutional application.

A. POSH (Prevention of Sexual Harassment) – Legal, Procedural & Behavioural Dimensions

1. **Legal Framework of the POSH Act, 2013 and Rules:** Key provisions, definitions, applicability, and timelines.
2. **Latest Government Instructions and Judicial Interpretations:** Analysis of recent DoPT/Ministry of Women & Child Development circulars and landmark judgments from High Courts and the Supreme Court.
3. **Roles, Responsibilities and Powers of ICC Members:** Functions, decision-making powers, composition, tenure, confidentiality, and accountability.
4. **Principles of Natural Justice:** Understanding *audi alteram partem* (right to be heard) and *nemo judex in causa sua* (rule against bias), which are vital for ensuring procedural fairness and upholding ICC reports before Hon'ble Courts.
5. **Psychological Aspects of Sexual Harassment:** Recognising trauma symptoms, handling vulnerable complainants, applying trauma-informed inquiry approaches.
6. **Handling Complex and Sensitive Complaints:** Anonymous complaints, retaliatory complaints, and complaints of non-sexual harassment cases.

7. **Handling Digital Evidence in POSH Investigations:** Equip ICC members with knowledge and skills to responsibly handle, examine, and document digital evidence.
8. **Drafting Inquiry Documents:** Complaint intake forms, show-cause notices, response templates, inquiry questionnaires, interim orders, and final reports.
9. **Annual Reporting and Record-Keeping:** Structuring of annual reports, submission protocols, reporting formats, and record confidentiality.
10. **Creating a Preventive and Safe Work Environment:** Role of ICC in Awareness Creation, Campaigns, Workplace Training, and gender inclusivity.
11. **Mock Inquiry and Simulation:** Step-by-step live simulation of an ICC inquiry—from complaint registration to report submission.
12. **Role of HR, Legal & Disciplinary Authorities** in implementing ICC recommendations.
13. **Preventive Measures** – awareness campaigns, policy review, gender-inclusive communication.
14. **Men as Allies and Gender Neutrality** – sensitising all genders for respectful workplaces.
15. **Building an Internal Master-Trainer Pool** for POSH and Gender Awareness.

B. RTI (Right to Information) – Transparency & Accountability

1. **Obligations under the RTI Act 2005** – Sections 4, 5, 6 & 7.
2. **Role & Responsibility of PIOs/FAAs** – proactive disclosure, dealing with exemptions, third-party information.
3. **Timelines & Penalties (Section 20)** – avoiding delay, documentation best practices.
4. **Handling Sensitive & Confidential Information** – balancing transparency with privacy.
5. **Clarity on exemptions under Section 8** – balancing transparency with confidentiality.
6. **Record Management & Digital Filing Systems** – DoPT circulars and e-governance practices.
7. **Appeals & CIC Case Studies** – learning from precedents and audit feedback.
8. **RTI and Ethics Interface** – how transparency supports accountability and vigilance.
9. **Developing RTI Readiness Plans** for departments and CPSEs.

C. Ethics & Governance – Building Organisational Integrity

1. **Understanding the Basics:** Concepts of *Ethics, Integrity, and Governance* – their interrelationship and significance in fostering public trust and organisational credibility.
2. **Ethical Dilemmas in Practice:** Identifying, analysing, and resolving real-life ethical challenges.
3. **Integrity in Decision-Making:** Applying ethical frameworks and principles of transparency, accountability, and fairness to day-to-day administrative and managerial decisions.

4. **Whistle-blower Protection & Confidentiality:** Understanding statutory safeguards (CVC/Whistleblower Protection Act) and best practices to ensure a culture of openness and protection for ethical reporting.
5. **Developing an Organisational Ethics Charter:** Steps to design and implement an internal *Ethics Charter* that aligns institutional values with performance metrics, promotes ethical leadership, and embeds integrity in systems and processes.

D. Gender Sensitisation & Workplace Well-being

1. **Understanding Gender Stereotypes & Workplace Biases** - identifying unconscious bias.
2. **Psychological Safety & Emotional Trauma Handling** - approaches for ICC members and HR.
3. **Developing Empathy & Active Listening** - improving inquiry quality and morale.
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E. Master Trainer Development

1. **Standard Operating Procedures (SOPs)** for ICC, PIOs, and In-house Trainers
2. **Integrated Compliance Calendar** - synchronising POSH, RTI, & Ethics obligations.
3. **Designing In-House Training Modules** - adult-learning methods, facilitation skills, and impact assessment.
4. **Action Planning for Post-Workshop Implementation** - converting learning into institutional practice.

Outcome

Participants will emerge with comprehensive legal understanding of POSH and RTI, behavioural competence in gender sensitivity and ethics, practical toolkits for documentation and reporting, and the confidence to act as Master Trainers and lead organisational transformation.

Who Should Attend

This comprehensive workshop is designed for officers and professionals responsible for ensuring compliance, ethics, and inclusivity within their organisations. It is particularly suitable for:

- **Presiding Officers and Members of Internal Complaints Committees (ICCs/ICs)** constituted under the *POSH Act, 2013*
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- **HR, Legal, and Vigilance Officers** responsible for implementing policies, conducting inquiries, or handling disciplinary matters
- **CSR, DEI (Diversity, Equity & Inclusion), and Welfare Officers** engaged in workplace equality, inclusion, and gender awareness initiatives
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- **Managers and Functional Heads** seeking to strengthen gender equality, transparency, and ethical culture in their teams

Note: Both **male and female officers** are encouraged to attend, as the workshop promotes a holistic understanding of compliance, transparency, and inclusivity from all perspectives.

Workshop Fee & Inclusions

Participants	Residential (Per Participant)		Non-Residential (Per Participant)
	Single Occupancy	Twin Sharing (Same Organisation & Same Gender)	
1-2	₹68,000	₹50,000	₹39,000
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- All above fees are exclusive of 18% GST.
- As per Government of India Notification No. 9/2017-Integrated Tax (Rate) dated 28.06.2017 (Sl. No. 75), no GST is applicable where training services are provided to the Central Government, State Government, or UT Administration, and the total expenditure is borne by them.

What the Fee Covers

A. Residential Participants

- a. 4 nights' accommodation and all meals.
- b. Access to all workshop sessions, wellness activities, and networking opportunities.
- c. Workshop study material.
- d. Spouse/family members may accompany the participant on nominal additional charges (applicable only in case of single occupancy).
- e. Twin sharing is possible only when an even number of same-gender participants from the same organisation are nominated.
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 - Account No.: 50522861294, IFSC Code: IDIB000L512
 - GSTIN: 07AAECL1465D1ZS, PAN: AAECL1465D
 - TReDS ID: LI0064568

Our Esteemed Clients & Track Record

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Nomination Process

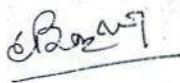
Please email nominations to harikrishan@lifetransformationacademy.co.in along with payment details, providing the following information:

- Name, Designation, Email, and Mobile
- Organisation Name, Billing Address, and GST Details (for invoicing)
- Payment reference/UTR details

We invite your esteemed organisation to nominate officers for this important statutory compliance and capacity-building workshop.

Aligned with the mandates of the *POSH Act*, *RTI Act*, and *Govt.* guidelines, the programme provides a valuable opportunity to strengthen institutional competence, promote inclusivity, and foster a culture of ethics, transparency, inclusivity, and organisational excellence.

Warm regards,



Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ harikrishan@lifetransformationacademy.co.in

☎ 8368480712, 9717636975

Email

Shri Rajeev Verma

Workshop- Ethics, POSH, RTI- Goa @Courtyard by Marriott**From :** harikrishan@lifetransformationacademy.co.in

Mon, Nov 03, 2025 05:19 PM

Subject : Workshop- Ethics, POSH, RTI- Goa @Courtyard by Marriott

2 attachments

To : Shri Rajeev Verma <csdelhi@nic.in>

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Sey. (Secy)

**Chief Secretary
Delhi**

Subject: Invitation: Advanced Workshop on Ethics, POSH, RTI & Gender Sensitisation – 17–19 Nov 2025, Courtyard by Marriott, Goa

Dear Leadership,

Warm greetings!

We are pleased to announce an **Advanced Residential Workshop on “Integrating Ethics, POSH, RTI & Gender Sensitisation for Organisational Transformation & Excellence,”** scheduled from **17–19 November 2025** at the **Hotel Courtyard by Marriott, Colva Beach, Goa.**

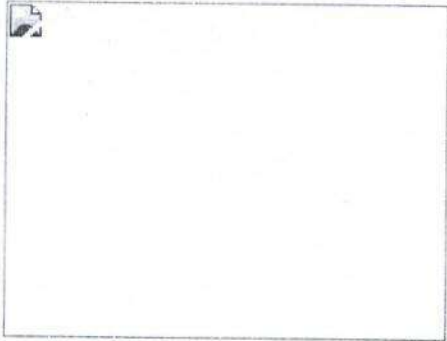
This is **not merely an awareness programme** — it is a **highly advanced capacity-building and skill-development initiative** designed to equip **ICC Members, Presiding Officers, CPIOs, FAAs, Disciplinary Authorities, and officers from HR, Legal, and Vigilance divisions** to function as **Master Trainers** capable of conducting in-house awareness and compliance sessions on POSH, RTI, Ethics, and Gender Sensitisation.

As a **special value addition**, the participants will be extended **one year complimentary consultancy** on these areas . This unique service aims to provide tailored guidance and expert support beyond the event, ensuring attendees can address their individual queries and challenges related to ICC and RTI processes.

The workshop combines statutory frameworks, case studies, inquiry simulations, and practical exercises to build *competence, confidence, and compassion* — enabling participants to strengthen their organisation's culture of integrity, inclusivity, and transparency.

Key Highlights

- **Advanced Master Trainer Programme** covering *Ethics, POSH, RTI & Gender Sensitisation*
- **Led by Senior Former Civil Servants & Vice Chancellor of 4 Universities** with hands-on ICC and governance experience
- **Comprehensive Handbook, Templates, and PPT Decks** for in-house training and compliance reference



- **At a Premier Property – Hotel Courtyard by Marriott, Goa**
Residential (Single & Twin Sharing) and Non-Residential options available at **nominal institutional rates with attractive group discounts**
- Ideal for **ICC Members, PIOs, HR, Legal, Vigilance & DEI Officers** seeking deeper statutory and behavioural proficiency

Workshop Details

Title:	<i>“Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence”</i> 3-Day Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers
Venue:	Hotel Courtyard by Marriott, Colva, Goa
Dates:	17-19 November, 2025 (Monday-Wednesday)
For Residential Participants:	Check-in: 16th November 2025 - 03.00 pm onwards Check-out: 20th November 2025 - by 11.00 am

Why This Training is Critical

Untrained ICC Members or PIOs risk:

- Invalidation of ICC inquiries due to lack of due process or bias,
- Adverse remarks by the CIC and Penalties under Section 26 of the POSH Act,

- Personal fines under Section 20 of the RTI Act,
- Adverse comments in Third-Party audit,
- Audit objections and vigilance scrutiny, and
- Erosion of employee trust and organisational credibility.

Who Should Attend

This comprehensive workshop is designed for officers and professionals responsible for ensuring compliance, ethics, and inclusivity within their organisations. It is particularly suitable for:

- **Presiding Officers and Members of Internal Complaints Committees (ICCs/ICs)**
- **Public Information Officers (CPIOs/ APIOs) and First Appellate Authorities (FAAs)**
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Our programmes have consistently received **‘Excellent’** feedback ratings from participants and senior leadership.

Please find attached the detailed proposal containing detailed areas of coverage, faculty details, inclusions, and nomination process.

Kindly email nominations to harikrishan@lifetransformationacademy.co.in along with participant details and payment information as mentioned in the attached document.

Seats are **limited** and will be confirmed on a *first-come, first-served basis*.

We look forward to your nominations and participation in this transformative workshop aimed at strengthening ethical, inclusive, and transparent governance.

Warm regards,

Hari Krishan

Former Civil Servant (1995 Batch)
Founder & Facilitator – Life Transformation Academy
 harikrishan@lifetransformationacademy.co.in
 8368480712, 9717636975

 **Integrating Ethics, POSH, RTI, 17-19 Nov.pdf**
697 KB



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370 KB



Life Transformation Academy

251, SF, Kailash Hills, East of Kailash, New Delhi-110065
website: www.lifetransformationacademy.co.in

No. LTA/2025/Workshop/Nov./ Goa

New Delhi, 3 November, 2025

**Chief Secretary
Delhi**

Dear Leadership,

Sub.: Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers – Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence

Dates: 17-19 November 2025

Venue: Hotel Courtyard by Marriott, Colva Beach, Goa

Ensuring gender justice, transparency, and ethical governance is no longer optional—it is both a statutory and strategic necessity for every organisation that values credibility, compliance, and culture.

As per the *Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013* (POSH Act), it is the statutory duty of every employer to ensure that **Members of the Internal Complaints Committee (ICC/IC)** undergo proper orientation, capacity-building, and skill-building programmes. Since the Act vests ICCs with the powers of a Civil Court, members must be fully proficient in inquiry procedures, principles of natural justice, and sensitivity in handling cases.

Similarly, the Right to Information Act, 2005 (RTI Act) requires **Public Information Officers (CPIOs/ APIOs/ FAAs)** to be adequately trained to uphold transparency and ensure that exempted information is not inadvertently shared.

Furthermore, Department of Personnel & Training (DoPT), Department of Public Enterprises (DPE), and Central Vigilance Commission (CVC) emphasise **ethics and governance** as integral components of organisational integrity and trust.

However, inadequate training of ICC Members, PIOs, and compliance officers (HR, Legal, Vigilance, In-house Trainers) often leads to quashing of ICC reports by courts for procedural lapses or bias, imposition of RTI penalties and audit objections, and gradual erosion of ethical culture and accountability within the organisation.

1

This **residential workshop** therefore aims to integrate the four key pillars of compliance and culture — **Ethics, POSH, RTI, and Gender Sensitisation** — into a single, immersive learning experience that builds capacity, consciousness, and compassion across all levels.

Participants will return as **Master Trainers and Change Catalysts**, capable of conducting internal training, ensuring procedural compliance, and fostering inclusive, transparent, and ethical workplaces.

As a **special value addition**, the participants will be extended **one year complimentary consultancy** on these areas . This unique service aims to provide tailored guidance and expert support beyond the event, ensuring attendees can address their individual queries and challenges related to ICC and RTI processes.

Workshop Details

Title:	<i>“Integrating Ethics, POSH, RTI, and Gender Sensitisation for Organisational Excellence”</i> Compliance, Capacity-Building & Skill-Building Workshop for ICC Members, PIOs, HR, Legal, Vigilance Officers & In-house Trainers
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Learning Objectives

Participants will:

- Understand statutory frameworks under the **POSH Act, 2013, and RTI Act, 2005**, along with relevant DoPT/DPE guidelines and judicial interpretations.
- Acquire practical skills in **inquiry handling, report writing, and documentation** based on principles of natural justice.
- Build emotional intelligence and **gender sensitivity** to handle workplace conflicts and trauma effectively.
- Promote a culture of **ethics**, transparency, and well-being through organisational systems.
- Develop capacity to serve as **in-house Master Trainers** on POSH, RTI, Ethics, and Gender Sensitisation.

Eminent Faculty Panel

Col (Prof.) Neelima Gupta

Former Vice Chancellor and Academic Leader

A distinguished academician and administrator, Col (Prof.) Neelima Gupta has served as **Vice Chancellor of one Central and three State Universities**. A recognised voice on gender equity, POSH awareness, and RTI transparency, she has led transformative initiatives in higher education to promote inclusiveness, integrity, and institutional excellence.

Ms. Ruby Ahluwalia

Former Civil Servant (1987 Batch), Author, and Gender & Emotional Intelligence Expert

A seasoned civil servant and thought leader, Ms. Ruby Ahluwalia has been honoured with several national and international recognitions, including the “Changemakers Award” and the “Social Impact Leader Award”, for her outstanding contributions to governance, equity, social transformation, and wellness.

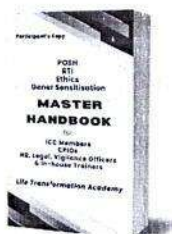
Mr. Hari Krishan

Former Civil Servant (1995 Batch) and International Life Coach

A dynamic facilitator and thought leader, Mr. Hari Krishan has conducted **transformative workshops on Ethics and Governance, POSH and RTI Compliance, Gender Sensitisation, Emotional Intelligence, Leadership, and Personal Excellence**. Drawing on his rich administrative experience and long-standing roles as **ICC Member and CPIO**, he brings practical depth and human insight to every session — earning consistently “*excellent*” participant feedback nationwide.

Key Takeaways

- **Comprehensive Master Handbook** containing:



- POSH Act & Rules, alongwith latest Govt./DoPT/ DPE Guidelines, Case Laws, and Inquiry Templates
- RTI Act & RTI Rules, alongwith latest Govt./DoPT/ DPE Instructions / Guidelines, Case Laws and Third-Party Audit

- Ethics & Governance
- Checklists & Reporting Formats
- **Ready-to-use PPT Decks & Resources** for internal training.
- **Master Trainer Certificate** – Ethics, POSH, RTI & Gender Sensitisation

Why This Training is Critical

Untrained ICC Members or PIOs risk:

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This workshop ensures participants gain the **knowledge, legal confidence, and emotional intelligence** to manage these responsibilities ethically and effectively.

Detailed Areas of Coverage

The workshop integrates **Ethics, POSH, RTI, and Gender Sensitisation** into one unified capacity-building framework. Each thematic pillar is addressed through **conceptual inputs, case studies, role-plays, and inquiry simulations** to ensure hands-on learning and institutional application.

A. POSH (Prevention of Sexual Harassment) – Legal, Procedural & Behavioural Dimensions

1. **Legal Framework of the POSH Act, 2013 and Rules:** Key provisions, definitions, applicability, and timelines.
2. **Latest Government Instructions and Judicial Interpretations:** Analysis of recent DoPT/Ministry of Women & Child Development circulars and landmark judgments from High Courts and the Supreme Court.
3. **Roles, Responsibilities and Powers of ICC Members:** Functions, decision-making powers, composition, tenure, confidentiality, and accountability.
4. **Principles of Natural Justice:** Understanding *audi alteram partem* (right to be heard) and *nemo judex in causa sua* (rule against bias), which are vital for ensuring procedural fairness and upholding ICC reports before Hon'ble Courts.
5. **Psychological Aspects of Sexual Harassment:** Recognising trauma symptoms, handling vulnerable complainants, applying trauma-informed inquiry approaches.
6. **Handling Complex and Sensitive Complaints:** Anonymous complaints, retaliatory complaints, and complaints of non-sexual harassment cases.

7. **Handling Digital Evidence in POSH Investigations:** Equip ICC members with knowledge and skills to responsibly handle, examine, and document digital evidence.
8. **Drafting Inquiry Documents:** Complaint intake forms, show-cause notices, response templates, inquiry questionnaires, interim orders, and final reports.
9. **Annual Reporting and Record-Keeping:** Structuring of annual reports, submission protocols, reporting formats, and record confidentiality.
10. **Creating a Preventive and Safe Work Environment:** Role of ICC in Awareness Creation, Campaigns, Workplace Training, and gender inclusivity.
11. **Mock Inquiry and Simulation:** Step-by-step live simulation of an ICC inquiry—from complaint registration to report submission.
12. **Role of HR, Legal & Disciplinary Authorities** in implementing ICC recommendations.
13. **Preventive Measures** – awareness campaigns, policy review, gender-inclusive communication.
14. **Men as Allies and Gender Neutrality** – sensitising all genders for respectful workplaces.
15. **Building an Internal Master-Trainer Pool** for POSH and Gender Awareness.

B. RTI (Right to Information) – Transparency & Accountability

1. **Obligations under the RTI Act 2005** – Sections 4, 5, 6 & 7.
2. **Role & Responsibility of PIOs/FAAs** – proactive disclosure, dealing with exemptions, third-party information.
3. **Timelines & Penalties (Section 20)** – avoiding delay, documentation best practices.
4. **Handling Sensitive & Confidential Information** – balancing transparency with privacy.
5. **Clarity on exemptions under Section 8** – balancing transparency with confidentiality.
6. **Record Management & Digital Filing Systems** – DoPT circulars and e-governance practices.
7. **Appeals & CIC Case Studies** – learning from precedents and audit feedback.
8. **RTI and Ethics Interface** – how transparency supports accountability and vigilance.
9. **Developing RTI Readiness Plans** for departments and CPSEs.

C. Ethics & Governance – Building Organisational Integrity

1. **Understanding the Basics:** Concepts of *Ethics, Integrity, and Governance* – their interrelationship and significance in fostering public trust and organisational credibility.
2. **Ethical Dilemmas in Practice:** Identifying, analysing, and resolving real-life ethical challenges.
3. **Integrity in Decision-Making:** Applying ethical frameworks and principles of transparency, accountability, and fairness to day-to-day administrative and managerial decisions.

4. **Whistle-blower Protection & Confidentiality:** Understanding statutory safeguards (CVC/Whistleblower Protection Act) and best practices to ensure a culture of openness and protection for ethical reporting.
5. **Developing an Organisational Ethics Charter:** Steps to design and implement an internal *Ethics Charter* that aligns institutional values with performance metrics, promotes ethical leadership, and embeds integrity in systems and processes.

D. Gender Sensitisation & Workplace Well-being

1. **Understanding Gender Stereotypes & Workplace Biases** - identifying unconscious bias.
2. **Psychological Safety & Emotional Trauma Handling** - approaches for ICC members and HR.
3. **Developing Empathy & Active Listening** - improving inquiry quality and morale.
4. **Mental Health & Wellness at Work** - burnout prevention, stress management, counselling referral systems.
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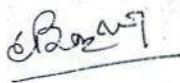
Please email nominations to harikrishan@lifetransformationacademy.co.in along with payment details, providing the following information:

- Name, Designation, Email, and Mobile
- Organisation Name, Billing Address, and GST Details (for invoicing)
- Payment reference/UTR details

We invite your esteemed organisation to nominate officers for this important statutory compliance and capacity-building workshop.

Aligned with the mandates of the *POSH Act*, *RTI Act*, and *Govt.* guidelines, the programme provides a valuable opportunity to strengthen institutional competence, promote inclusivity, and foster a culture of ethics, transparency, inclusivity, and organisational excellence.

Warm regards,



Hari Krishan

Former Civil Servant (1995 Batch)

Founder & Facilitator – Life Transformation Academy

✉ harikrishan@lifetransformationacademy.co.in

☎ 8368480712, 9717636975

Fwd: Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Tue, 04 Nov 2025 12:11:13 PM +0530

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

From: "Rajesh Singh" <istm@nic.in>

To: "Chief Secretary Office Chhattisgarh" <csooffice.cg@gov.in>

Sent: Tuesday, November 4, 2025 11:06:28 AM

Subject: Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by 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 :	Development of Attitude Knowledge & Skill for Holistic Transformation in Administration
Course Code :	DAKSHTA-08
Date :	19 Jan 2026 to 23 Jan 2026
Mode :	Offline

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

Regards

Hanuman Prasad Nishad

Assistant 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

Fwd: Development of Attitude Knowledge & Skill for Holistic Transformation in Administration by ISTM

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JNU Campus (OLD), Olof Palme Marg,

New Delhi - 110067

--

Regards

O/o The Chief Secretary, Delhi

Fwd: Design of Training by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 31 Oct 2025 4:58:18 PM +0530

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

From: "Rajesh Singh" <istm@nic.in>

To: "Sh Rajeev Prakash" <jsns@ddpmod.gov.in>

Sent: Friday, October 31, 2025 3:52:26 PM

Subject: Design of Training by 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 : Design of Training

Course Code : DOT-4-A

Date : 12 Jan 2026 to 16 Jan 2026

Mode : Offline

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

Regards

Namita Malik

Joint 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

Fwd: Design of Training by ISTM

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Regards

Namita Malik

Joint 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

Fwd: Recognized Trainers Development Programme-Design of Training by ISTM

Shri Rajeev Verma <csdelhi@nic.in >

Fri, 31 Oct 2025 5:33:58 PM +0530

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

From: "Rajesh Singh" <istm@nic.in>

To: "Sh Rajeev Prakash" <jsns@ddpmod.gov.in>

Sent: Friday, October 31, 2025 3:51:19 PM

Subject: Recognized Trainers Development Programme-Design of Training by 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 : Recognized Trainers Development Programme-Design of Training

Course Code : RTDP-DoT-4

Date : 12 Jan 2026 to 31 Jan 2026

Mode : Offline

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

Regards

Namita Malik

Joint 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